# Deloitte.

Deloitte Tax Services India Private Limited

Opposite Meenakshi Tech Park, 10th Floor, Survey No. 41,Gachibowli Village, Ranga Reddy, Hyderabad, Telangana – 500032

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05/17/2021

Mr. Adheena ALIL HOUSE, Thrissur, Kerala - 680615

## **Subject: Offer of Employment**

#### Dear Adheena:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **May 24, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.5,50,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.70,000**/- subject to your reporting for full-time employment on **May 24, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.



You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **May 24, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Adheena, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

## For Deloitte Tax Services India Private Limited

Best regards,

—DocuSigned by: Ramprasad Ramanathan —BBE7A2C9C47146C...

**Authorized Signatory** 



# Mr. Adheena

# Acceptance

I, Adheena, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date



#### Annexure A

#### Mr. Adheena

#### **Consultant I - Tax**

Description	Monthly (Ba nor month)	Annual
Basic Pay	(Rs. per month) 16,050	(Rs. per Annum) 1,92,600
House Rent Allowance (HRA)	8,025	96,300
Special Allowance <sup>1a &amp; 1b</sup>	10,681	1,28,172
Leave Travel Allowance <sup>2</sup>	1,605	19,260
Meal Card <sup>3</sup>	2,200	26,400
Differential Allowance(L)	5,347	64,164
Employer's contribution to PF	1,926	23,112
Total Salary (in Rs.)	45,834	5,50,008
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	1,870	22,440

\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.



#### Annexure A

<sup>1</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

	<sup>1a</sup> Communication Expenses	<sup>1b</sup> Fuel Expenses
Employee in Level -	Only one Post paid mobile, one Land Phone and One internet	Petrol / Insurance / Repairs &
Analyst	connection bill(s) can be claimed.	Maintenance
	Rs.3,000/- per month	Rs.7,500/- per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

	Own Vehicle – Maximum Tax exemption limit per month		
Nature of Expenses	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

- <sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.
- <sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.
- <sup>4</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.





Adheena

Hyderabad

#### Annexure B

# Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the "Employer") as **Consultant I - Tax** and other valuable consideration, I acknowledge and agree that:

# **PRELIMINARY MATTERS**

- 1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
- 2. Pre-existing Agreements or Arrangements. I warrant and agree that I have listed on Exhibit B all Pre-existing Agreements or Arrangements. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my Employment. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

#### **PROTECTION OF OUR BUSINESS**

- 3. **Reporting of** *Proceedings.* Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
- 4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I gree to hold in trust and confidence all such *Confidential Information*. I will neither disclose receiver the *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

*Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

- 5. Third Party Information and Property. I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
- 6. **Authorization**. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
- 7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
- 8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a Deloitte Entity, I will use and have access to the Systems. I also acknowledge that a Deloitte Entity has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such Electronic Communications are considered part of a Deloitte Entity 's business and client records and are not to be considered private or personal to me or any other Personnel. I further acknowledge that this right extends to Electronic Communications transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (*e.g.*, emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the Deloitte Property that may be in my use, custody, care or charge. For the loss of any Deloitte Property in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security**. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

#### 10. **Ownership of** *Works*.

a. I agree that the Employer owns all rights, title and interest in and to all Works.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Works* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of not sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by the during the

period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

- 11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to Preexisting Creations and Personal Creations. I warrant and agree that I have listed on **Exhibit B** all Preexisting Creations. I acknowledge and agree that I will not assert any ownership rights against the Deloitte Entities, or their respective clients, with respect to any Pre-existing Creations unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an Authorized Signatory who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any Pre-existing Creations or Personal Creations in connection with my Employment without the prior written consent of an Authorized Signatory. To the extent that I use any Pre-existing Creations or Personal Creations in connection with my Employment, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such Pre-existing Creations or Personal Creations for any purpose including, but not limited to, client engagements.
- 12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
- 13. Exceptions to Post-Employment Restriction re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a Deloitte Entity and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a Deloitte Entity solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a Deloitte Entity neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on Exhibit D expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on Exhibit D by an Authorized Signatory who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.
- 14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*.

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

- 15. **Restriction re:** *Personnel* and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
- 16. **Post-Employment Restrictions re:** *Deloitte Property.* Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property*.

# **OTHER POST-EMPLOYMENT OBLIGATIONS**

- 17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licenser of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
- 18. **Notification of Post-***Employment* **Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
- 19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

# OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this temployment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the Deloitte Entities and that, in addition to other remedies, the Employer on behalf of itself or another Deloitte

*Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities*' reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

- 21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
- 22. Liquidated Damages: Compensation. I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
- 23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

## **MISCELLANEOUS**

- 24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **[HYDERABAD:** Hyderabad, Andhra Pradesh, India] **[MUMBAI:** Mumbai, Maharashtra, India] **[BENGALURU:** Bengaluru, Karnataka, India] **[GURGAON:** Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
- 25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
- 26. Severability. Every provision of this Employment Agreement is intended to be the several for the several for the several for the provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

- 27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
- 28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
- 29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
- 30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
- 31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

REGISTRAR

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Tax Services India Private Limited

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name



# EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a Deloitte Entity.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information about clients or prospective client or prospective client and other business or client records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the "Deloitte U.S. Firms"), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited ("DTTL") or any member firm of DTTL or affiliate thereof (collectively, the "DTTL Member Firms") or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information, Systems,* equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and strachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means ePthersecture

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with *PII* that is not business contact information it is included in the definition of *PII*.

REGISTRAR

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United Stated Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.



# EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO: DELOITTE TAX SERVICES INDIA PRIVATE LIMITED

L. c. Churke

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Date

An Authorized Signatory's signature is required only if Pre-existing Creations or Pre-existing Agreements or Arrangements are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an Authorized Signatory indicates his or her judgment made in light of Paragraph 2 that Pre-existing Creations, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's Pre-existing Creations and the Intellectual Property of a Deloitte Entity can be avoided or minimized in the future and further indicates that the Pre-existing Agreements or Arrangements have been obtained and reviewed and that the Authorized Signatory is satisfied that such Pre-existing Agreements or Arrangements will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.



# EXHIBIT C

# **Proceedings**

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date



# EXHIBIT D

# Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

**Deloitte Tax Services India Private Limited** 

c. Church

OMKAR CHANDRAMOULI KONCHUR Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory*'s signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.



#### **Terms and Conditions of Service**

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

#### **Terms of Service**

## 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further informationer if you have any specific concerns in this respect.

REGISTRAR

# 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

# **3. HARRASSMENT POLICY**

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. Expressive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

# 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

# 5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.\* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

# 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

# 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is <u>60 Days</u> by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times

\* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US) retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

# 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (<u>https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218\_OutsideEmploymentActivities\_US.aspx</u>).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer of a Delone Entry as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a Deloitte Entity.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <a href="https://deloittenet.deloitte.com/Pages/Home.aspx">https://deloittenet.deloitte.com/Pages/Home.aspx</a> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name





#### Dear Adheena,

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Consultant I - Tax** pursuant to the terms and conditions of your offer letter dated **May 24, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



# **Deloitte**.

Deloitte Tax Services India Private Limited

Opposite Meenakshi Tech Park, 10th Floor, Survey No. 41,Gachibowli Village, Ranga Reddy, Hyderabad, Telangana – 500032

Tel: +91 040 67621000 www.deloitte.com

05/17/2021

Ms. Aparna Rajagopalan Chandrakantham house, Thrissur, Kerala - 680569

**Subject: Offer of Employment** 

#### Dear Aparna Rajagopalan:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **May 24, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.5,50,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.70,000**/- subject to your reporting for full-time employment on **May 24, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.



You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **May 24, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Aparna Rajagopalan, everyone you have interviewed with joins me in extending to you congratulations and warm regards.

We look forward to you joining our team.

Sincerely,

## For Deloitte Tax Services India Private Limited

Best regards,

—DocuSigned by: Ramprasad Ramanathan —BBE7A2C9C47146C...



**Authorized Signatory** 

# Ms. Aparna Rajagopalan

# Acceptance

I, Aparna Rajagopalan, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date



#### Annexure A

# Ms. Aparna Rajagopalan

#### **Consultant I - Tax**

Description	<b>Monthly</b> (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	16,050	1,92,600
House Rent Allowance (HRA)	8,025	96,300
Special Allowance <sup>1a &amp; 1b</sup>	10,681	1,28,172
Leave Travel Allowance <sup>2</sup>	1,605	19,260
Meal Card <sup>3</sup>	2,200	26,400
Differential Allowance(L)	5,347	64,164
Employer's contribution to PF	1,926	23,112
Total Salary (in Rs.)	45,834	5,50,008
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	1,870	22,440

\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.



#### Annexure A

<sup>1</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

	<sup>1a</sup> Communication Expenses	<sup>1b</sup> Fuel Expenses
Employee in Level -	Only one Post paid mobile, one Land Phone and One internet	Petrol / Insurance / Repairs &
Analyst	connection bill(s) can be claimed.	Maintenance
	Rs.3,000/- per month	Rs.7,500/- per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

	Own Vehicle – Maximum Tax exemption limit per month		
Nature of Expenses	4 Wheelers (Engine Capacity)		Two Wheelers
_	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

- <sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.
- <sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.
- <sup>4</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.





Aparna Rajagopalan

Hyderabad

#### Annexure B

# Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the "Employer") as **Consultant I - Tax** and other valuable consideration, I acknowledge and agree that:

# PRELIMINARY MATTERS

- 1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
- 2. Pre-existing Agreements or Arrangements. I warrant and agree that I have listed on Exhibit B all Preexisting Agreements or Arrangements. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my Employment. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of Employment or my becoming, and serving as, Consultant I - Tax of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

#### **PROTECTION OF OUR BUSINESS**

- 3. **Reporting of** *Proceedings.* Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
- 4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, a gree to hold in trust and confidence all such *Confidential Information*. I will neither disclose Recovery the *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

*Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

- 5. Third Party Information and Property. I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
- 6. **Authorization**. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
- 7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
- 8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a Deloitte Entity, I will use and have access to the Systems. I also acknowledge that a Deloitte Entity has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such Electronic Communications are considered part of a Deloitte Entity 's business and client records and are not to be considered private or personal to me or any other Personnel. I further acknowledge that this right extends to Electronic Communications transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (*e.g.*, emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the Deloitte Property that may be in my use, custody, care or charge. For the loss of any Deloitte Property in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security**. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

#### 10. **Ownership of** *Works*.

a. I agree that the Employer owns all rights, title and interest in and to all Works.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Works* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of not sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by the during the

period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

- 11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to Preexisting Creations and Personal Creations. I warrant and agree that I have listed on **Exhibit B** all Preexisting Creations. I acknowledge and agree that I will not assert any ownership rights against the Deloitte Entities, or their respective clients, with respect to any Pre-existing Creations unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an Authorized Signatory who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any Pre-existing Creations or Personal Creations in connection with my Employment without the prior written consent of an Authorized Signatory. To the extent that I use any Pre-existing Creations or Personal Creations in connection with my Employment, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such Pre-existing Creations or Personal Creations for any purpose including, but not limited to, client engagements.
- 12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
- 13. Exceptions to Post-Employment Restriction re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a Deloitte Entity and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a Deloitte Entity solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a Deloitte Entity neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on Exhibit D expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on Exhibit D by an Authorized Signatory who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.
- 14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*.

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

- 15. **Restriction re:** *Personnel* and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
- 16. **Post-Employment Restrictions re:** *Deloitte Property.* Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property*.

# **OTHER POST-EMPLOYMENT OBLIGATIONS**

- 17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licenser of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
- 18. **Notification of Post-***Employment* **Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
- 19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

# OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this temployment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte* 

*Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities*' reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

- 21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
- 22. Liquidated Damages: Compensation. I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
- 23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

## **MISCELLANEOUS**

- 24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **[HYDERABAD:** Hyderabad, Andhra Pradesh, India] **[MUMBAI:** Mumbai, Maharashtra, India] **[BENGALURU:** Bengaluru, Karnataka, India] **[GURGAON:** Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
- 25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
- 26. Severability. Every provision of this Employment Agreement is intended to be the several for the several for the several for the provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

- 27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
- 28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
- 29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
- 30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
- 31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

REGISTRAR

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Tax Services India Private Limited

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name



# EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a Deloitte Entity.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information about clients or prospective client or prospective client and other business or client records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the "Deloitte U.S. Firms"), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited ("DTTL") or any member firm of DTTL or affiliate thereof (collectively, the "DTTL Member Firms") or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information, Systems,* equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and strachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means ePthersecture

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with *PII* that is not business contact information it is included in the definition of *PII*.

REGISTRAR

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United Stated Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.



# EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO: DELOITTE TAX SERVICES INDIA PRIVATE LIMITED

L. c. Churk

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Date

An Authorized Signatory's signature is required only if Pre-existing Creations or Pre-existing Agreements or Arrangements are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an Authorized Signatory indicates his or her judgment made in light of Paragraph 2 that Pre-existing Creations, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's Pre-existing Creations and the Intellectual Property of a Deloitte Entity can be avoided or minimized in the future and further indicates that the Pre-existing Agreements or Arrangements have been obtained and reviewed and that the Authorized Signatory is satisfied that such Pre-existing Agreements or Arrangements will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.



# EXHIBIT C

# **Proceedings**

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date



Docusign Envelope I D: 0B7DA805-B72C-4244-8C1E-BFC71995C6FF

# EXHIBIT D

# Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

**Deloitte Tax Services India Private Limited** 

c. Church

OMKAR CHANDRAMOULI KONCHUR Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory*'s signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.



#### **Terms and Conditions of Service**

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

#### **Terms of Service**

#### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further informationeor if you have any specific concerns in this respect.

REGISTRAR

# 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

# **3. HARRASSMENT POLICY**

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

# 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

# 5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.\* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

# 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

# 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is <u>60 Days</u> by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times

\* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US) retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

# 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (<u>https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218\_OutsideEmploymentActivities\_US.aspx</u>).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer of a Delone Entry as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a Deloitte Entity.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <a href="https://deloittenet.deloitte.com/Pages/Home.aspx">https://deloittenet.deloitte.com/Pages/Home.aspx</a> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name





#### Dear Aparna Rajagopalan,

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Consultant I - Tax** pursuant to the terms and conditions of your offer letter dated **May 24, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



# **Deloitte**.

Deloitte Tax Services India Private Limited

Opposite Meenakshi Tech Park, 10th Floor, Survey No. 41,Gachibowli Village, Ranga Reddy, Hyderabad, Telangana – 500032

Tel: +91 040 67621000 www.deloitte.com

05/17/2021

Mr. Aravind V Vembanattu puthenmadom , koodalappadu ,koovappady, Ernakulam, Kerala - 683544

**Subject: Offer of Employment** 

Dear Aravind V:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **May 24, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.5,50,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.70,000**/- subject to your reporting for full-time employment on **May 24, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.



You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **May 24, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Aravind V**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

#### For Deloitte Tax Services India Private Limited

Best regards,

— DocuSigned by: Ramprasad Ramanathan — BBE7A2C9C47146C....

**Authorized Signatory** 



# Mr. Aravind V

# Acceptance

I, Aravind V, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date



#### Annexure A

#### Mr. Aravind V

#### **Consultant I - Tax**

Description	Monthly (Demonstrate)	Annual	
	(Rs. per month)	(Rs. per Annum)	
Basic Pay	16,050	1,92,600	
House Rent Allowance (HRA)	8,025	96,300	
Special Allowance <sup>1a &amp; 1b</sup>	10,681	1,28,172	
Leave Travel Allowance <sup>2</sup>	1,605	19,260	
Meal Card <sup>3</sup>	2,200	26,400	
Differential Allowance(L)	5,347	64,164	
Employer's contribution to PF	1,926	23,112	
Total Salary (in Rs.)	45,834	5,50,008	
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business		
Medical Insurance Premium <sup>4</sup>	1,870	22,440	

\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.



#### Annexure A

<sup>1</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

	<sup>1a</sup> Communication Expenses	<sup>1b</sup> Fuel Expenses	
Employee in Level -	Only one Post paid mobile, one Land Phone and One internet	Petrol / Insurance / Repairs &	
Analyst	connection bill(s) can be claimed.	Maintenance	
	Rs.3,000/- per month	Rs.7,500/- per month	

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

	Own Vehicle – Maximum Tax exemption limit per month			
Nature of Expenses	4 Wheelers (Engine Capacity)		Two Wheelers	
	<= 1600 cc	> 1600 cc		
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900	
Driver's Salary	Rs. 900	Rs. 900	Not applicable	

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

- <sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.
- <sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.
- <sup>4</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.





Aravind V

Hyderabad

#### Annexure B

# Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the "Employer") as **Consultant I - Tax** and other valuable consideration, I acknowledge and agree that:

#### **PRELIMINARY MATTERS**

- 1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
- 2. Pre-existing Agreements or Arrangements. I warrant and agree that I have listed on Exhibit B all Preexisting Agreements or Arrangements. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my Employment. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of Employment or my becoming, and serving as, Consultant I - Tax of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

#### **PROTECTION OF OUR BUSINESS**

- 3. **Reporting of** *Proceedings.* Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
- 4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I gree to hold in trust and confidence all such *Confidential Information*. I will neither disclose receiver the *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

*Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

- 5. Third Party Information and Property. I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
- 6. **Authorization**. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
- 7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
- 8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a Deloitte Entity, I will use and have access to the Systems. I also acknowledge that a Deloitte Entity has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such Electronic Communications are considered part of a Deloitte Entity 's business and client records and are not to be considered private or personal to me or any other Personnel. I further acknowledge that this right extends to Electronic Communications transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (*e.g.*, emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the Deloitte Property that may be in my use, custody, care or charge. For the loss of any Deloitte Property in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security**. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

#### 10. **Ownership of** *Works*.

a. I agree that the Employer owns all rights, title and interest in and to all Works.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Works* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of not sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by the during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

- 11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to Preexisting Creations and Personal Creations. I warrant and agree that I have listed on **Exhibit B** all Preexisting Creations. I acknowledge and agree that I will not assert any ownership rights against the Deloitte Entities, or their respective clients, with respect to any Pre-existing Creations unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an Authorized Signatory who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any Pre-existing Creations or Personal Creations in connection with my Employment without the prior written consent of an Authorized Signatory. To the extent that I use any Pre-existing Creations or Personal Creations in connection with my Employment, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such Pre-existing Creations or Personal Creations for any purpose including, but not limited to, client engagements.
- 12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
- 13. Exceptions to Post-Employment Restriction re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a Deloitte Entity and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a Deloitte Entity solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a Deloitte Entity neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on Exhibit D expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on Exhibit D by an Authorized Signatory who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.
- 14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*.

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

- 15. **Restriction re:** *Personnel* and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
- 16. **Post-Employment Restrictions re:** *Deloitte Property.* Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property*.

#### **OTHER POST-EMPLOYMENT OBLIGATIONS**

- 17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licenser of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
- 18. **Notification of Post-***Employment* **Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
- 19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

# OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this temployment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte* 

*Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities*' reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

- 21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
- 22. Liquidated Damages: Compensation. I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
- 23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

#### **MISCELLANEOUS**

- 24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **[HYDERABAD:** Hyderabad, Andhra Pradesh, India] **[MUMBAI:** Mumbai, Maharashtra, India] **[BENGALURU:** Bengaluru, Karnataka, India] **[GURGAON:** Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
- 25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
- 26. Severability. Every provision of this Employment Agreement is intended to be the several for the several for the several for the provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

- 27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
- 28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
- 29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
- 30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
- 31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

REGISTRAR

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Tax Services India Private Limited

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name



# EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a Deloitte Entity.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information about clients or prospective client or prospective client and other business or client records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the "Deloitte U.S. Firms"), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited ("DTTL") or any member firm of DTTL or affiliate thereof (collectively, the "DTTL Member Firms") or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information, Systems,* equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and strachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means ePthersecture

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with *PII* that is not business contact information it is included in the definition of *PII*.

REGISTRAR

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United Stated Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.



# EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO: DELOITTE TAX SERVICES INDIA PRIVATE LIMITED

L. c. Churk

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Date

An Authorized Signatory's signature is required only if Pre-existing Creations or Pre-existing Agreements or Arrangements are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an Authorized Signatory indicates his or her judgment made in light of Paragraph 2 that Pre-existing Creations, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's Pre-existing Creations and the Intellectual Property of a Deloitte Entity can be avoided or minimized in the future and further indicates that the Pre-existing Agreements or Arrangements have been obtained and reviewed and that the Authorized Signatory is satisfied that such Pre-existing Agreements or Arrangements will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.



# EXHIBIT C

# **Proceedings**

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date



Docusign Envelope I D: 0B7DA805-B72C-4244-8C1E-BFC71998C5FF

# EXHIBIT D

# Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

**Deloitte Tax Services India Private Limited** 

c. Church

OMKAR CHANDRAMOULI KONCHUR Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory*'s signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.



#### **Terms and Conditions of Service**

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

#### **Terms of Service**

#### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further informationer if you have any specific concerns in this respect.

REGISTRAR

# 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

# **3. HARRASSMENT POLICY**

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. Expressive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

# 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

# 5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.\* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

# 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

# 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is <u>60 Days</u> by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times

\* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US) retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

# 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (<u>https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218\_OutsideEmploymentActivities\_US.aspx</u>).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer of a Delone Entry as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a Deloitte Entity.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <a href="https://deloittenet.deloitte.com/Pages/Home.aspx">https://deloittenet.deloitte.com/Pages/Home.aspx</a> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name





#### Dear Aravind V,

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Consultant I - Tax** pursuant to the terms and conditions of your offer letter dated **May 24, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



# **Deloitte.**

Deloitte Tax Services India Private Limited

Opposite Meenakshi Tech Park, 10th Floor, Survey No. 41,Gachibowli Village, Ranga Reddy, Hyderabad, Telangana – 500032

Tel: +91 040 67621000 www.deloitte.com

05/17/2021

Mr. Jit Ghosh 4/20A Bijoygarh, P.O - Jadavpur University, Ramthakur Sarani, Kolkata, West Bengal - 700032

**Subject: Offer of Employment** 

#### Dear Jit Ghosh:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **May 24, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.5,50,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.70,000**/- subject to your reporting for full-time employment on **May 24, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.



You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **May 24, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Jit Ghosh**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

# For Deloitte Tax Services India Private Limited

Best regards,

—DocuSigned by: Ramprasad Ramanathan —BBE7A2C9C47146C...

**Authorized Signatory** 



# Mr. Jit Ghosh

# Acceptance

I, Jit Ghosh, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date



#### Annexure A

#### Mr. Jit Ghosh

#### **Consultant I - Tax**

Description	Monthly (Ba nor month)	Annual
Basic Pay	(Rs. per month) 16,050	(Rs. per Annum) 1,92,600
House Rent Allowance (HRA)	8,025	96,300
Special Allowance <sup>1a &amp; 1b</sup>	10,681	1,28,172
Leave Travel Allowance <sup>2</sup>	1,605	19,260
Meal Card <sup>3</sup>	2,200	26,400
Differential Allowance(L)	5,347	64,164
Employer's contribution to PF	1,926	23,112
Total Salary (in Rs.)	45,834	5,50,008
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	1,870	22,440

\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.



#### Annexure A

<sup>1</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

	<sup>1a</sup> Communication Expenses	<sup>1b</sup> Fuel Expenses
Employee in Level -	Only one Post paid mobile, one Land Phone and One internet	Petrol / Insurance / Repairs &
Analyst	connection bill(s) can be claimed.	Maintenance
	Rs.3,000/- per month	Rs.7,500/- per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

	Own Vehicle – Maximum Tax exemption limit per month		
Nature of Expenses	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

- <sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.
- <sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.
- <sup>4</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.





Jit Ghosh

Hyderabad

#### Annexure B

# Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the "Employer") as **Consultant I - Tax** and other valuable consideration, I acknowledge and agree that:

# **PRELIMINARY MATTERS**

- 1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
- 2. Pre-existing Agreements or Arrangements. I warrant and agree that I have listed on Exhibit B all Pre-existing Agreements or Arrangements. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my Employment. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

#### **PROTECTION OF OUR BUSINESS**

- 3. **Reporting of** *Proceedings.* Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
- 4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I gree to hold in trust and confidence all such *Confidential Information*. I will neither disclose receiver the *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

*Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

- 5. Third Party Information and Property. I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
- 6. **Authorization**. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
- 7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
- 8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a Deloitte Entity, I will use and have access to the Systems. I also acknowledge that a Deloitte Entity has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such Electronic Communications are considered part of a Deloitte Entity 's business and client records and are not to be considered private or personal to me or any other Personnel. I further acknowledge that this right extends to Electronic Communications transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (*e.g.*, emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the Deloitte Property that may be in my use, custody, care or charge. For the loss of any Deloitte Property in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security**. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

#### 10. **Ownership of** *Works*.

a. I agree that the Employer owns all rights, title and interest in and to all Works.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Works* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of not sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by the during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

- 11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to Preexisting Creations and Personal Creations. I warrant and agree that I have listed on **Exhibit B** all Preexisting Creations. I acknowledge and agree that I will not assert any ownership rights against the Deloitte Entities, or their respective clients, with respect to any Pre-existing Creations unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an Authorized Signatory who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any Pre-existing Creations or Personal Creations in connection with my Employment without the prior written consent of an Authorized Signatory. To the extent that I use any Pre-existing Creations or Personal Creations in connection with my Employment, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such Pre-existing Creations or Personal Creations for any purpose including, but not limited to, client engagements.
- 12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
- 13. Exceptions to Post-Employment Restriction re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a Deloitte Entity and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a Deloitte Entity solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a Deloitte Entity neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on Exhibit D expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on Exhibit D by an Authorized Signatory who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.
- 14. Future Employment with Clients. Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rule, and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*.

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

- 15. **Restriction re:** *Personnel* and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
- 16. **Post-Employment Restrictions re:** *Deloitte Property.* Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property*.

# **OTHER POST-EMPLOYMENT OBLIGATIONS**

- 17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licenser of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
- 18. **Notification of Post-***Employment* **Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
- 19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

# OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this temployment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte* 

*Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities*' reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

- 21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
- 22. Liquidated Damages: Compensation. I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
- 23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

# **MISCELLANEOUS**

- 24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **[HYDERABAD:** Hyderabad, Andhra Pradesh, India] **[MUMBAI:** Mumbai, Maharashtra, India] **[BENGALURU:** Bengaluru, Karnataka, India] **[GURGAON:** Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
- 25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
- 26. Severability. Every provision of this Employment Agreement is intended to be the several for the several for the several for the provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

- 27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
- 28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
- 29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
- 30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
- 31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

REGISTRAR

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Tax Services India Private Limited

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name



# EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a Deloitte Entity.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information about clients or prospective client or prospective client and other business or client records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the "Deloitte U.S. Firms"), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited ("DTTL") or any member firm of DTTL or affiliate thereof (collectively, the "DTTL Member Firms") or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information, Systems,* equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and strachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means ePthersecture

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with *PII* that is not business contact information it is included in the definition of *PII*.

REGISTRAR

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United Stated Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.



# EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO: DELOITTE TAX SERVICES INDIA PRIVATE LIMITED

L. c. Churke

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Date

An Authorized Signatory's signature is required only if Pre-existing Creations or Pre-existing Agreements or Arrangements are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an Authorized Signatory indicates his or her judgment made in light of Paragraph 2 that Pre-existing Creations, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's Pre-existing Creations and the Intellectual Property of a Deloitte Entity can be avoided or minimized in the future and further indicates that the Pre-existing Agreements or Arrangements have been obtained and reviewed and that the Authorized Signatory is satisfied that such Pre-existing Agreements or Arrangements will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.



# EXHIBIT C

# **Proceedings**

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date



# EXHIBIT D

# Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

**Deloitte Tax Services India Private Limited** 

c. Church

OMKAR CHANDRAMOULI KONCHUR Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory*'s signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.



#### **Terms and Conditions of Service**

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

#### **Terms of Service**

# 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further informationer if you have any specific concerns in this respect.

REGISTRAR

# 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

# **3. HARRASSMENT POLICY**

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. Expressly forbidden are offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

# 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

# 5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.\* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

# 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

# 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is <u>60 Days</u> by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times

\* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US) retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

# 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (<u>https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218\_OutsideEmploymentActivities\_US.aspx</u>).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer of a Delone Entry as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a Deloitte Entity.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <a href="https://deloittenet.deloitte.com/Pages/Home.aspx">https://deloittenet.deloitte.com/Pages/Home.aspx</a> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name





#### Dear Jit Ghosh,

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Consultant I - Tax** pursuant to the terms and conditions of your offer letter dated **May 24, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



# **Deloitte**.

#### Deloitte Tax Services India Private Limited

Opposite Meenakshi Tech Park, 10th Floor, Survey No. 41,Gachibowli Village, Ranga Reddy, Hyderabad, Telangana – 500032

Tel: +91 040 67621000 www.deloitte.com

05/17/2021

Mr. Mahindrakar Shubham Mahesh Room no 138/3/8, Ram bhai chawl, Adarsh lane, Jawahar Nagar, Khar East, Mumbai, Maharashtra - 400051

**Subject: Offer of Employment** 

Dear Mahindrakar Shubham Mahesh:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **May 24, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.5,50,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.70,000**/- subject to your reporting for full-time employment on **May 24, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.



You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **May 24, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Mahindrakar Shubham Mahesh, everyone you have interviewed with joins me in extending to you congratulations and warm regards.

We look forward to you joining our team.

Sincerely,

# For Deloitte Tax Services India Private Limited

Best regards,

—DocuSigned by: Ramprasad Ramanathan —BBE7A2C9C47146C...



**Authorized Signatory** 

# Mr. Mahindrakar Shubham Mahesh

# Acceptance

I, Mahindrakar Shubham Mahesh, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date



#### Annexure A

# Mr. Mahindrakar Shubham Mahesh

# **Consultant I - Tax**

Description	<b>Monthly</b> (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	16,050	1,92,600
House Rent Allowance (HRA)	8,025	96,300
Special Allowance <sup>1a &amp; 1b</sup>	10,681	1,28,172
Leave Travel Allowance <sup>2</sup>	1,605	19,260
Meal Card <sup>3</sup>	2,200	26,400
Differential Allowance(L)	5,347	64,164
Employer's contribution to PF	1,926	23,112
Total Salary (in Rs.)	45,834	5,50,008
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	1,870	22,440

\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.



#### Annexure A

<sup>1</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

	<sup>1a</sup> Communication Expenses	<sup>1b</sup> Fuel Expenses
Employee in Level -	Only one Post paid mobile, one Land Phone and One internet	Petrol / Insurance / Repairs &
Analyst	connection bill(s) can be claimed.	Maintenance
	Rs.3,000/- per month	Rs.7,500/- per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

	Own Vehicle – Maximum Tax exemption limit per month		
Nature of Expenses	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

- <sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.
- <sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.
- <sup>4</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.





Mahindrakar Shubham Mahesh

Hyderabad

# Annexure B

# Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the "Employer") as **Consultant I - Tax** and other valuable consideration, I acknowledge and agree that:

#### **PRELIMINARY MATTERS**

- 1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
- 2. Pre-existing Agreements or Arrangements. I warrant and agree that I have listed on Exhibit B all Pre-existing Agreements or Arrangements. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my Employment. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

# **PROTECTION OF OUR BUSINESS**

- 3. **Reporting of** *Proceedings.* Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
- 4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, a gree to hold in trust and confidence all such *Confidential Information*. I will neither disclose receiver the confidential *Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

*Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

- 5. Third Party Information and Property. I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
- 6. **Authorization**. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
- 7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
- 8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a Deloitte Entity, I will use and have access to the Systems. I also acknowledge that a Deloitte Entity has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such Electronic Communications are considered part of a Deloitte Entity 's business and client records and are not to be considered private or personal to me or any other Personnel. I further acknowledge that this right extends to Electronic Communications transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (*e.g.*, emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the Deloitte Property that may be in my use, custody, care or charge. For the loss of any Deloitte Property in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security**. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

#### 10. **Ownership of** *Works*.

a. I agree that the Employer owns all rights, title and interest in and to all Works.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Works* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of note strate checked drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the

period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

- 11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to Preexisting Creations and Personal Creations. I warrant and agree that I have listed on **Exhibit B** all Preexisting Creations. I acknowledge and agree that I will not assert any ownership rights against the Deloitte Entities, or their respective clients, with respect to any Pre-existing Creations unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an Authorized Signatory who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any Pre-existing Creations or Personal Creations in connection with my Employment without the prior written consent of an Authorized Signatory. To the extent that I use any Pre-existing Creations or Personal Creations in connection with my Employment, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such Pre-existing Creations or Personal Creations for any purpose including, but not limited to, client engagements.
- 12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
- 13. Exceptions to Post-Employment Restriction re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a Deloitte Entity and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a Deloitte Entity solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a Deloitte Entity neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on Exhibit D expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on Exhibit D by an Authorized Signatory who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.
- 14. Future Employment with Clients. Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rule, and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*.

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

- 15. **Restriction re:** *Personnel* and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
- 16. **Post-Employment Restrictions re:** *Deloitte Property.* Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property*.

# **OTHER POST-EMPLOYMENT OBLIGATIONS**

- 17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licenser of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
- 18. **Notification of Post-***Employment* **Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
- 19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

# OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this temployment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the Deloitte Entities and that, in addition to other remedies, the Employer on behalf of itself or another Deloitte

*Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities*' reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

- 21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
- 22. Liquidated Damages: Compensation. I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
- 23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

# **MISCELLANEOUS**

- 24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **[HYDERABAD:** Hyderabad, Andhra Pradesh, India] **[MUMBAI:** Mumbai, Maharashtra, India] **[BENGALURU:** Bengaluru, Karnataka, India] **[GURGAON:** Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
- 25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
- 26. Severability. Every provision of this Employment Agreement is intended to be the several for the several for the several for the provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

- 27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
- 28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
- 29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
- 30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
- 31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

REGISTRAR

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Tax Services India Private Limited

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name



### EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a Deloitte Entity.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information about clients or prospective client or prospective client and other business or client records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the "Deloitte U.S. Firms"), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited ("DTTL") or any member firm of DTTL or affiliate thereof (collectively, the "DTTL Member Firms") or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information, Systems,* equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and strachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means ePthersecture

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with *PII* that is not business contact information it is included in the definition of *PII*.

REGISTRAR

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United Stated Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.



### EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO: DELOITTE TAX SERVICES INDIA PRIVATE LIMITED

L. c. Churk

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Date

An Authorized Signatory's signature is required only if Pre-existing Creations or Pre-existing Agreements or Arrangements are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an Authorized Signatory indicates his or her judgment made in light of Paragraph 2 that Pre-existing Creations, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's Pre-existing Creations and the Intellectual Property of a Deloitte Entity can be avoided or minimized in the future and further indicates that the Pre-existing Agreements or Arrangements have been obtained and reviewed and that the Authorized Signatory is satisfied that such Pre-existing Agreements or Arrangements will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.



### EXHIBIT C

### **Proceedings**

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date



### EXHIBIT D

### Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

**Deloitte Tax Services India Private Limited** 

c. Church

OMKAR CHANDRAMOULI KONCHUR Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory*'s signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.



### **Terms and Conditions of Service**

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

### **Terms of Service**

### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further informationeor if you have any specific concerns in this respect.

REGISTRAR

### 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

### **3. HARRASSMENT POLICY**

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

### 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

### 5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.\* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

### 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

### 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is <u>60 Days</u> by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times

\* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US) retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

### 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (<u>https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218\_OutsideEmploymentActivities\_US.aspx</u>).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer of a Delone Entry as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a Deloitte Entity.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <u>https://deloittenet.deloitte.com/Pages/Home.aspx</u> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name





### Dear Mahindrakar Shubham Mahesh,

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Consultant I - Tax** pursuant to the terms and conditions of your offer letter dated **May 24, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



# **Deloitte**.

Deloitte Tax Services India Private Limited

Opposite Meenakshi Tech Park, 10th Floor, Survey No. 41,Gachibowli Village, Ranga Reddy, Hyderabad, Telangana – 500032

Tel: +91 040 67621000 www.deloitte.com

05/17/2021

Mr. Shibaan Mushtaq Nigeen Bagh near Nigeen Club, Srinagar, Jammu and Kashmir - 190006

### **Subject: Offer of Employment**

### Dear Shibaan Mushtaq:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **May 24, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.5,50,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.70,000**/- subject to your reporting for full-time employment on **May 24, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.



You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **May 24, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Shibaan**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

### For Deloitte Tax Services India Private Limited

Best regards,

—DocuSigned by: Ramprasad Ramanathan —BBE7A2C9C47146C...

**Authorized Signatory** 



### Mr. Shibaan Mushtaq

### Acceptance

I, Shibaan Mushtaq, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date



### Annexure A

### Mr. Shibaan Mushtaq

### **Consultant I - Tax**

Description	<b>Monthly</b> (Rs. per month)	Annual (Rs. per Annum)	
Basic Pay	16,050	1,92,600	
House Rent Allowance (HRA)	8,025	96,300	
Special Allowance <sup>1a &amp; 1b</sup>	10,681	1,28,172	
Leave Travel Allowance <sup>2</sup>	1,605	19,260	
Meal Card <sup>3</sup>	2,200	26,400	
Differential Allowance(L)	5,347	64,164	
Employer's contribution to PF	1,926	23,112	
Total Salary (in Rs.)	45,834	5,50,008	
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business		
Medical Insurance Premium <sup>4</sup>	1,870	22,440	

\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.



#### Annexure A

<sup>1</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

	<sup>1a</sup> Communication Expenses	<sup>1b</sup> Fuel Expenses	
Employee in Level -	Only one Post paid mobile, one Land Phone and One internet	Petrol / Insurance / Repairs &	
Analyst	connection bill(s) can be claimed.	Maintenance	
	Rs.3,000/- per month	Rs.7,500/- per month	

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

	Own Vehicle – Maximum Tax exemption limit per month			
Nature of Expenses	4 Wheelers (Engine Capacity)		Two Wheelers	
	<= 1600 cc	> 1600 cc		
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900	
Driver's Salary	Rs. 900	Rs. 900	Not applicable	

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

- <sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.
- <sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.
- <sup>4</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.





Shibaan Mushtaq

Hyderabad

### Annexure B

### Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the "Employer") as **Consultant I - Tax** and other valuable consideration, I acknowledge and agree that:

### **PRELIMINARY MATTERS**

- 1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
- 2. Pre-existing Agreements or Arrangements. I warrant and agree that I have listed on Exhibit B all Pre-existing Agreements or Arrangements. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my Employment. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

### **PROTECTION OF OUR BUSINESS**

- 3. **Reporting of** *Proceedings.* Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
- 4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I gree to hold in trust and confidence all such *Confidential Information*. I will neither disclose receiver the confidential *Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

*Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

- 5. Third Party Information and Property. I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
- 6. **Authorization**. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
- 7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
- 8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a Deloitte Entity, I will use and have access to the Systems. I also acknowledge that a Deloitte Entity has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such Electronic Communications are considered part of a Deloitte Entity 's business and client records and are not to be considered private or personal to me or any other Personnel. I further acknowledge that this right extends to Electronic Communications transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (*e.g.*, emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the Deloitte Property that may be in my use, custody, care or charge. For the loss of any Deloitte Property in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security**. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

### 10. **Ownership of** *Works*.

a. I agree that the Employer owns all rights, title and interest in and to all Works.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Works* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of not sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by the during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

- 11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to Preexisting Creations and Personal Creations. I warrant and agree that I have listed on **Exhibit B** all Preexisting Creations. I acknowledge and agree that I will not assert any ownership rights against the Deloitte Entities, or their respective clients, with respect to any Pre-existing Creations unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an Authorized Signatory who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any Pre-existing Creations or Personal Creations in connection with my Employment without the prior written consent of an Authorized Signatory. To the extent that I use any Pre-existing Creations or Personal Creations in connection with my Employment, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such Pre-existing Creations or Personal Creations for any purpose including, but not limited to, client engagements.
- 12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
- 13. Exceptions to Post-Employment Restriction re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a Deloitte Entity and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a Deloitte Entity solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a Deloitte Entity neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on Exhibit D expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on Exhibit D by an Authorized Signatory who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.
- 14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*.

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

- 15. **Restriction re:** *Personnel* and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
- 16. **Post-Employment Restrictions re:** *Deloitte Property.* Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property*.

### **OTHER POST-EMPLOYMENT OBLIGATIONS**

- 17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licenser of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
- 18. **Notification of Post-***Employment* **Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
- 19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

### OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this temployment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte* 

*Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities*' reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

- 21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
- 22. Liquidated Damages: Compensation. I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
- 23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

### **MISCELLANEOUS**

- 24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **[HYDERABAD:** Hyderabad, Andhra Pradesh, India] **[MUMBAI:** Mumbai, Maharashtra, India] **[BENGALURU:** Bengaluru, Karnataka, India] **[GURGAON:** Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
- 25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
- 26. Severability. Every provision of this Employment Agreement is intended to be the several for the several for the several for the provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

- 27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
- 28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
- 29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
- 30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
- 31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

REGISTRAR

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Tax Services India Private Limited

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name



### EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a Deloitte Entity.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information about clients or prospective client or prospective client and other business or client records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the "Deloitte U.S. Firms"), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited ("DTTL") or any member firm of DTTL or affiliate thereof (collectively, the "DTTL Member Firms") or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information, Systems,* equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means enthermolecular

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with *PII* that is not business contact information it is included in the definition of *PII*.

REGISTRAR

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United Stated Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.



### EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO: DELOITTE TAX SERVICES INDIA PRIVATE LIMITED

L. c. Churk

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Date

An Authorized Signatory's signature is required only if Pre-existing Creations or Pre-existing Agreements or Arrangements are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an Authorized Signatory indicates his or her judgment made in light of Paragraph 2 that Pre-existing Creations, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's Pre-existing Creations and the Intellectual Property of a Deloitte Entity can be avoided or minimized in the future and further indicates that the Pre-existing Agreements or Arrangements have been obtained and reviewed and that the Authorized Signatory is satisfied that such Pre-existing Agreements or Arrangements will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.



### EXHIBIT C

### **Proceedings**

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date



Docusign Envelope I D: 0B7DA805-B72C-4244-8C1E-BFC71992C4FF

### EXHIBIT D

### Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

**Deloitte Tax Services India Private Limited** 

c. Church

OMKAR CHANDRAMOULI KONCHUR Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory*'s signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.



### **Terms and Conditions of Service**

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

### **Terms of Service**

### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further informationeor if you have any specific concerns in this respect.

REGISTRAR

## 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

### **3. HARRASSMENT POLICY**

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. Expressive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

### 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

### 5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.\* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

### 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

### 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is <u>60 Days</u> by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times

\* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US) retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

### 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (<u>https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218\_OutsideEmploymentActivities\_US.aspx</u>).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer of a Delone Entry as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a Deloitte Entity.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <a href="https://deloittenet.deloitte.com/Pages/Home.aspx">https://deloittenet.deloitte.com/Pages/Home.aspx</a> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name





### Dear Shibaan Mushtaq,

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Consultant I - Tax** pursuant to the terms and conditions of your offer letter dated **May 24, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



# **Deloitte**.

Deloitte Tax Services India Private Limited

Opposite Meenakshi Tech Park, 10th Floor, Survey No. 41,Gachibowli Village, Ranga Reddy, Hyderabad, Telangana – 500032

Tel: +91 040 67621000 www.deloitte.com

05/17/2021

Mr. Sourya Dasgupta 22/7 Pranabananda Road, Chandraprova Apartment, Flat No. B3, South 24 Parganas, West Bengal - 700084

**Subject: Offer of Employment** 

#### Dear Sourya Dasgupta:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **May 24, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.5,50,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.70,000**/- subject to your reporting for full-time employment on **May 24, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.



You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **May 24, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Sourya**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

# For Deloitte Tax Services India Private Limited

Best regards,

—DocuSigned by: Ramprasad Ramanathan —BBE7A2C9C47146C...

**Authorized Signatory** 



# Mr. Sourya Dasgupta

# Acceptance

I, Sourya Dasgupta, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date



#### Annexure A

# Mr. Sourya Dasgupta

# **Consultant I - Tax**

Description	<b>Monthly</b> (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	16,050	1,92,600
House Rent Allowance (HRA)	8,025	96,300
Special Allowance <sup>1a &amp; 1b</sup>	10,681	1,28,172
Leave Travel Allowance <sup>2</sup>	1,605	19,260
Meal Card <sup>3</sup>	2,200	26,400
Differential Allowance(L)	5,347	64,164
Employer's contribution to PF	1,926	23,112
Total Salary (in Rs.)	45,834	5,50,008
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	1,870	22,440

\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.



#### Annexure A

<sup>1</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

	<sup>1a</sup> Communication Expenses	<sup>1b</sup> Fuel Expenses
Employee in Level -	Only one Post paid mobile, one Land Phone and One internet	Petrol / Insurance / Repairs &
Analyst	connection bill(s) can be claimed.	Maintenance
	Rs.3,000/- per month	Rs.7,500/- per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

	Own Vehicle – Maximum Tax exemption limit per month		
Nature of Expenses	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

- <sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.
- <sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.
- <sup>4</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.





Sourya Dasgupta

Hyderabad

# Annexure B

# Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the "Employer") as **Consultant I - Tax** and other valuable consideration, I acknowledge and agree that:

# **PRELIMINARY MATTERS**

- 1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
- 2. Pre-existing Agreements or Arrangements. I warrant and agree that I have listed on Exhibit B all Pre-existing Agreements or Arrangements. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my Employment. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

#### **PROTECTION OF OUR BUSINESS**

- 3. **Reporting of** *Proceedings.* Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
- 4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I gree to hold in trust and confidence all such *Confidential Information*. I will neither disclose receiver the confidential *Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

*Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

- 5. Third Party Information and Property. I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
- 6. **Authorization**. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
- 7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
- 8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a Deloitte Entity, I will use and have access to the Systems. I also acknowledge that a Deloitte Entity has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such Electronic Communications are considered part of a Deloitte Entity 's business and client records and are not to be considered private or personal to me or any other Personnel. I further acknowledge that this right extends to Electronic Communications transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (*e.g.*, emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the Deloitte Property that may be in my use, custody, care or charge. For the loss of any Deloitte Property in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security**. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

#### 10. **Ownership of** *Works*.

a. I agree that the Employer owns all rights, title and interest in and to all Works.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Works* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of not sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by the during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

- 11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to Preexisting Creations and Personal Creations. I warrant and agree that I have listed on **Exhibit B** all Preexisting Creations. I acknowledge and agree that I will not assert any ownership rights against the Deloitte Entities, or their respective clients, with respect to any Pre-existing Creations unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an Authorized Signatory who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any Pre-existing Creations or Personal Creations in connection with my Employment without the prior written consent of an Authorized Signatory. To the extent that I use any Pre-existing Creations or Personal Creations in connection with my Employment, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such Pre-existing Creations or Personal Creations for any purpose including, but not limited to, client engagements.
- 12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
- 13. Exceptions to Post-Employment Restriction re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a Deloitte Entity and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a Deloitte Entity solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a Deloitte Entity neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on Exhibit D expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on Exhibit D by an Authorized Signatory who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.
- 14. Future Employment with Clients. Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*.

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

- 15. **Restriction re:** *Personnel* and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
- 16. **Post-Employment Restrictions re:** *Deloitte Property.* Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property*.

# **OTHER POST-EMPLOYMENT OBLIGATIONS**

- 17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licenser of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
- 18. **Notification of Post-***Employment* **Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
- 19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

# OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this temployment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the Deloitte Entities and that, in addition to other remedies, the Employer on behalf of itself or another Deloitte

*Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities*' reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

- 21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
- 22. Liquidated Damages: Compensation. I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
- 23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

# **MISCELLANEOUS**

- 24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **[HYDERABAD:** Hyderabad, Andhra Pradesh, India] **[MUMBAI:** Mumbai, Maharashtra, India] **[BENGALURU:** Bengaluru, Karnataka, India] **[GURGAON:** Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
- 25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
- 26. Severability. Every provision of this Employment Agreement is intended to be the several for the several for the several for the provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

- 27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
- 28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
- 29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
- 30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
- 31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

REGISTRAR

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Tax Services India Private Limited

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name



# EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a Deloitte Entity.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information about clients or prospective client or prospective client and other business or client records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the "Deloitte U.S. Firms"), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited ("DTTL") or any member firm of DTTL or affiliate thereof (collectively, the "DTTL Member Firms") or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information, Systems,* equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means enthermolecular

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with *PII* that is not business contact information it is included in the definition of *PII*.

REGISTRAR

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United Stated Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.



# EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO: DELOITTE TAX SERVICES INDIA PRIVATE LIMITED

L. c. Churk

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Date

An Authorized Signatory's signature is required only if Pre-existing Creations or Pre-existing Agreements or Arrangements are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an Authorized Signatory indicates his or her judgment made in light of Paragraph 2 that Pre-existing Creations, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's Pre-existing Creations and the Intellectual Property of a Deloitte Entity can be avoided or minimized in the future and further indicates that the Pre-existing Agreements or Arrangements have been obtained and reviewed and that the Authorized Signatory is satisfied that such Pre-existing Agreements or Arrangements will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.



# EXHIBIT C

# **Proceedings**

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date



# EXHIBIT D

# Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

**Deloitte Tax Services India Private Limited** 

c. Church

OMKAR CHANDRAMOULI KONCHUR Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory*'s signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.



#### **Terms and Conditions of Service**

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

#### **Terms of Service**

# 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further informationer if you have any specific concerns in this respect.

REGISTRAR

# 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

# **3. HARRASSMENT POLICY**

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. Expressive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

# 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

# 5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.\* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

# 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

# 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is <u>60 Days</u> by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times

\* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US) retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

# 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (<u>https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218\_OutsideEmploymentActivities\_US.aspx</u>).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer of a Delone Entry as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a Deloitte Entity.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <a href="https://deloittenet.deloitte.com/Pages/Home.aspx">https://deloittenet.deloitte.com/Pages/Home.aspx</a> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name





#### Dear Sourya Dasgupta,

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Consultant I - Tax** pursuant to the terms and conditions of your offer letter dated **May 24, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



# **Deloitte**.

Deloitte Tax Services India Private Limited

Opposite Meenakshi Tech Park, 10th Floor, Survey No. 41,Gachibowli Village, Ranga Reddy, Hyderabad, Telangana – 500032

Tel: +91 040 67621000 www.deloitte.com

05/17/2021

Mr. Sreerag C V Indeevaram, near kanikunnu anganvadi, Kannur, Kerala - 670502

#### **Subject: Offer of Employment**

#### Dear Sreerag C V:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **May 24, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.5,50,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.70,000**/- subject to your reporting for full-time employment on **May 24, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.



You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **May 24, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Sreerag C V**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

# For Deloitte Tax Services India Private Limited

Best regards,

— DocuSigned by: Ramprasad Ramanathan — BBE7A2C9C47146C...

**Authorized Signatory** 



# Mr. Sreerag C V

# Acceptance

I, Sreerag C V, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date



#### Annexure A

Mr. Sreerag C V

#### **Consultant I - Tax**

Description	Monthly (Ba nor month)	Annual
Basic Pay	(Rs. per month) 16,050	(Rs. per Annum) 1,92,600
House Rent Allowance (HRA)	8,025	96,300
Special Allowance <sup>1a &amp; 1b</sup>	10,681	1,28,172
Leave Travel Allowance <sup>2</sup>	1,605	19,260
Meal Card <sup>3</sup>	2,200	26,400
Differential Allowance(L)	5,347	64,164
Employer's contribution to PF	1,926	23,112
Total Salary (in Rs.)	45,834	5,50,008
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	1,870	22,440

\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.



#### Annexure A

<sup>1</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

	<sup>1a</sup> Communication Expenses	<sup>1b</sup> Fuel Expenses
Employee in Level -	Only one Post paid mobile, one Land Phone and One internet	Petrol / Insurance / Repairs &
Analyst	connection bill(s) can be claimed.	Maintenance
	Rs.3,000/- per month	Rs.7,500/- per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

	Own Vehicle – Maximum Tax exemption limit per month		
Nature of Expenses	4 Wheelers (Engine Capacity)		Two Wheelers
_	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

- <sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.
- <sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.
- <sup>4</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.





Sreerag C V

Hyderabad

# Annexure B

# Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the "Employer") as **Consultant I - Tax** and other valuable consideration, I acknowledge and agree that:

#### **PRELIMINARY MATTERS**

- 1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
- 2. Pre-existing Agreements or Arrangements. I warrant and agree that I have listed on Exhibit B all Preexisting Agreements or Arrangements. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my Employment. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of Employment or my becoming, and serving as, Consultant I - Tax of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

#### **PROTECTION OF OUR BUSINESS**

- 3. **Reporting of** *Proceedings.* Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
- 4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I gree to hold in trust and confidence all such *Confidential Information*. I will neither disclose receiver the *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

*Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

- 5. Third Party Information and Property. I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
- 6. **Authorization**. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
- 7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
- 8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a Deloitte Entity, I will use and have access to the Systems. I also acknowledge that a Deloitte Entity has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such Electronic Communications are considered part of a Deloitte Entity 's business and client records and are not to be considered private or personal to me or any other Personnel. I further acknowledge that this right extends to Electronic Communications transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (*e.g.*, emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the Deloitte Property that may be in my use, custody, care or charge. For the loss of any Deloitte Property in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security**. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

#### 10. **Ownership of** *Works*.

a. I agree that the Employer owns all rights, title and interest in and to all Works.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Works* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of not sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by the during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

- 11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to Preexisting Creations and Personal Creations. I warrant and agree that I have listed on **Exhibit B** all Preexisting Creations. I acknowledge and agree that I will not assert any ownership rights against the Deloitte Entities, or their respective clients, with respect to any Pre-existing Creations unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an Authorized Signatory who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any Pre-existing Creations or Personal Creations in connection with my Employment without the prior written consent of an Authorized Signatory. To the extent that I use any Pre-existing Creations or Personal Creations in connection with my Employment, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such Pre-existing Creations or Personal Creations for any purpose including, but not limited to, client engagements.
- 12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
- 13. Exceptions to Post-Employment Restriction re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a Deloitte Entity and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a Deloitte Entity solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a Deloitte Entity neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on Exhibit D expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on Exhibit D by an Authorized Signatory who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.
- 14. Future Employment with Clients. Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rule, and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*.

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

- 15. **Restriction re:** *Personnel* and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
- 16. **Post-Employment Restrictions re:** *Deloitte Property.* Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property*.

# **OTHER POST-EMPLOYMENT OBLIGATIONS**

- 17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licenser of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
- 18. **Notification of Post-***Employment* **Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
- 19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

# OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this temployment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte* 

*Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities*' reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

- 21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
- 22. Liquidated Damages: Compensation. I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
- 23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

# **MISCELLANEOUS**

- 24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **[HYDERABAD:** Hyderabad, Andhra Pradesh, India] **[MUMBAI:** Mumbai, Maharashtra, India] **[BENGALURU:** Bengaluru, Karnataka, India] **[GURGAON:** Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
- 25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
- 26. Severability. Every provision of this Employment Agreement is intended to be the several for the several for the several for the provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

- 27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
- 28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
- 29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
- 30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
- 31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

REGISTRAR

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Tax Services India Private Limited

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name



# EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a Deloitte Entity.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information about clients or prospective client or prospective client and other business or client records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the "Deloitte U.S. Firms"), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited ("DTTL") or any member firm of DTTL or affiliate thereof (collectively, the "DTTL Member Firms") or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information, Systems,* equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means enthermolecular

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with *PII* that is not business contact information it is included in the definition of *PII*.

REGISTRAR

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United Stated Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.



# EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO: DELOITTE TAX SERVICES INDIA PRIVATE LIMITED

L. c. Churk

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Date

An Authorized Signatory's signature is required only if Pre-existing Creations or Pre-existing Agreements or Arrangements are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an Authorized Signatory indicates his or her judgment made in light of Paragraph 2 that Pre-existing Creations, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's Pre-existing Creations and the Intellectual Property of a Deloitte Entity can be avoided or minimized in the future and further indicates that the Pre-existing Agreements or Arrangements have been obtained and reviewed and that the Authorized Signatory is satisfied that such Pre-existing Agreements or Arrangements will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.



# EXHIBIT C

# **Proceedings**

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date



# EXHIBIT D

# Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

**Deloitte Tax Services India Private Limited** 

c. Church

OMKAR CHANDRAMOULI KONCHUR Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory*'s signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.



### **Terms and Conditions of Service**

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

### **Terms of Service**

### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further informationer if you have any specific concerns in this respect.

REGISTRAR

# 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

# **3. HARRASSMENT POLICY**

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. Expressive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

# 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

# 5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.\* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

# 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

# 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is <u>60 Days</u> by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times

\* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US) retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

# 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (<u>https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218\_OutsideEmploymentActivities\_US.aspx</u>).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer of a Delone Entry as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a Deloitte Entity.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <a href="https://deloittenet.deloitte.com/Pages/Home.aspx">https://deloittenet.deloitte.com/Pages/Home.aspx</a> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name





### Dear Sreerag C V,

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Consultant I - Tax** pursuant to the terms and conditions of your offer letter dated **May 24, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



# **Deloitte**.

Deloitte Tax Services India Private Limited

Opposite Meenakshi Tech Park, 10th Floor, Survey No. 41,Gachibowli Village, Ranga Reddy, Hyderabad, Telangana – 500032

Tel: +91 040 67621000 www.deloitte.com

05/17/2021

Mr. V R Hemanth 1-75 gangamma temple opposite Vijalapuram (village and post), Chittoor, Andhra Pradesh - 517425

**Subject: Offer of Employment** 

### Dear VR Hemanth:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **May 24, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.5,50,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.70,000**/- subject to your reporting for full-time employment on **May 24, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.



You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **May 24, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Hemanth**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

### For Deloitte Tax Services India Private Limited

Best regards,

— DocuSigned by: Ramprasad Ramanathan — BBE7A2C9C47146C...

**Authorized Signatory** 



# Mr. V R Hemanth

# Acceptance

I, V R Hemanth, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date



### Annexure A

### Mr. V R Hemanth

### **Consultant I - Tax**

Description	<b>Monthly</b> (Rs. per month)	Annual (Rs. per Annum)	
Basic Pay	16,050	(KS. per Annum) 1,92,600	
House Rent Allowance (HRA)	8,025	96,300	
Special Allowance <sup>1a &amp; 1b</sup>	10,681	1,28,172	
Leave Travel Allowance <sup>2</sup>	1,605	19,260	
Meal Card <sup>3</sup>	2,200	26,400	
Differential Allowance(L)	5,347	64,164	
Employer's contribution to PF	1,926	23,112	
Total Salary (in Rs.)	45,834	5,50,008	
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business		
Medical Insurance Premium <sup>4</sup>	1,870	22,440	

\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.



#### Annexure A

<sup>1</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

	<sup>1a</sup> Communication Expenses	<sup>1b</sup> Fuel Expenses	
Employee in Level -	Only one Post paid mobile, one Land Phone and One internet	Petrol / Insurance / Repairs &	
Analyst	connection bill(s) can be claimed.	Maintenance	
	Rs.3,000/- per month	Rs.7,500/- per month	

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

	Own Vehicle – Maximum Tax exemption limit per month			
Nature of Expenses	4 Wheelers (Engine Capacity)		Two Wheelers	
	<= 1600 cc	> 1600 cc		
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900	
Driver's Salary	Rs. 900	Rs. 900	Not applicable	

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

- <sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.
- <sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.
- <sup>4</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.





**V R Hemanth** 

Hyderabad

### Annexure B

# Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the "Employer") as **Consultant I - Tax** and other valuable consideration, I acknowledge and agree that:

### **PRELIMINARY MATTERS**

- 1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
- 2. Pre-existing Agreements or Arrangements. I warrant and agree that I have listed on Exhibit B all Preexisting Agreements or Arrangements. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my Employment. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of Employment or my becoming, and serving as, Consultant I - Tax of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

### **PROTECTION OF OUR BUSINESS**

- 3. **Reporting of** *Proceedings.* Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
- 4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I gree to hold in trust and confidence all such *Confidential Information*. I will neither disclose receiver the confidential *Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

*Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

- 5. Third Party Information and Property. I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
- 6. **Authorization**. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
- 7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
- 8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a Deloitte Entity, I will use and have access to the Systems. I also acknowledge that a Deloitte Entity has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such Electronic Communications are considered part of a Deloitte Entity 's business and client records and are not to be considered private or personal to me or any other Personnel. I further acknowledge that this right extends to Electronic Communications transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (*e.g.*, emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the Deloitte Property that may be in my use, custody, care or charge. For the loss of any Deloitte Property in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security**. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

### 10. **Ownership of** *Works*.

a. I agree that the Employer owns all rights, title and interest in and to all Works.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Works* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of not sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by the during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

- 11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to Preexisting Creations and Personal Creations. I warrant and agree that I have listed on **Exhibit B** all Preexisting Creations. I acknowledge and agree that I will not assert any ownership rights against the Deloitte Entities, or their respective clients, with respect to any Pre-existing Creations unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an Authorized Signatory who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any Pre-existing Creations or Personal Creations in connection with my Employment without the prior written consent of an Authorized Signatory. To the extent that I use any Pre-existing Creations or Personal Creations in connection with my Employment, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such Pre-existing Creations or Personal Creations for any purpose including, but not limited to, client engagements.
- 12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
- 13. Exceptions to Post-Employment Restriction re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a Deloitte Entity and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a Deloitte Entity solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a Deloitte Entity neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on Exhibit D expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on Exhibit D by an Authorized Signatory who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.
- 14. Future Employment with Clients. Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rule, and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*.

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

- 15. **Restriction re:** *Personnel* and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
- 16. **Post-Employment Restrictions re:** *Deloitte Property.* Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property*.

### **OTHER POST-EMPLOYMENT OBLIGATIONS**

- 17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licenser of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
- 18. **Notification of Post-***Employment* **Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
- 19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

### OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this temployment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte* 

*Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities*' reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

- 21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
- 22. Liquidated Damages: Compensation. I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
- 23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

### **MISCELLANEOUS**

- 24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **[HYDERABAD:** Hyderabad, Andhra Pradesh, India] **[MUMBAI:** Mumbai, Maharashtra, India] **[BENGALURU:** Bengaluru, Karnataka, India] **[GURGAON:** Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
- 25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
- 26. Severability. Every provision of this Employment Agreement is intended to be the several for the several for the several for the provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

- 27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
- 28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
- 29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
- 30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
- 31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

REGISTRAR

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Tax Services India Private Limited

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name



# EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a Deloitte Entity.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information about clients or prospective client or prospective client and other business or client records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the "Deloitte U.S. Firms"), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited ("DTTL") or any member firm of DTTL or affiliate thereof (collectively, the "DTTL Member Firms") or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information, Systems,* equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means enthermolecular

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with *PII* that is not business contact information it is included in the definition of *PII*.

REGISTRAR

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United Stated Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.



# EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO: DELOITTE TAX SERVICES INDIA PRIVATE LIMITED

L. c. Churk

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Date

An Authorized Signatory's signature is required only if Pre-existing Creations or Pre-existing Agreements or Arrangements are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an Authorized Signatory indicates his or her judgment made in light of Paragraph 2 that Pre-existing Creations, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's Pre-existing Creations and the Intellectual Property of a Deloitte Entity can be avoided or minimized in the future and further indicates that the Pre-existing Agreements or Arrangements have been obtained and reviewed and that the Authorized Signatory is satisfied that such Pre-existing Agreements or Arrangements will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.



# EXHIBIT C

# **Proceedings**

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date



# EXHIBIT D

# Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

**Deloitte Tax Services India Private Limited** 

c. Church

OMKAR CHANDRAMOULI KONCHUR Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory*'s signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.



### **Terms and Conditions of Service**

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

### **Terms of Service**

### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your reference to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further informationeor if you have any specific concerns in this respect.

REGISTRAR

# 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

# **3. HARRASSMENT POLICY**

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

# 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

# 5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.\* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

# 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

# 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is <u>60 Days</u> by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times

\* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US) retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

# 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (<u>https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218\_OutsideEmploymentActivities\_US.aspx</u>).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer of a Delone Entry as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a Deloitte Entity.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <u>https://deloittenet.deloitte.com/Pages/Home.aspx</u> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name





### Dear VR Hemanth,

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Consultant I - Tax** pursuant to the terms and conditions of your offer letter dated **May 24, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department





#### Deloitte Tax Services India Private Limited

Opposite Meenakshi Tech Park, 10th Floor, Survey No. 41,Gachibowli Village, Ranga Reddy, Hyderabad, Telangana – 500032

Tel: +91 040 67621000 www.deloitte.com

05/17/2021

Ms. Kavya N #403/1 9Th Cross Bhuvaneshwari Nager Pipeline Road T Dasarahalli, Bangalore - 560057

Subject: Offer of Employment

Dear Kavya N:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **May 24, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.5,50,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10**% of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.70,000**/- subject to your reporting for full-time employment on **May 24, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.



You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **May 24, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Kavya** N, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

# For Deloitte Tax Services India Private Limited

Best regards,

—DocuSigned by: Ramprasad Ramanathan —BBE7A2C9C47146C...

**Authorized Signatory** 



# Ms. Kavya N

# Acceptance

I, Kavya N, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

05/17/2021

Signature

Date



#### Annexure A

#### Ms. Kavya N

#### **Consultant I - Tax**

Description	Monthly	Annual
	(Rs. per month)	(Rs. per Annum)
Basic Pay	16,050	1,92,600
House Rent Allowance (HRA)	8,025	96,300
Special Allowance <sup>1a &amp; 1b</sup>	10,681	1,28,172
Leave Travel Allowance <sup>2</sup>	1,605	19,260
Meal Card <sup>3</sup>	2,200	26,400
Differential Allowance(L)	5,347	64,164
Employer's contribution to PF	1,926	23,112
Total Salary (in Rs.)	45,834	5,50,008
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	1,870	22,440

\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.



#### Annexure A

<sup>1</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

	<sup>1a</sup> Communication Expenses	<sup>1b</sup> Fuel Expenses
Employee in Level -	Only one Post paid mobile, one Land Phone and One internet	Petrol / Insurance / Repairs &
Analyst	connection bill(s) can be claimed.	Maintenance
	Rs.3,000/- per month	Rs.7,500/- per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

	Own Vehicle – Maximum Tax exemption limit per month		
Nature of Expenses	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

- <sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.
- <sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.
- <sup>4</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.





Kavya N

Hyderabad

#### Annexure B

# Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the "Employer") as **Consultant I - Tax** and other valuable consideration, I acknowledge and agree that:

#### **PRELIMINARY MATTERS**

- 1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
- 2. Pre-existing Agreements or Arrangements. I warrant and agree that I have listed on Exhibit B all Preexisting Agreements or Arrangements. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my Employment. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of Employment or my becoming, and serving as, Consultant I - Tax of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

#### **PROTECTION OF OUR BUSINESS**

- 3. **Reporting of** *Proceedings*. Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
- 4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I gree to hold in trust and confidence all such *Confidential Information*. I will neither disclose receiver the *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

*Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

- 5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
- 6. **Authorization**. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
- 7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
- 8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a Deloitte Entity, I will use and have access to the Systems. I also acknowledge that a Deloitte Entity has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such Electronic Communications are considered part of a Deloitte Entity's business and client records and are not to be considered private or personal to me or any other Personnel. I further acknowledge that this right extends to Electronic Communications transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (*e.g.*, emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the De oitte Property that may be in my use, custody, care or charge. For the loss of any Deloitte Property in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security**. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

#### 10. **Ownership of** *Works*.

a. I agree that the Employer owns all rights, title and interest in and to all Works.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Works* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of not sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by the during the

period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

- 11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to Preexisting Creations and Personal Creations. I warrant and agree that I have listed on **Exhibit B** all Preexisting Creations. I acknowledge and agree that I will not assert any ownership rights against the Deloitte Entities, or their respective clients, with respect to any Pre-existing Creations unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an Authorized Signatory who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any Pre-existing Creations or Personal Creations in connection with my Employment without the prior written consent of an Authorized Signatory. To the extent that I use any Pre-existing Creations or Personal Creations in connection with my Employment, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such Pre-existing Creations or Personal Creations for any purpose including, but not limited to, client engagements.
- 12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
- 13. Exceptions to Post-Employment Restriction re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a Deloitte Entity and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a Deloitte Entity solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a Deloitte Entity neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on Exhibit D expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on Exhibit D by an Authorized Signatory who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.
- 14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rule, and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*.

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

- 15. **Restriction re:** *Personnel* and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
- 16. **Post-Employment Restrictions re:** *Deloitte Property.* Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property*.

# **OTHER POST-EMPLOYMENT OBLIGATIONS**

- 17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licenser of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
- 18. **Notification of Post-***Employment* **Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment.
- 19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

# OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte* 

*Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities*' reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

- 21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
- 22. Liquidated Damages: Compensation. I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
- 23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

# MISCELLANEOUS

- 24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **[HYDERABAD:** Hyderabad, Andhra Pradesh, India] **[MUMBAI:** Mumbai, Maharashtra, India] **[BENGALURU:** Bengaluru, Karnataka, India] **[GURGAON:** Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
- 25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
- 26. **Severability.** Every provision of this Employment Agreement is intended to be required for any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

- 27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
- 28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
- 29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
- 30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
- 31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

REGISTRAR

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Tax Services India Private Limited

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name



# EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a Deloitte Entity.

**Authorized Signatory** – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information about clients or prospective client or prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, and past purchases of services, client or prospective client business or client records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the "Deloitte U.S. Firms"), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited ("DTTL") or any member firm of DTTL or affiliate thereof (collectively, the "DTTL Member Firms") or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information, Systems,* equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and strachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the TSystem constrained

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with *PII* that is not business contact information it is included in the definition of *PII*.

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United Stated Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.



# EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO: DELOITTE TAX SERVICES INDIA PRIVATE LIMITED

.c. Charle

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Date

An Authorized Signatory's signature is required only if Pre-existing Creations or Pre-existing Agreements or Arrangements are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an Authorized Signatory indicates his or her judgment made in light of Paragraph 2 that Pre-existing Creations, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's Pre-existing Creations and the Intellectual Property of a Deloitte Entity can be avoided or minimized in the future and further indicates that the Pre-existing Agreements or Arrangements have been obtained and reviewed and that the Authorized Signatory is satisfied that such Pre-existing Agreements or Arrangements will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.



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# EXHIBIT C

# **Proceedings**

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date



# EXHIBIT D

# Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

**Deloitte Tax Services India Private Limited** 

c. Churche

OMKAR CHANDRAMOULI KONCHUR Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory*'s signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.



#### **Terms and Conditions of Service**

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

#### **Terms of Service**

# 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

REGISTRAR

# 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

# 3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. Expressly forbidden are offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

# 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

# 5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.\* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

# 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

# 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **<u>60 Days</u>** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times

\* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US) changed of retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

# 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218\_OutsideEmploymentActivities\_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer of a Delone Entry as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <u>https://deloittenet.deloitte.com/Pages/Home.aspx</u> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name





#### Dear Kavya N,

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Consultant I - Tax** pursuant to the terms and conditions of your offer letter dated **May 24, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



# **Deloitte**.

Deloitte Tax Services India Private Limited

Opposite Meenakshi Tech Park, 10th Floor, Survey No. 41,Gachibowli Village, Ranga Reddy, Hyderabad, Telangana – 500032

Tel: +91 040 67621000 www.deloitte.com

05/17/2021

Mr. Annaiah K M Kadudevandahalli, Gandlahalli post, Srinivaspur, Kolar, Karnataka - 563126

**Subject: Offer of Employment** 

# Dear Annaiah K M:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **May 24, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.5,50,008**/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.70,000**/- subject to your reporting for full-time employment on **May 24, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.



You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **May 24, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Annaiah, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

# For Deloitte Tax Services India Private Limited

Best regards,

—DocuSigned by: Ramprasad Ramanathan —BBE7A2C9C47146C...

**Authorized Signatory** 



# Mr. Annaiah K M

# Acceptance

I, Annaiah K M, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date



#### Annexure A

#### Mr. Annaiah K M

#### **Consultant I - Tax**

Description	Monthly (Demonstrate)	Annual
	(Rs. per month)	(Rs. per Annum)
Basic Pay	16,050	1,92,600
House Rent Allowance (HRA)	8,025	96,300
Special Allowance <sup>1a &amp; 1b</sup>	10,681	1,28,172
Leave Travel Allowance <sup>2</sup>	1,605	19,260
Meal Card <sup>3</sup>	2,200	26,400
Differential Allowance(L)	5,347	64,164
Employer's contribution to PF	1,926	23,112
Total Salary (in Rs.)	45,834	5,50,008
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	1,870	22,440

\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.



#### Annexure A

<sup>1</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

	<sup>1a</sup> Communication Expenses	<sup>1b</sup> Fuel Expenses
Employee in Level -	Only one Post paid mobile, one Land Phone and One internet	Petrol / Insurance / Repairs &
Analyst	connection bill(s) can be claimed.	Maintenance
	Rs.3,000/- per month	Rs.7,500/- per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

	Own Vehicle – Maximum Tax exemption limit per month		
Nature of Expenses	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

- <sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.
- <sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.
- <sup>4</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.





Annaiah K M

Hyderabad

#### Annexure B

# Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the "Employer") as **Consultant I - Tax** and other valuable consideration, I acknowledge and agree that:

#### **PRELIMINARY MATTERS**

- 1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
- 2. Pre-existing Agreements or Arrangements. I warrant and agree that I have listed on Exhibit B all Preexisting Agreements or Arrangements. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my Employment. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of Employment or my becoming, and serving as, Consultant I - Tax of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

#### **PROTECTION OF OUR BUSINESS**

- 3. **Reporting of** *Proceedings.* Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
- 4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I gree to hold in trust and confidence all such *Confidential Information*. I will neither disclose receiver the confidential *Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

*Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

- 5. Third Party Information and Property. I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
- 6. **Authorization**. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
- 7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
- 8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property. I understand that while employed with a Deloitte Entity, I will use and have access to the Systems. I also acknowledge that a Deloitte Entity has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such Electronic Communications are considered part of a Deloitte Entity 's business and client records and are not to be considered private or personal to me or any other Personnel. I further acknowledge that this right extends to Electronic Communications transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (*e.g.*, emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the Deloitte Property that may be in my use, custody, care or charge. For the loss of any Deloitte Property in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security**. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

#### 10. **Ownership of** *Works*.

a. I agree that the Employer owns all rights, title and interest in and to all Works.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Works* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of not sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by the during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

- 11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to Preexisting Creations and Personal Creations. I warrant and agree that I have listed on **Exhibit B** all Preexisting Creations. I acknowledge and agree that I will not assert any ownership rights against the Deloitte Entities, or their respective clients, with respect to any Pre-existing Creations unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an Authorized Signatory who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any Pre-existing Creations or Personal Creations in connection with my Employment without the prior written consent of an Authorized Signatory. To the extent that I use any Pre-existing Creations or Personal Creations in connection with my Employment, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such Pre-existing Creations or Personal Creations for any purpose including, but not limited to, client engagements.
- 12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
- 13. Exceptions to Post-Employment Restriction re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a Deloitte Entity and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a Deloitte Entity solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a Deloitte Entity neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on Exhibit D expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on Exhibit D by an Authorized Signatory who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.
- 14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*.

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

- 15. **Restriction re:** *Personnel* and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
- 16. **Post-Employment Restrictions re:** *Deloitte Property.* Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property*.

# **OTHER POST-EMPLOYMENT OBLIGATIONS**

- 17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licenser of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
- 18. **Notification of Post-***Employment* **Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
- 19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

# OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this temployment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte* 

*Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities*' reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

- 21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
- 22. Liquidated Damages: Compensation. I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
- 23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

# **MISCELLANEOUS**

- 24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **[HYDERABAD:** Hyderabad, Andhra Pradesh, India] **[MUMBAI:** Mumbai, Maharashtra, India] **[BENGALURU:** Bengaluru, Karnataka, India] **[GURGAON:** Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
- 25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
- 26. Severability. Every provision of this Employment Agreement is intended to be the several for the several for the several for the provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

- 27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
- 28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
- 29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
- 30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
- 31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

REGISTRAR

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Tax Services India Private Limited

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name



# EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a Deloitte Entity.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information about clients or prospective client or prospective client and other business or client records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the "Deloitte U.S. Firms"), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited ("DTTL") or any member firm of DTTL or affiliate thereof (collectively, the "DTTL Member Firms") or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information, Systems,* equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means enthermolecular

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with *PII* that is not business contact information it is included in the definition of *PII*.

REGISTRAR

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United Stated Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.



## EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO: DELOITTE TAX SERVICES INDIA PRIVATE LIMITED

L. c. Churke

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Date

An Authorized Signatory's signature is required only if Pre-existing Creations or Pre-existing Agreements or Arrangements are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an Authorized Signatory indicates his or her judgment made in light of Paragraph 2 that Pre-existing Creations, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's Pre-existing Creations and the Intellectual Property of a Deloitte Entity can be avoided or minimized in the future and further indicates that the Pre-existing Agreements or Arrangements have been obtained and reviewed and that the Authorized Signatory is satisfied that such Pre-existing Agreements or Arrangements will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.



# EXHIBIT C

## **Proceedings**

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date



## EXHIBIT D

#### Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

**Deloitte Tax Services India Private Limited** 

c. Church

OMKAR CHANDRAMOULI KONCHUR Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory*'s signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.



#### **Terms and Conditions of Service**

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

#### **Terms of Service**

#### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further informationer if you have any specific concerns in this respect.

REGISTRAR

# 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

## **3. HARRASSMENT POLICY**

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

## 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

#### 5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.\* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

#### 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

#### 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is <u>60 Days</u> by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times

\* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US) retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

#### 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (<u>https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218\_OutsideEmploymentActivities\_US.aspx</u>).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer of a Delone Entry as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a Deloitte Entity.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <a href="https://deloittenet.deloitte.com/Pages/Home.aspx">https://deloittenet.deloitte.com/Pages/Home.aspx</a> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of May 24, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name





#### Dear Annaiah K M,

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Consultant I - Tax** pursuant to the terms and conditions of your offer letter dated **May 24, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department





## 26-05-2021

## Dear Abhijit Pradhan,

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Academic Counselor"** in our **Team** at **Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

# Your fixed remuneration would be INR 3,30,000 (Three Lakh Thirty Thousand Rupees only) per annum as per Annexure A.

You will be on probation for a period of three months from the Date of Joining.

This offer is valid until **03-06-2021**.

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment

- If any information or data furnished by you to the company, on the basis of which the offer of Employment was made to you, is found to be false, misleading or incomplete, or if you are found to have willfully suppressed any material information,
- If you are convicted by any court of an offence involving moral turpitude,
- If you are guilty of fraud.

Cheers!

Anand Prakash

**Director & Co-founder** 

Vedantu Innovations Pvt. Ltd.



Vedantu Innovations Pvt. Ltd. #1081,2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Floor, 14<sup>th</sup> Main, Sector-3 HSR Layout, Bangalore, Karnataka, India 560102 CIN: U72900KA2011PTC060958

www.vedantu.com



# Annexure A

SALARY COMPUT	ATION	
Components	Per Annum	Per Month
Components Structure		
CTC as per offer	3,30,000	27,500
Employer Contribution to Provident Fund	21,600	1,800
NET CTC	3,08,400	25,700
Basic	1,80,000	15,000
HRA	72,000	6,000
Statutory Bonus	16,200	1,350
Sub Total A	2,68,200	22,350
Special Allow ance	40,200	3,350
Sub Total B	40,200	3,350
Sub Total A And B	3,08,400	25,700
Deductions	· · · · ·	
Provident Fund	21,600	1,800
РТ	2,400	200
Total Deductions	24,000	2,000
Estimated Take Home	2,84,400	23,700

\* TDS applicable as per Income Tax and other applicable law.

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Vedantu Innovations Pvt. Ltd. #1081,2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Floor, 14<sup>th</sup> Main, Sector-3 HSR Layout, Bangalore, Karnataka, India 560102 CIN: U72900KA2011PTC060958

www.vedantu.com



6<sup>th</sup> November 2020

Sub: Offer of employment by Pin Click

#### Dear AMAN PRATEEK,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as "Property Advisor", with effect from 5<sup>th</sup> May 2021.

The terms of our offer are as follows:

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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 aclearance
- **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 in effective.
- **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 orchange 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 PinClick.
- **8.** You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





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

	ANNEXURE – A		
	COMPENSATION & BENEFITS STATEMEN	Γ – PIN CLICK	
	Name	AMAN PRATEEK	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
А	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits		
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performanc	e Enhanced Incentives Is Target Based and v	vill be paid based on your s	sales achievement.
* The Offer/ \$	Salary Is Subjective to Completion of Training		
*Two-wheele	r is mandatory with valid driving license.		
*Fuel re-reir	nbursement is included in the CTC.		
Gross Pay	is prior to tax being deducted at Source from	the salary, Professional ta	Х
and Emplo	yee contribution towards PF, ESIC as applica	able.	

anne REGISTRAR



	<b>COMPENSATION &amp; BENEFITS ST</b>	ATEMENT – PIN CLICK	
	Name	AMAN PRATEEK	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits	- <b>I</b>	
В	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
		43,000	5,16,000
	e Enhanced Incentives Is Target Based and will	be paid based on your	sales achievement
	Salary Is Subjective to Completion of Training		
	is mandatory with valid driving license.		
	bursement is included in the CTC.		
-	is prior to tax being deducted at Source from th	-	
Protessiona	Itax and Employee contribution towards PF,ESI	ic as applicable.	

ANNEXURE – B

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

PinClick Property Management Pvt Ltd.,

REGISTRAR

Mr.Manik KinraCo Founder



# 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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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

Date:\_\_\_\_\_\_Anticipated StartDate:\_\_\_\_\_





6<sup>th</sup> November 2020

Sub: Offer of employment by Pin Click

#### Dear ANKIT KUMAR MISHRA,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as "Property Advisor", with effect from 5<sup>th</sup> May 2021.

The terms of our offer are as follows:

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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 aclearance
- **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 in effective.
- **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 orchange 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 PinClick.
- **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

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

	ANNEXURE – A		
	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	ANKIT KUMAR M	IISHRA
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits		
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performan	ce Enhanced Incentives Is Target Based and v	vill be paid based on your s	sales achievement.
* The Offer/	Salary Is Subjective to Completion of Training		
*Two-wheel	er is mandatory with valid driving license.		
*Fuel re-re	imbursement is included in the CTC.		
	y is prior to tax being deducted at Source from	the salary, Professional ta	IX
and Emp	loyee contribution towards PF, ESIC as applic	able.	
•			



	COMPENSATION & BENEFITS S	- TATEMENT – PIN CLICK	<u> </u>
	Name	ANKIT KUMAR M	ISHRA
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
A	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits	· · ·	
В	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
		43,000	5,16,000
	e Enhanced Incentives Is Target Based and w		sales achievement
	Salary Is Subjective to Completion of Training		
	r is mandatory with valid driving license.		
	bursement is included in the CTC.		
	is prior to tax being deducted at Source from		
Protessiona	ltax and Employee contribution towards PF,E	SIC as applicable.	

#### ANNEXURE – B

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

PinClick Property Management Pvt Ltd.,

REGISTRAR

Mr.Manik KinraCo Founder



# 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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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

Date:\_\_\_\_\_\_Anticipated StartDate:\_\_\_\_\_





6<sup>th</sup> November 2020

Sub: Offer of employment by Pin Click

#### Dear **ARJUN M**,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as"Property Advisor", with effect from 19th May 2021.

The terms of our offer are as follows:

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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 aclearance
- **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 in effective.
- **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 orchange 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 PinClick.
- **8.** You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





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

	ANNEXURE – A COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	ARJUN M	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits		
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performan	ce Enhanced Incentives Is Target Based and v	vill be paid based on your s	sales achievement.
* The Offer/	Salary Is Subjective to Completion of Training		
*Two-wheel	er is mandatory with valid driving license.		
*Fuel re-rei	mbursement is included in the CTC.		
	y is prior to tax being deducted at Source from	the salary, Professional ta	ıx
and Empl	oyee contribution towards PF, ESIC as applica	able.	

anne REGISTRAR Registra



	<b>COMPENSATION &amp; BENEFITS STA</b>	ATEMENT – PIN CLICK	(
	Name	ARJUN M	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits		
В	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
		43,000	5,16,000
	e Enhanced Incentives Is Target Based and will	be paid based on your	sales achievement
	Salary Is Subjective to Completion of Training		
	r is mandatory with valid driving license.		
	bursement is included in the CTC. is prior to tax being deducted at Source from th		
	Itax and Employee contribution towards PF,ESI		
FIUIESSIUIIA	itax and Employee contribution towards FF,ESI	c as applicable.	

ANNEXURE – B

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

PinClick Property Management Pvt Ltd.,

REGISTRAR

Mr.Manik KinraCo Founder



# 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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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

Date:\_\_\_\_\_\_Anticipated StartDate:\_\_\_\_\_





6<sup>th</sup> November 2020

Sub: Offer of employment by Pin Click

#### Dear **ARJUN M**,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as"Property Advisor", with effect from 19th May 2021.

The terms of our offer are as follows:

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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 aclearance
- **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 in effective.
- **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 orchange 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 PinClick.
- **8.** You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





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

	ANNEXURE – A COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	ARJUN M	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits		
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performan	ce Enhanced Incentives Is Target Based and v	vill be paid based on your s	sales achievement.
* The Offer/	Salary Is Subjective to Completion of Training		
*Two-wheel	er is mandatory with valid driving license.		
*Fuel re-rei	mbursement is included in the CTC.		
	y is prior to tax being deducted at Source from	the salary, Professional ta	ıx
and Empl	oyee contribution towards PF, ESIC as applica	able.	

anne REGISTRAR Registra



	<b>COMPENSATION &amp; BENEFITS STA</b>	ATEMENT – PIN CLICK	(
	Name	ARJUN M	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits		
В	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
		43,000	5,16,000
	e Enhanced Incentives Is Target Based and will	be paid based on your	sales achievement
	Salary Is Subjective to Completion of Training		
	r is mandatory with valid driving license.		
	bursement is included in the CTC. is prior to tax being deducted at Source from th		
	Itax and Employee contribution towards PF,ESI		
FIUIESSIUIIA	itax and Employee contribution towards FF,ESI	c as applicable.	

ANNEXURE – B

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

PinClick Property Management Pvt Ltd.,

REGISTRAR

Mr.Manik KinraCo Founder



# 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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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

Date:\_\_\_\_\_\_Anticipated StartDate:\_\_\_\_\_





6<sup>th</sup> November 2020

Sub: Offer of employment by Pin Click

## Dear FREDY K SUBHASH,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as "Property Advisor", with effect from 5<sup>th</sup> May 2021.

The terms of our offer are as follows:

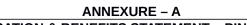
- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **Bangalore** office. Pin Click, however, reserves the choice to post/transfer 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 aclearance
- **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 in effective.
- **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 orchange 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 PinClick.
- **8.** You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





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

	ANNEXURE – A		
C	OMPENSATION & BENEFITS STATEMENT	F – PIN CLICK	
	Name	FREDY K SUBHA	SH
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits	· · ·	
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performance	Enhanced Incentives Is Target Based and w	vill be paid based on your s	sales achievement.
* The Offer/ S	alary Is Subjective to Completion of Training		
*Two-wheeler	is mandatory with valid driving license.		
*Fuel re-reim	bursement is included in the CTC.		
Gross Pay is	s prior to tax being deducted at Source from	the salary, Professional ta	X
and Employ	ee contribution towards PF, ESIC as application	able.	







	COMPENSATION & BENEFITS S	- TATEMENT – PIN CLICK	
	Name	FREDY K SUBHAS	ίΗ
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits		
В	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
		43,000	5,16,000
	e Enhanced Incentives Is Target Based and w	vill be paid based on your	sales achievement
	Salary Is Subjective to Completion of Training		
	r is mandatory with valid driving license.		
	bursement is included in the CTC.		
	is prior to tax being deducted at Source from		
Protessiona	ltax and Employee contribution towards PF,E	SIC as applicable.	

ANNEXURE – B

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

PinClick Property Management Pvt Ltd.,

REGISTRAR

Mr.Manik KinraCo Founder



# 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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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

Date:\_\_\_\_\_\_Anticipated StartDate:\_\_\_\_\_





6<sup>th</sup> November 2020

Sub: Offer of employment by Pin Click

#### Dear MANMOHAN REDDY KARRI,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as "Property Advisor", with effect from 5<sup>th</sup> May 2021.

The terms of our offer are as follows:

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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 aclearance
- **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 in effective.
- **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 orchange 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 PinClick.
- **8.** You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





anne

REGISTRAR

C

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

COMPENSATION & BENEFITS STATEMENT – PIN CLICK         Name       MANMOHAN REDDY KAR         Designation       Property Advisor         Department       Sales         Date of Joining       5 <sup>th</sup> May 2021         C & B CATEGORY       INR – Monthly         Basic Salary       7,350         House Rent Allowance       6,125         Conveyance Allowance       800         Medical Reimbursement       1,250         LTC       2,400         Children Education Allowance       2,000         Special Allowance       3,340         Sub-Total I / Gross Pay       23,265	
NameProperty AdvisorDesignationProperty AdvisorDepartmentSalesDate of Joining5th May 2021C & B CATEGORYINR - MonthlyINR - AFixed CompensationINR - MonthlyINR - ABasic Salary7,3501000000000000000000000000000000000000	nnual
DepartmentSalesDate of Joining5th May 2021C & B CATEGORYINR – MonthlyINR – AFixed CompensationINR – MonthlyINR – ABasic Salary7,350House Rent Allowance6,125Conveyance Allowance800Medical Reimbursement1,250LTC2,400Children Education Allowance3,340	
DepartmentSalesDate of Joining5th May 2021C & B CATEGORYINR - MonthlyINR - MonthlyINR - AFixed Compensation6Basic Salary7,350House Rent Allowance6,125Conveyance Allowance800Medical Reimbursement1,250LTC2,400Children Education Allowance2,000Special Allowance3,340	
C & B CATEGORYINR - MonthlyINR - AFixed CompensationBasic Salary7,350House Rent Allowance6,125Conveyance Allowance800Medical Reimbursement1,250LTC2,400Children Education Allowance2,000Special Allowance3,340	
Fixed CompensationBasic Salary7,350House Rent Allowance6,125Conveyance Allowance800Medical Reimbursement1,250LTC2,400Children Education Allowance2,000Special Allowance3,340	
A Basic Salary 7,350 House Rent Allowance 6,125 Conveyance Allowance 800 Medical Reimbursement 1,250 LTC 2,400 Children Education Allowance 2,000 Special Allowance 3,340	88 200
AHouse Rent Allowance6,125Conveyance Allowance800Medical Reimbursement1,250LTC2,400Children Education Allowance2,000Special Allowance3,340	88 200
A Conveyance Allowance 800 Medical Reimbursement 1,250 LTC 2,400 Children Education Allowance 2,000 Special Allowance 3,340	00,200
AMedical Reimbursement1,250LTC2,400Children Education Allowance2,000Special Allowance3,340	73,500
International Reinbursement1,20LTC2,400Children Education Allowance2,000Special Allowance3,340	9,600
Children Education Allowance2,000Special Allowance3,340	15,000
Special Allowance 3,340	28,800
•	24,000
Sub Total L/ Cross Day 22.205	40,080
Sub-Total I / Gross Pay 23,265	2,79,180
Benefits	
B PF Employee 882	10,584
Gratuity 353	4,236
Mobile Sim Provided by Company 500	6,000
Sub Total II1,735	20,820
Total A + BCost to the Company25,000	3,00,000
C Performance Enhanced Incentives 15,000*	1,80,000*
Note: *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achie	vement.
* The Offer/ Salary Is Subjective to Completion of Training	
*Two-wheeler is mandatory with valid driving license.	
*Fuel re-reimbursement is included in the CTC.	
Gross Pay is prior to tax being deducted at Source from the salary, Professional tax	
and Employee contribution towards PF, ESIC as applicable.	



	COMPENSATION & BENEFITS S		ζ
	Name MANMOHAN REDDY KA		
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits		
В	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
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	e Enhanced Incentives Is Target Based and w	ill be paid based on your	sales achievement
	Salary Is Subjective to Completion of Training		
	r is mandatory with valid driving license.		
	bursement is included in the CTC.		
	is prior to tax being deducted at Source from t		
Professiona	Itax and Employee contribution towards PF,E	SIC as applicable.	

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

PinClick Property Management Pvt Ltd.,

REGISTRAR



- 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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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





Sub: Offer of employment by Pin Click

### Dear KUNAL SINGH,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as "Property Advisor", with effect from 5<sup>th</sup> May 2021.

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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 aclearance
- **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 in effective.
- **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 orchange 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 PinClick.
- **8.** You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





	ANNEXURE – A		
	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	KUNAL SINGH	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
_	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits	·	
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performanc	e Enhanced Incentives Is Target Based and w	vill be paid based on your s	sales achievement.
* The Offer/ \$	Salary Is Subjective to Completion of Training		
*Two-wheele	er is mandatory with valid driving license.		
*Fuel re-reir	nbursement is included in the CTC.		
	is prior to tax being deducted at Source from	the salary, Professional ta	х
and Emplo	oyee contribution towards PF, ESIC as applica	able.	

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COMPENSATION & BENEFITS STATEMENT – PIN CLICK				
	Name	KUNAL SINGH		
	Designation	Property Advisor		
	Department	Sales		
	Date of Joining	5 <sup>th</sup> May 2021		
	C & B CATEGORY	INR – Monthly	INR – Annual	
	Fixed Compensation			
	Basic Salary	8,400	1,00,800	
	House Rent Allowance	7,000	84,000	
	Conveyance Allowance	800	9,600	
A	Medical Reimbursement	1,250	15,000	
	LTC	2,400	28,800	
	Children Education Allowance	2,000	24,000	
	Special Allowance	4,739	56,868	
	Sub-Total I / Gross Pay	26,589	3,19,068	
	Benefits	- <b>-</b>		
В	PF Employee	1,008	12,096	
	Gratuity	403	4,836	
	Sub Total II	1,411	16,932	
Total A + B	Cost to the Company	28,000	3,36,000	
C	Performance Enhanced Incentives	15,000*	1,80,000*	
		43,000	5,16,000	
Note: *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement				
	Salary Is Subjective to Completion of Training			
*Two-wheeler is mandatory with valid driving license.				
	bursement is included in the CTC.			
Gross Pay is prior to tax being deducted at Source from the salary,      Brofessionaltax and Employee contribution towards DE ESIC as applicable				
Professionaltax and Employee contribution towards PF,ESIC as applicable.				

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

PinClick Property Management Pvt Ltd.,

REGISTRAR



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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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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





Sub: Offer of employment by Pin Click

#### Dear MK KESAVA,

Congratulations!

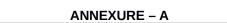
We are pleased to extend an offer to you to joinPin Click as "Property Advisor", with effect from 5<sup>th</sup> May 2021.

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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 aclearance
- **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.
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- **8.** You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





	ANNEXURE – A		
C	COMPENSATION & BENEFITS STATEMENT	Γ – PIN CLICK	
	Name MK KESAVA		
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits	····	
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performance	e Enhanced Incentives Is Target Based and w	vill be paid based on your s	sales achievement.
* The Offer/ S	alary Is Subjective to Completion of Training		
*Two-wheeler	r is mandatory with valid driving license.		
	bursement is included in the CTC.		
Gross Pay	is prior to tax being deducted at Source from	the salary, Professional ta	x
and Employ	yee contribution towards PF, ESIC as applica	able.	







COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	MK KESAVA	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
A	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits		
В	PF Employee	1,008	12,096
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		43,000	5,16,000
	e Enhanced Incentives Is Target Based and wil	l be paid based on your	sales achievement
	Salary Is Subjective to Completion of Training		
	r is mandatory with valid driving license.		
	bursement is included in the CTC.		
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Professionaltax and Employee contribution towards PF,ESIC as applicable.			

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.

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REGISTRAR



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

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

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





Sub: Offer of employment by Pin Click

### Dear MOHIT SHARMA,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as "Property Advisor", with effect from 5<sup>th</sup> May 2021.

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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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	ANNEXURE – A		
	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name MOHIT SHARMA		
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
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	Sub-Total I / Gross Pay	23,265	2,79,180
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С	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performance	e Enhanced Incentives Is Target Based and w	vill be paid based on your s	sales achievement.
* The Offer/	Salary Is Subjective to Completion of Training		
*Two-wheele	er is mandatory with valid driving license.		
	nbursement is included in the CTC.		
<ul> <li>Gross Pay</li> </ul>	is prior to tax being deducted at Source from	the salary, Professional ta	Х
and Emplo	oyee contribution towards PF, ESIC as application	able.	





COMPENSATION & BENEFITS STATEMENT – PIN CLICK				
	Name	MOHIT SHARMA		
	Designation	Property Advisor		
	Department	Sales		
	Date of Joining	5 <sup>th</sup> May 2021		
	C & B CATEGORY	INR – Monthly	INR – Annual	
	Fixed Compensation			
	Basic Salary	8,400	1,00,800	
	House Rent Allowance	7,000	84,000	
	Conveyance Allowance	800	9,600	
A	Medical Reimbursement	1,250	15,000	
	LTC	2,400	28,800	
	Children Education Allowance	2,000	24,000	
	Special Allowance	4,739	56,868	
	Sub-Total I / Gross Pay	26,589	3,19,068	
	Benefits	·		
В	PF Employee	1,008	12,096	
	Gratuity	403	4,836	
	Sub Total II	1,411	16,932	
Total A + B	Cost to the Company	28,000	3,36,000	
C	Performance Enhanced Incentives	15,000*	1,80,000*	
		43,000	5,16,000	
	Enhanced Incentives Is Target Based and w	ill be paid based on your	sales achievement	
	alary Is Subjective to Completion of Training			
	is mandatory with valid driving license.			
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<ul> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professionaltax and Employee contribution towards PF,ESIC as applicable.</li> </ul>				
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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.

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REGISTRAR



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

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

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





Sub: Offer of employment by Pin Click

#### Dear NARESH KUMAR S,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as"Property Advisor", with effect from 19th May 2021.

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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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C	ANNEXURE – A OMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name NARESH KUMAR S		S
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits		
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performance	Enhanced Incentives Is Target Based and v	vill be paid based on your s	sales achievement.
* The Offer/ Sa	alary Is Subjective to Completion of Training		
	is mandatory with valid driving license.		
	bursement is included in the CTC.		
*⊢uei re-reimi			
	s prior to tax being deducted at Source from	the salary, Professional ta	Х

anne REGISTRAR Registra



	COMPENSATION & BENEFITS ST	TATEMENT – PIN CLICK	,
	Name	NARESH KUMAR	S
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits		
В	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
		43,000	5,16,000
	e Enhanced Incentives Is Target Based and w	ill be paid based on your	sales achievement
	Salary Is Subjective to Completion of Training		
	r is mandatory with valid driving license. hbursement is included in the CTC.		
		he salary	
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REGISTRAR



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

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

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





Sub: Offer of employment by Pin Click

### Dear **PRAJAL GHIMIRAY**,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as "Property Advisor", with effect from 5<sup>th</sup> May 2021.

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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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	ANNEXURE – A		
	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name PRAJAL GHIMIRAY		
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits	· · ·	
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performanc	e Enhanced Incentives Is Target Based and v	vill be paid based on your s	sales achievement.
* The Offer/	Salary Is Subjective to Completion of Training		
*Two-wheele	er is mandatory with valid driving license.		
*Fuel re-reir	nbursement is included in the CTC.		
Gross Pay	is prior to tax being deducted at Source from	the salary, Professional ta	Х
and Emplo	oyee contribution towards PF, ESIC as application	able.	





	COMPENSATION & BENEFITS S		
	Name	PRAJAL GHIMIRA	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits		
В	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
		43,000	5,16,000
	e Enhanced Incentives Is Target Based and w	vill be paid based on your	sales achievement
	Salary Is Subjective to Completion of Training		
	r is mandatory with valid driving license.		
	nbursement is included in the CTC. is prior to tax being deducted at Source from	the colony	
,	altax and Employee contribution towards PF,E.		
1 10163510116	$a_{\alpha}$ and $\Box_{\alpha}$ inproved contribution towards FF, $\Box_{\alpha}$	ore as applicable.	

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

PinClick Property Management Pvt Ltd.,

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- 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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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





Sub: Offer of employment by Pin Click

### Dear **R RAHUL MAMPALLY**,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as"Property Advisor", with effect from 19th May 2021.

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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 aclearance
- **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 in effective.
- **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 orchange 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 PinClick.
- **8.** You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





	ANNEXURE – A COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	R RAHUL MAMP	ALLY
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits	· · ·	
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performan	ce Enhanced Incentives Is Target Based and v	vill be paid based on your	sales achievement.
* The Offer/	Salary Is Subjective to Completion of Training		
*Two-whee	ler is mandatory with valid driving license.		
	imbursement is included in the CTC.		
Gross Pa	y is prior to tax being deducted at Source from	the salary, Professional ta	ıx
and Emp	loyee contribution towards PF, ESIC as application	able.	
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	COMPENSATION & BENEFITS S		K	
	Name	R RAHUL MAMPA	R RAHUL MAMPALLY	
	Designation	Property Advisor		
	Department	Sales		
	Date of Joining	19 <sup>th</sup> May 2021		
	C & B CATEGORY	INR – Monthly	INR – Annual	
	Fixed Compensation			
	Basic Salary	8,400	1,00,800	
	House Rent Allowance	7,000	84,000	
	Conveyance Allowance	800	9,600	
Α	Medical Reimbursement	1,250	15,000	
	LTC	2,400	28,800	
	Children Education Allowance	2,000	24,000	
	Special Allowance	4,739	56,868	
	Sub-Total I / Gross Pay	26,589	3,19,068	
	Benefits			
В	PF Employee	1,008	12,096	
	Gratuity	403	4,836	
	Sub Total II	1,411	16,932	
Total A + B	Cost to the Company	28,000	3,36,000	
C	Performance Enhanced Incentives	15,000*	1,80,000*	
		43,000	5,16,000	
* The Offer/ *Two-wheele	ce Enhanced Incentives Is Target Based and v Salary Is Subjective to Completion of Training er is mandatory with valid driving license. nbursement is included in the CTC.		sales achievement	
	is prior to tax being deducted at Source from			
Professiona	altax and Employee contribution towards PF,E	SIC as applicable.		

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

PinClick Property Management Pvt Ltd.,

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- 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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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





Sub: Offer of employment by Pin Click

### Dear SIVA RAJA AJITH R,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as "Property Advisor", with effect from 5<sup>th</sup> May 2021.

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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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	ANNEXURE – A			
	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK		
	Name	SIVA RAJA AJITH	SIVA RAJA AJITH R	
	Designation	Property Advisor		
	Department	Sales		
	Date of Joining	5 <sup>th</sup> May 2021		
	C & B CATEGORY	INR – Monthly	INR – Annual	
	Fixed Compensation			
	Basic Salary	7,350	88,200	
	House Rent Allowance	6,125	73,500	
	Conveyance Allowance	800	9,600	
Α	Medical Reimbursement	1,250	15,000	
	LTC	2,400	28,800	
	Children Education Allowance	2,000	24,000	
	Special Allowance	3,340	40,080	
	Sub-Total I / Gross Pay	23,265	2,79,180	
	Benefits	· · ·		
В	PF Employee	882	10,584	
	Gratuity	353	4,236	
	Mobile Sim Provided by Company	500	6,000	
	Sub Total II	1,735	20,820	
Total A + B	Cost to the Company	25,000	3,00,000	
С	Performance Enhanced Incentives	15,000*	1,80,000*	
Note: *Performanc	e Enhanced Incentives Is Target Based and v	vill be paid based on your s	sales achievement.	
* The Offer/	Salary Is Subjective to Completion of Training			
*Two-wheele	er is mandatory with valid driving license.			
*Fuel re-reir	nbursement is included in the CTC.			
Gross Pay	is prior to tax being deducted at Source from	the salary, Professional ta	Х	
and Emplo	oyee contribution towards PF, ESIC as applica	able.		

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	COMPENSATION & BENEFITS S		
	Name	SIVA RAJA AJITH	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
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Α	Medical Reimbursement	1,250	15,000
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	Salary Is Subjective to Completion of Training		
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	nbursement is included in the CTC. is prior to tax being deducted at Source from	the calany	
	Altax and Employee contribution towards PF,E		
1 10163310114	and Employee contribution towards FF,L	Sie as applicable.	

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We look forward to the opportunity of working with you at

PinClick Property Management Pvt Ltd.,

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

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





Sub: Offer of employment by Pin Click

### Dear VENKATESH M,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as"Property Advisor", with effect from 19th May 2021.

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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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	Name	VENKATESH M	VENKATESH M	
-	Designation	Property Advisor		
-	Department	Sales		
-	Date of Joining	19 <sup>th</sup> May 2021		
	C & B CATEGORY	INR – Monthly	INR – Annual	
	Fixed Compensation			
-	Basic Salary	7,350	88,200	
-	House Rent Allowance	6,125	73,500	
-	Conveyance Allowance	800	9,600	
Α	Medical Reimbursement	1,250	15,000	
	LTC	2,400	28,800	
	Children Education Allowance	2,000	24,000	
-	Special Allowance	3,340	40,080	
-	Sub-Total I / Gross Pay	23,265	2,79,180	
	Benefits	· · ·		
В	PF Employee	882	10,584	
-	Gratuity	353	4,236	
	Mobile Sim Provided by Company	500	6,000	
	Sub Total II	1,735	20,820	
Total A + B	Cost to the Company	25,000	3,00,000	
С	Performance Enhanced Incentives	15,000*	1,80,000*	
Note: *Performance I	Enhanced Incentives Is Target Based and w	vill be paid based on your s	sales achievement.	
* The Offer/ Sa	lary Is Subjective to Completion of Training			
*Two-wheeler is	s mandatory with valid driving license.			
*Fuel re-reimb	ursement is included in the CTC.			
	prior to tax being deducted at Source from	the salary, Professional ta	X	

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COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	VENKATESH M	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
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	Enhanced Incentives Is Target Based and wi	Il be paid based on your :	sales achievement
	Salary Is Subjective to Completion of Training		
	is mandatory with valid driving license.		
	bursement is included in the CTC. s prior to tax being deducted at Source from t	ha calany	
	tax and Employee contribution towards PF,ES		
11016331011a	itan and Employee contribution towards FF,EC	no as applicable.	

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

PinClick Property Management Pvt Ltd.,

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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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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





**KPMG Global Delivery Center Private Limited** Telephone +91 80 6132 6100 **RMZ Ecoworld** 6th Floor, Campus 7, Devarabeesanahalli, Outer Ring Road Bangalore 560 103 Karnataka India

#### Private & Confidential

Date 17/3/2021

To,

#### Congratulations

Candidate name: Mohith K College name: Presidency University Pan card no.: HFBPK8939F

We thank you for taking the time to attend the interview process of KPMG Global Delivery Center Private Limited ("Firm", "We" "Our"). The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Associate 1 in the US Core Audit business unit at KPMG Global Delivery Centre Private Limited with a total compensation of INR 400,000 in words Four Lakh Rupees only.

Your anticipated joining date is June 2021 at Bangalore office location. In case you are unable to join the Firm by June 2021, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

Yours sincerely,

For KPMG Global Delivery Centre Private Limited

Digitally signed by RUPESH RUPESH TRIPATHI TRIPATHI Date: 2021.03.18 11:59:08 +05'30'

> KPMG Global Delivery Center Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by quarantee

CIN U74110KA2003PTC031646

Registered Ofice: RMZ Ecoward Campos I<sup>C</sup>, Pholo 6, De aabeesgnaha Outer Ring Road, Bangalos 550103, deesanahalli Kamataka . India

Accepted and Agreed



 KPMG Global Delivery Center Private Limited
 Telephone
 +91 80 6132 6100

 RMZ Ecoworld
 6th Floor, Campus 7,
 Devarabeesanahalli, Outer Ring Road

 Bangalore 560 103 Karnataka India
 Campus 7,
 Campus 7,

#### Authorization:

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to **KPMG Global Delivery Centre Private Limited** to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

#### No binding obligation:

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

Name

Dated

KPMG Global Delivery Center Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74110KA2003PTC031646





Sub: Offer of employment by Pin Click

### Dear MOHAMMAD SHAKEEL,

#### Congratulations!

We are pleased to extend an offer to you to joinPin Click as "Property Advisor", with effect from 5<sup>th</sup> May 2021.

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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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	ANNEXURE – A		
	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	MOHAMMAD SHAKEEL	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits		
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performan	ce Enhanced Incentives Is Target Based and v	vill be paid based on your s	sales achievement.
* The Offer/	Salary Is Subjective to Completion of Training		
*Two-wheel	er is mandatory with valid driving license.		
*Fuel re-re	imbursement is included in the CTC.		
	y is prior to tax being deducted at Source from	the salary, Professional ta	IX
and Emp	loyee contribution towards PF, ESIC as application	able.	



	COMPENSATION & BENEFITS S		
	Name	MOHAMMAD SHA	KEEL
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
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Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
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В	PF Employee	1,008	12,096
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	e Enhanced Incentives Is Target Based and v		sales achievement
	Salary Is Subjective to Completion of Training		
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PinClick Property Management Pvt Ltd.,

REGISTRAR



- 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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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





Sub: Offer of employment by Pin Click

### Dear **ABHISHEK V**,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as "Property Advisor", with effect from 5<sup>th</sup> May 2021.

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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 aclearance
- **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 in effective.
- **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 orchange 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 PinClick.
- **8.** You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





	ANNEXURE – A		
	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name ABHISHEK V		
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits		
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performanc	e Enhanced Incentives Is Target Based and v	vill be paid based on your s	sales achievement.
* The Offer/	Salary Is Subjective to Completion of Training		
*Two-wheele	er is mandatory with valid driving license.		
	nbursement is included in the CTC.		
Gross Pay	is prior to tax being deducted at Source from	the salary, Professional ta	X
and Emplo	oyee contribution towards PF, ESIC as application	able.	

anne REGISTRAR



COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	ABHISHEK V	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits		
В	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
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		43,000	5,16,000
	e Enhanced Incentives Is Target Based and w	ill be paid based on your s	sales achievement
	Salary Is Subjective to Completion of Training		
	r is mandatory with valid driving license.		
	bursement is included in the CTC.	the calany	
<ul> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professionaltax and Employee contribution towards PF,ESIC 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

PinClick Property Management Pvt Ltd.,

REGISTRAR



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

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

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





Sub: Offer of employment by Pin Click

### Dear CHANDAN T R,

#### Congratulations!

We are pleased to extend an offer to you to joinPin Click as"Property Advisor", with effect from 19th May 2021.

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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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- **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 PinClick.
- **8.** You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





	ANNEXURE – A		
	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name CHANDAN T R		
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation	-	
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits	· · ·	
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	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
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*Two-wheele	er is mandatory with valid driving license.		
*Fuel re-reir	nbursement is included in the CTC.		
Gross Pay	is prior to tax being deducted at Source from	the salary, Professional ta	х
and Emplo	oyee contribution towards PF, ESIC as applica	able.	





COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	CHANDAN T R	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
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	Children Education Allowance	2,000	24,000
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	Sub-Total I / Gross Pay	26,589	3,19,068
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Name:\_\_\_\_\_

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





Sub: Offer of employment by Pin Click

#### Dear **HEMANTH V,**

Congratulations!

We are pleased to extend an offer to you to joinPin Click as "Property Advisor", with effect from 5<sup>th</sup> May 2021.

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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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ANNEXURE – A		
OMPENSATION & BENEFITS STATEMENT	- PIN CLICK	
Name HEMANTH V		
Designation	Property Advisor	
Department	Sales	
Date of Joining	5 <sup>th</sup> May 2021	
C & B CATEGORY	INR – Monthly	INR – Annual
Fixed Compensation		
Basic Salary	7,350	88,200
House Rent Allowance	6,125	73,500
Conveyance Allowance	800	9,600
Medical Reimbursement	1,250	15,000
LTC	2,400	28,800
Children Education Allowance	2,000	24,000
Special Allowance	3,340	40,080
Sub-Total I / Gross Pay	23,265	2,79,180
Benefits		
PF Employee	882	10,584
Gratuity	353	4,236
Mobile Sim Provided by Company	500	6,000
Sub Total II	1,735	20,820
Cost to the Company	25,000	3,00,000
Performance Enhanced Incentives	15,000*	1,80,000*
Enhanced Incentives Is Target Based and w	ill be paid based on your s	sales achievement.
alary Is Subjective to Completion of Training		
is mandatory with valid driving license.		
oursement is included in the CTC.		
s prior to tax being deducted at Source from	the salary, Professional ta	x
ee contribution towards PF, ESIC as applica	able.	
	OMPENSATION & BENEFITS STATEMENT         Name         Designation         Department         Date of Joining         C & B CATEGORY         Fixed Compensation         Basic Salary         House Rent Allowance         Conveyance Allowance         Medical Reimbursement         LTC         Children Education Allowance         Special Allowance         Sub-Total I / Gross Pay         Benefits         PF Employee         Gratuity         Mobile Sim Provided by Company         Sub Total II         Cost to the Company         Performance Enhanced Incentives         Enhanced Incentives Is Target Based and wa         alary Is Subjective to Completion of Training         is mandatory with valid driving license.         Dursement is included in the CTC.         Sprior to tax being deducted at Source from	OMPENSATION & BENEFITS STATEMENT – PIN CLICK         Name       HEMANTH V         Designation       Property Advisor         Department       Sales         Date of Joining       5 <sup>th</sup> May 2021         C & B CATEGORY       INR – Monthly         Fixed Compensation       Basic Salary         Basic Salary       7,350         House Rent Allowance       6,125         Conveyance Allowance       800         Medical Reimbursement       1,250         LTC       2,400         Children Education Allowance       3,340         Sub-Total I / Gross Pay       23,265         Benefits       PF Employee       882         Gratuity       353         Mobile Sim Provided by Company       500         Sub Total II       1,735         Cost to the Company       25,000         Performance Enhanced Incentives       15,000*         Enhanced Incentives Is Target Based and will be paid based on your salary Is Subjective to Completion of Training is mandatory with valid driving license.





	<b>COMPENSATION &amp; BENEFITS ST</b>	TATEMENT – PIN CLICK	
	Name	HEMANTH V	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits	· · ·	
В	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
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	Salary Is Subjective to Completion of Training		
	r is mandatory with valid driving license.		
	bursement is included in the CTC.	ha calany	
	is prior to tax being deducted at Source from t Itax and Employee contribution towards PF,ES		
FIDIESSIUIIA	itax and Employee continution towards PF,ES	sic as applicable.	

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.

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

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





Sub: Offer of employment by Pin Click

#### Dear TEJAS N M,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as"Property Advisor", with effect from 19th May 2021.

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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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	ANNEXURE – A		
C	COMPENSATION & BENEFITS STATEMENT	- PIN CLICK	
	Name	TEJAS N M	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits		
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
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Total A + B	Cost to the Company	25,000	3,00,000
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*Fuel re-reim	bursement is included in the CTC.		
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and Employ	yee contribution towards PF, ESIC as applica	able.	





	COMPENSATION & BENEFITS S	TATEMENT – PIN CLICK	
	Name	TEJAS N M	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
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Name:\_\_\_\_\_

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





Sub: Offer of employment by Pin Click

### Dear AGNI DEV T R,

#### Congratulations!

We are pleased to extend an offer to you to joinPin Click as"Property Advisor", with effect from 19th May 2021.

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	ANNEXURE – A COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	AGNI DEV T R	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
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	Basic Salary	7,350	88,200
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*Fuel re-rei	mbursement is included in the CTC.		
	y is prior to tax being deducted at Source from	the salary, Professional ta	x
and Empl	oyee contribution towards PF, ESIC as applica	able.	

anne REGISTRAR Registra



COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	AGNI DEV T R	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits		
В	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
		43,000	5,16,000
	e Enhanced Incentives Is Target Based and wi	Il be paid based on your	sales achievement
	Salary Is Subjective to Completion of Training		
	r is mandatory with valid driving license.		
	bursement is included in the CTC.	ha aalam	
<ul> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professionaltax and Employee contribution towards PF,ESIC as applicable.</li> </ul>			
Protessiona	$\pi a$ and Employee contribution towards PF,ES	nc as applicable.	

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

PinClick Property Management Pvt Ltd.,

REGISTRAR



- 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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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





Sub: Offer of employment by Pin Click

### Dear **HARSHITH V**,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as"Property Advisor", with effect from 19th May 2021.

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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 aclearance
- **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 in effective.
- **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 orchange 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 PinClick.
- **8.** You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





	ANNEXURE – A COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name HARSHITH V		
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits		
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performance	ce Enhanced Incentives Is Target Based and w	vill be paid based on your s	sales achievement.
* The Offer/	Salary Is Subjective to Completion of Training		
*Two-wheele	er is mandatory with valid driving license.		
*Fuel re-reir	mbursement is included in the CTC.		
	r is prior to tax being deducted at Source from	the salary, Professional ta	ıx
and Emplo	oyee contribution towards PF, ESIC as applica	able.	

anne REGISTRAR Registra



	<b>COMPENSATION &amp; BENEFITS S</b>	TATEMENT – PIN CLICK	
	Name	HARSHITH V	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
A	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits		
В	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
		43,000	5,16,000
	e Enhanced Incentives Is Target Based and w	ill be paid based on your	sales achievement
	Salary Is Subjective to Completion of Training		
	r is mandatory with valid driving license.		
	nbursement is included in the CTC. is prior to tax being deducted at Source from t	the calany	
	Itax and Employee contribution towards PF,E		
1 10163310114	atus and Employee contribution towards FF,E	sie as applicable.	

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

PinClick Property Management Pvt Ltd.,

REGISTRAR



- 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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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





Sub: Offer of employment by Pin Click

### Dear MANOJ MADAKARI G N,

#### Congratulations!

We are pleased to extend an offer to you to joinPin Click as"Property Advisor", with effect from 19th May 2021.

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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 aclearance
- **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 in effective.
- **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 orchange 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 PinClick.
- **8.** You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





	ANNEXURE – A COMPENSATION & BENEFITS STATEMEN		
	COMPENSATION & BENEFITS STATEMEN		
	Name MANOJ MADAKARI G N		RI G N
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits	·	
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performance	ce Enhanced Incentives Is Target Based and v	vill be paid based on your s	sales achievement.
* The Offer/	Salary Is Subjective to Completion of Training		
*Two-wheele	er is mandatory with valid driving license.		
*Fuel re-rei	mbursement is included in the CTC.		
	is prior to tax being deducted at Source from	the salary, Professional ta	ıx
and Empl	oyee contribution towards PF, ESIC as applica	able.	

anne REGISTRAR Registra



	COMPENSATION & BENEFITS S		,
	Name	MANOJ MADAKAF	RI G N
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits	ł	
В	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
		43,000	5,16,000
	e Enhanced Incentives Is Target Based and v		sales achievement
	Salary Is Subjective to Completion of Training		
	r is mandatory with valid driving license.		
	hbursement is included in the CTC.		
	is prior to tax being deducted at Source from		
Professiona	ltax and Employee contribution towards PF,E	SIC as applicable.	

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

PinClick Property Management Pvt Ltd.,

REGISTRAR



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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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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





Sub: Offer of employment by Pin Click

### Dear MOHAMMED SAMEER,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as"Property Advisor", with effect from 19th May 2021.

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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 aclearance
- **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.
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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 PinClick.
- **8.** You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





	ANNEXURE – A COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK		
	Name	MOHAMMED SAI	MOHAMMED SAMEER	
	Designation	Property Advisor		
	Department	Sales		
	Date of Joining	19 <sup>th</sup> May 2021		
	C & B CATEGORY	INR – Monthly	INR – Annual	
	Fixed Compensation			
	Basic Salary	7,350	88,200	
	House Rent Allowance	6,125	73,500	
	Conveyance Allowance	800	9,600	
Α	Medical Reimbursement	1,250	15,000	
	LTC	2,400	28,800	
	Children Education Allowance	2,000	24,000	
	Special Allowance	3,340	40,080	
	Sub-Total I / Gross Pay	23,265	2,79,180	
	Benefits	· · ·		
В	PF Employee	882	10,584	
	Gratuity	353	4,236	
	Mobile Sim Provided by Company	500	6,000	
	Sub Total II	1,735	20,820	
Total A + B	Cost to the Company	25,000	3,00,000	
С	Performance Enhanced Incentives	15,000*	1,80,000*	
Note: *Performan	ce Enhanced Incentives Is Target Based and v	vill be paid based on your s	sales achievement.	
* The Offer/	Salary Is Subjective to Completion of Training			
*Two-wheel	er is mandatory with valid driving license.			
*Fuel re-re	imbursement is included in the CTC.			
	y is prior to tax being deducted at Source from	the salary, Professional ta	ix	
and Emp	loyee contribution towards PF, ESIC as application	able.		

anne REGISTRAR Registra



	COMPENSATION & BENEFITS S		
	Name	MOHAMMED SAM	IEER
	Designation	Property Advisor	
	Department	Sales 19 <sup>th</sup> May 2021	
	Date of Joining		
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits	····	
В	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
		43,000	5,16,000
	e Enhanced Incentives Is Target Based and v		sales achievement
	Salary Is Subjective to Completion of Training	1	
	r is mandatory with valid driving license.		
	hbursement is included in the CTC.	the sector of	
	is prior to tax being deducted at Source from		
Protessiona	ltax and Employee contribution towards PF,E	sic as applicable.	

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

PinClick Property Management Pvt Ltd.,

REGISTRAR



- 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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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





6<sup>th</sup> November 2020

Sub: Offer of employment by Pin Click

#### Dear HARISH GOWDA PATIL,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as"Property Advisor", with effect from 19th May 2021.

The terms of our offer are as follows:

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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 aclearance
- **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.
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- **8.** You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





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

C	ANNEXURE – A COMPENSATION & BENEFITS STATEMENT	<b>F – PIN CLICK</b>	
	Name HARISH GOWDA PATIL		PATIL
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits		
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performance	e Enhanced Incentives Is Target Based and w	ill be paid based on your s	sales achievement.
* The Offer/ S	alary Is Subjective to Completion of Training		
*Two-wheeler	is mandatory with valid driving license.		
*Fuel re-reim	bursement is included in the CTC.		
	s prior to tax being deducted at Source from	the salary, Professional ta	ıx
and Employ	yee contribution towards PF, ESIC as applica	able.	

anne REGISTRAR Registra



	COMPENSATION & BENEFITS S		
	Name	HARISH GOWDA	PATIL
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
А	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits	·	
В	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
		43,000	5,16,000
	e Enhanced Incentives Is Target Based and v		sales achievement
	Salary Is Subjective to Completion of Training		
	r is mandatory with valid driving license.		
	nbursement is included in the CTC.	44	
	is prior to tax being deducted at Source from		
Protessiona	altax and Employee contribution towards PF,E	Sic as applicable.	

#### ANNEXURE – B

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

PinClick Property Management Pvt Ltd.,

REGISTRAR

Mr.Manik KinraCo Founder



# 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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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

Date:\_\_\_\_\_\_Anticipated StartDate:\_\_\_\_\_





6<sup>th</sup> November 2020

Sub: Offer of employment by Pin Click

#### Dear **RENIS DSOUZA**,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as "Property Advisor", with effect from 5<sup>th</sup> May 2021.

The terms of our offer are as follows:

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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 aclearance
- **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.
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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 PinClick.
- **8.** You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





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

	ANNEXURE – A		
	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	RENIS DSOUZA	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
_	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits		
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performance	e Enhanced Incentives Is Target Based and v	vill be paid based on your s	sales achievement.
* The Offer/	Salary Is Subjective to Completion of Training		
*Two-wheele	er is mandatory with valid driving license.		
*Fuel re-reir	nbursement is included in the CTC.		
Gross Pay	is prior to tax being deducted at Source from	the salary, Professional ta	Х
and Emplo	oyee contribution towards PF, ESIC as applica	able.	





COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	RENIS DSOUZA	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
A	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits	- <b>I</b>	
В	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
		43,000	5,16,000
	e Enhanced Incentives Is Target Based and will	be paid based on your	sales achievement
	Salary Is Subjective to Completion of Training		
	is mandatory with valid driving license.		
	bursement is included in the CTC.		
-	is prior to tax being deducted at Source from th	-	
Professiona	Itax and Employee contribution towards PF,ESI	ic as applicable.	

ANNEXURE – B

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

PinClick Property Management Pvt Ltd.,

REGISTRAR

Mr.Manik KinraCo Founder



# 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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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

Date:\_\_\_\_\_\_Anticipated StartDate:\_\_\_\_\_





6<sup>th</sup> November 2020

Sub: Offer of employment by Pin Click

#### Dear NIHAL VIJAYKUMAR PATIL,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as"Property Advisor", with effect from 19th May 2021.

The terms of our offer are as follows:

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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 aclearance
- **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 in effective.
- **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 orchange 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 PinClick.
- **8.** You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





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

	ANNEXURE – A COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK		
	Name	NIHAL VIJAYKUM	NIHAL VIJAYKUMAR PATIL	
	Designation	Property Advisor		
	Department	Sales		
	Date of Joining	19 <sup>th</sup> May 2021		
	C & B CATEGORY	INR – Monthly	INR – Annual	
	Fixed Compensation			
	Basic Salary	7,350	88,200	
	House Rent Allowance	6,125	73,500	
	Conveyance Allowance	800	9,600	
Α	Medical Reimbursement	1,250	15,000	
	LTC	2,400	28,800	
	Children Education Allowance	2,000	24,000	
	Special Allowance	3,340	40,080	
	Sub-Total I / Gross Pay	23,265	2,79,180	
	Benefits	·····		
В	PF Employee	882	10,584	
	Gratuity	353	4,236	
	Mobile Sim Provided by Company	500	6,000	
	Sub Total II	1,735	20,820	
Total A + B	Cost to the Company	25,000	3,00,000	
С	Performance Enhanced Incentives	15,000*	1,80,000*	
Note: *Performan	ce Enhanced Incentives Is Target Based and v	vill be paid based on your s	sales achievement.	
* The Offer/	Salary Is Subjective to Completion of Training			
*Two-wheel	er is mandatory with valid driving license.			
*Fuel re-rei	mbursement is included in the CTC.			
	y is prior to tax being deducted at Source from	the salary, Professional ta	ix	
and Empl	oyee contribution towards PF, ESIC as applica	able.		
anu ⊑mpi	oyee communion lowards PF, ESIC as application	aue.		

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COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	NIHAL VIJAYKUMAR PATIL	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	19 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
A	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits	· · ·	
В	PF Employee	1,008	12,096
	Gratuity	403	4,836
	Sub Total II	1,411	16,932
Total A + B	Cost to the Company	28,000	3,36,000
C	Performance Enhanced Incentives	15,000*	1,80,000*
		43,000	5,16,000
	e Enhanced Incentives Is Target Based and w		sales achievement
	Salary Is Subjective to Completion of Training		
	r is mandatory with valid driving license.		
<ul> <li>*Fuel re-reimbursement is included in the CTC.</li> <li>Gross Pay is prior to tax being deducted at Source from the salary,</li> </ul>			
Professionaltax and Employee contribution towards PF,ESIC as applicable.			

#### ANNEXURE – B

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

PinClick Property Management Pvt Ltd.,

anno REGISTRAR Reais

Mr.Manik KinraCo Founder



# 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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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

Date:\_\_\_\_\_\_Anticipated StartDate:\_\_\_\_\_





6<sup>th</sup> November 2020

Sub: Offer of employment by Pin Click

#### Dear TANUSH S S,

Congratulations!

We are pleased to extend an offer to you to joinPin Click as "Property Advisor", with effect from 5<sup>th</sup> May 2021.

The terms of our offer are as follows:

- The details of your attached earnings are attached here with as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
- **2.** Your initial posting as Pin Click employee will be at **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 aclearance
- **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 in effective.
- **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 orchange 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 PinClick.
- **8.** You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.





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

	ANNEXURE – A		
CO	OMPENSATION & BENEFITS STATEMENT	- PIN CLICK	
	Name	TANUSH S S	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,350	88,200
	House Rent Allowance	6,125	73,500
	Conveyance Allowance	800	9,600
Α	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,340	40,080
	Sub-Total I / Gross Pay	23,265	2,79,180
	Benefits	·	
В	PF Employee	882	10,584
	Gratuity	353	4,236
	Mobile Sim Provided by Company	500	6,000
	Sub Total II	1,735	20,820
Total A + B	Cost to the Company	25,000	3,00,000
С	Performance Enhanced Incentives	15,000*	1,80,000*
Note: *Performance	Enhanced Incentives Is Target Based and w	ill be paid based on your s	sales achievement.
* The Offer/ Sa	lary Is Subjective to Completion of Training		
*Two-wheeler i	s mandatory with valid driving license.		
	ursement is included in the CTC.		
<ul> <li>Gross Pay is</li> </ul>	prior to tax being deducted at Source from	the salary, Professional ta	x
and Employ	ee contribution towards PF, ESIC as applica	able.	

REGSTRAR



	<b>COMPENSATION &amp; BENEFITS S</b>	TATEMENT - PIN CLICK	
	Name	TANUSH S S	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	5 <sup>th</sup> May 2021	
	C & B CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
A	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	4,739	56,868
	Sub-Total I / Gross Pay	26,589	3,19,068
	Benefits	· · ·	
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		43,000	5,16,000
	e Enhanced Incentives Is Target Based and w	vill be paid based on your s	sales achievement
	Salary Is Subjective to Completion of Training		
	r is mandatory with valid driving license.		
	bursement is included in the CTC.	the colony	
	is prior to tax being deducted at Source from Itax and Employee contribution towards PF,E		
FIUIESSIUIId	and Employee contribution towards PP,E	Sic as applicable.	

ANNEXURE – B

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

PinClick Property Management Pvt Ltd.,

REGISTRAR

Mr.Manik KinraCo Founder



# 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 PinClick I undertake to confirm to the terms and conditions set out above as well as otherpolicies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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

Date:\_\_\_\_\_\_Anticipated StartDate:\_\_\_\_\_



Branch Office: Bengaluru Climber Knowledge and Careers Pvt. Ltd, Third Floor, Classic Arena Hosur Rd, AECS Layout- A Block, Singasandra, Bengaluru, Karnataka- 560068 CIN: U93000MH2016PTC273870

support@mycaptain.in 1800 121 676767



23rd November 2020

# **LETTER OF APPOINTMENT**

**To,** AMAL S KUMAR.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. AMAL S KUMAR ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

# 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

### 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

### 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

### 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

REGISTRAR



4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

## 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

### 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

### 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

# 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

# 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

### 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

### 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Endboyer shall be subject to change without any prior notice.



# 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

# 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

### 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of the period and is required.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

# 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

### 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

REGISTRAR

Branch Office: Bengaluru Climber Knowledge and Careers Pvt. Ltd, Third Floor, Classic Arena Hosur Rd, AECS Layout- A Block, Singasandra, Bengaluru, Karnataka- 560068 CIN: U93000MH2016PTC273870

support@mycaptain.in 1800 121 676767



## 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

### 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

### 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

REGISTRAR



17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

# **18.** Disputes Redressal

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

# For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, AMAL S KUMAR, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



Branch Office: Bengaluru Climber Knowledge and Careers Pvt. Ltd, Third Floor, Classic Arena Hosur Rd, AECS Layout- A Block, Singasandra, Bengaluru, Karnataka- 560068 CIN: U93000MH2016PTC273870

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# ANNEXURE A

Business Development Executive G3			
Components	Per month (INR)	Annual (INR)	
Base Salary	16,000/-	1,92,000/-	
House Rent Allowance (HRA)	5,000/-	60,000/-	
Other allowance including flexible components	1,000/-	12,000/-	
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-	
Fixed compensation (In Hand)	22,000/-	2,64,000/-	
Cost to Company (CTC)		3,20,000/- to 3,60,000/-	

Business Development Executive G2			
Components	Per month (INR)	Annual (INR)	
Base Salary	19,440/-	2,33,280/-	
House Rent Allowance (HRA)	6,210/-	74,520/-	
Other allowance including flexible components	1,350/-	16,200/-	
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-	
Fixed compensation (In Hand)	27,000/-	3,24,000/-	
Cost to Company (CTC)		3,60,000/- to 4,00,000/-	

Business Development Executive G1			
Components	Per month (INR)	Annual (INR)	
Base Salary	22,600/-	2,71,200/-	
House Rent Allowance (HRA)	6,900/-	82,800/-	
Other allowance including flexible components	2,500/-	30,000/-	
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-	
Fixed compensation (In Hand)	32,000/-	3,84,000/-	
Cost to Company (CTC)		4,00,000/- to 4,50,000/-	



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23rd November 2020

# LETTER OF APPOINTMENT

To, ANJANA C.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. ANJANA C ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

# 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

### 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

### 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

# 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

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4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

## 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

### 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

### 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

# 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

# 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

### 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

### 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Endboyer shall be subject to change without any prior notice.



# 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

# 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

### 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

# 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

### 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

REGISTRAR

Branch Office: Bengaluru Climber Knowledge and Careers Pvt. Ltd, Third Floor, Classic Arena Hosur Rd, AECS Layout- A Block, Singasandra, Bengaluru, Karnataka- 560068 CIN: U93000MH2016PTC273870

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## 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

### 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

### 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

REGISTRAR



17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

# **18.** Disputes Redressal

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

### For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, ANJANA C, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



Branch Office: Bengaluru Climber Knowledge and Careers Pvt. Ltd, Third Floor, Classic Arena Hosur Rd, AECS Layout- A Block, Singasandra, Bengaluru, Karnataka- 560068 CIN: U93000MH2016PTC273870

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# ANNEXURE A

Business Development Executive G3			
Components	Per month (INR)	Annual (INR)	
Base Salary	16,000/-	1,92,000/-	
House Rent Allowance (HRA)	5,000/-	60,000/-	
Other allowance including flexible components	1,000/-	12,000/-	
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-	
Fixed compensation (In Hand)	22,000/-	2,64,000/-	
Cost to Company (CTC)		3,20,000/- to 3,60,000/-	

Business Development Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440/-	2,33,280/-
House Rent Allowance (HRA)	6,210/-	74,520/-
Other allowance including flexible components	1,350/-	16,200/-
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-
Fixed compensation (In Hand)	27,000/-	3,24,000/-
Cost to Company (CTC)		3,60,000/- to 4,00,000/-

Business Development Executive G1			
Components	Per month (INR)	Annual (INR)	
Base Salary	22,600/-	2,71,200/-	
House Rent Allowance (HRA)	6,900/-	82,800/-	
Other allowance including flexible components	2,500/-	30,000/-	
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-	
Fixed compensation (In Hand)	32,000/-	3,84,000/-	
Cost to Company (CTC)		4,00,000/- to 4,50,000/-	



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23rd November 2020

# LETTER OF APPOINTMENT

# **To,** APOORVPRAKASH.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. APOORVPRAKASH ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

### 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

### 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

### 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

### 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

REGISTRAR



4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

## 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

### 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

### 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

# 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

# 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

### 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

### 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Endboyer shall be subject to change without any prior notice.



# 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

# 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

### 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

## 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

### 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

REGISTRAR

support@mycaptain.in 1800 121 676767



### 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

### 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

### 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

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17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

### 18. Disputes Redressal

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

### For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, APOORVPRAKASH, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



support@mycaptain.in 1800 121 676767



# ANNEXURE A

Business Development Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000/-	1,92,000/-
House Rent Allowance (HRA)	5,000/-	60,000/-
Other allowance including flexible components	1,000/-	12,000/-
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-
Fixed compensation (In Hand)	22,000/-	2,64,000/-
Cost to Company (CTC)		3,20,000/- to 3,60,000/-

Business Development Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440/-	2,33,280/-
House Rent Allowance (HRA)	6,210/-	74,520/-
Other allowance including flexible components	1,350/-	16,200/-
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-
Fixed compensation (In Hand)	27,000/-	3,24,000/-
Cost to Company (CTC)		3,60,000/- to 4,00,000/-

Business Development Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600/-	2,71,200/-
House Rent Allowance (HRA)	6,900/-	82,800/-
Other allowance including flexible components	2,500/-	30,000/-
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-
Fixed compensation (In Hand)	32,000/-	3,84,000/-
Cost to Company (CTC)		4,00,000/- to 4,50,000/-



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23rd November 2020

### LETTER OF APPOINTMENT

### **To,** DIKSHYA DEBADARSINI.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. DIKSHYA DEBADARSINI ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

### 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

### 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

### 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

### 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

REGISTRAR



4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

### 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

### 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

### 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

### 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

### 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

### 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

### 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Endboyer shall be subject to change without any prior notice.



### 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

### 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

### 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

## 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

### 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

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### 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

### 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

### 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

REGISTRAR



17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

### **18. Disputes Redressal**

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

### For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, DIKSHYA DEBADARSINI, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



support@mycaptain.in 1800 121 676767



# ANNEXURE A

Business Development Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000/-	1,92,000/-
House Rent Allowance (HRA)	5,000/-	60,000/-
Other allowance including flexible components	1,000/-	12,000/-
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-
Fixed compensation (In Hand)	22,000/-	2,64,000/-
Cost to Company (CTC)		3,20,000/- to 3,60,000/-

Business Development Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440/-	2,33,280/-
House Rent Allowance (HRA)	6,210/-	74,520/-
Other allowance including flexible components	1,350/-	16,200/-
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-
Fixed compensation (In Hand)	27,000/-	3,24,000/-
Cost to Company (CTC)		3,60,000/- to 4,00,000/-

Business Development Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600/-	2,71,200/-
House Rent Allowance (HRA)	6,900/-	82,800/-
Other allowance including flexible components	2,500/-	30,000/-
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-
Fixed compensation (In Hand)	32,000/-	3,84,000/-
Cost to Company (CTC)		4,00,000/- to 4,50,000/-



support@mycaptain.in 1800 121 676767



23rd November 2020

### LETTER OF APPOINTMENT

To, DIYA S.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. DIYA S ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

### 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

### 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

### 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

## 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

REGISTRAR



4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

### 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

### 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

### 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

### 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

### 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

### 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

### 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Endboyer shall be subject to change without any prior notice.



### 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

### 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

### 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

## 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

### 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

REGISTRAR

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### 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

### 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

### 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

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17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

### **18. Disputes Redressal**

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

### For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, DIYA S, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



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# ANNEXURE A

Business Development Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000/-	1,92,000/-
House Rent Allowance (HRA)	5,000/-	60,000/-
Other allowance including flexible components	1,000/-	12,000/-
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-
Fixed compensation (In Hand)	22,000/-	2,64,000/-
Cost to Company (CTC)		3,20,000/- to 3,60,000/-

Business Development Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440/-	2,33,280/-
House Rent Allowance (HRA)	6,210/-	74,520/-
Other allowance including flexible components	1,350/-	16,200/-
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-
Fixed compensation (In Hand)	27,000/-	3,24,000/-
Cost to Company (CTC)		3,60,000/- to 4,00,000/-

Business Development Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600/-	2,71,200/-
House Rent Allowance (HRA)	6,900/-	82,800/-
Other allowance including flexible components	2,500/-	30,000/-
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-
Fixed compensation (In Hand)	32,000/-	3,84,000/-
Cost to Company (CTC)		4,00,000/- to 4,50,000/-



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23rd November 2020

### **LETTER OF APPOINTMENT**

**To,** JEYARAMYAH J J.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. JEYARAMYAH J J ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

### 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

### 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

### 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

### 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

REGISTRAR



4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

### 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

### 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

### 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

### 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

### 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

### 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

### 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Endboyer shall be subject to change without any prior notice.



### 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

### 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

### 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

## 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

### 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

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### 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

### 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

### 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

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17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

### **18. Disputes Redressal**

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

### For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, JEYARAMYAH J J, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



support@mycaptain.in 1800 121 676767



# ANNEXURE A

Business Development Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000/-	1,92,000/-
House Rent Allowance (HRA)	5,000/-	60,000/-
Other allowance including flexible components	1,000/-	12,000/-
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-
Fixed compensation (In Hand)	22,000/-	2,64,000/-
Cost to Company (CTC)		3,20,000/- to 3,60,000/-

Business Development Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440/-	2,33,280/-
House Rent Allowance (HRA)	6,210/-	74,520/-
Other allowance including flexible components	1,350/-	16,200/-
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-
Fixed compensation (In Hand)	27,000/-	3,24,000/-
Cost to Company (CTC)		3,60,000/- to 4,00,000/-

Business Development Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600/-	2,71,200/-
House Rent Allowance (HRA)	6,900/-	82,800/-
Other allowance including flexible components	2,500/-	30,000/-
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-
Fixed compensation (In Hand)	32,000/-	3,84,000/-
Cost to Company (CTC)		4,00,000/- to 4,50,000/-



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23rd November 2020

### LETTER OF APPOINTMENT

**To,** MAREENA BABY.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. MAREENA BABY ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

### 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

### 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

### 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

### 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

REGISTRAR



4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

### 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

### 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

### 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

### 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

### 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

### 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

### 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Endboyer shall be subject to change without any prior notice.



### 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

### 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

### 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

## 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

### 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

REGISTRAR

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### 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

### 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

### 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

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17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

### 18. Disputes Redressal

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

### For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, MAREENA BABY, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



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# ANNEXURE A

Business Development Executive G3			
Components	Per month (INR)	Annual (INR)	
Base Salary	16,000/-	1,92,000/-	
House Rent Allowance (HRA)	5,000/-	60,000/-	
Other allowance including flexible components	1,000/-	12,000/-	
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-	
Fixed compensation (In Hand)	22,000/-	2,64,000/-	
Cost to Company (CTC)		3,20,000/- to 3,60,000/-	

Business Development Executive G2			
Components	Per month (INR)	Annual (INR)	
Base Salary	19,440/-	2,33,280/-	
House Rent Allowance (HRA)	6,210/-	74,520/-	
Other allowance including flexible components	1,350/-	16,200/-	
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-	
Fixed compensation (In Hand)	27,000/-	3,24,000/-	
Cost to Company (CTC)		3,60,000/- to 4,00,000/-	

Business Development Executive G1			
Components	Per month (INR)	Annual (INR)	
Base Salary	22,600/-	2,71,200/-	
House Rent Allowance (HRA)	6,900/-	82,800/-	
Other allowance including flexible components	2,500/-	30,000/-	
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-	
Fixed compensation (In Hand)	32,000/-	3,84,000/-	
Cost to Company (CTC)		4,00,000/- to 4,50,000/-	



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23rd November 2020

### LETTER OF APPOINTMENT

#### **To,** NINA FLORA MARTINS.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. NINA FLORA MARTINS ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

#### 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

#### 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

#### 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

#### 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

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4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

#### 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

#### 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

#### 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

### 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

### 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

#### 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

#### 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Endboyer shall be subject to change without any prior notice.



### 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

### 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

#### 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

# 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

#### 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

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#### 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

#### 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

#### 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

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17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

### **18.** Disputes Redressal

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

#### For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, NINA FLORA MARTINS, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



support@mycaptain.in 1800 121 676767



# ANNEXURE A

Business Development Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000/-	1,92,000/-
House Rent Allowance (HRA)	5,000/-	60,000/-
Other allowance including flexible components	1,000/-	12,000/-
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-
Fixed compensation (In Hand)	22,000/-	2,64,000/-
Cost to Company (CTC)		3,20,000/- to 3,60,000/-

Business Development Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440/-	2,33,280/-
House Rent Allowance (HRA)	6,210/-	74,520/-
Other allowance including flexible components	1,350/-	16,200/-
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-
Fixed compensation (In Hand)	27,000/-	3,24,000/-
Cost to Company (CTC)		3,60,000/- to 4,00,000/-

Business Development Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600/-	2,71,200/-
House Rent Allowance (HRA)	6,900/-	82,800/-
Other allowance including flexible components	2,500/-	30,000/-
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-
Fixed compensation (In Hand)	32,000/-	3,84,000/-
Cost to Company (CTC)		4,00,000/- to 4,50,000/-



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23rd November 2020

### LETTER OF APPOINTMENT

#### **To,** SAYANI SARDAR.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. SAYANI SARDAR ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

### 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

#### 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

#### 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

# 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

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4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

#### 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

#### 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

#### 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

### 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

### 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

#### 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

#### 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Endboyer shall be subject to change without any prior notice.



### 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

### 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

#### 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

# 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

#### 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

REGISTRAR

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#### 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

#### 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

#### 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

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17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

### **18.** Disputes Redressal

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

#### For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, SAYANI SARDAR, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



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# ANNEXURE A

Business Development Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000/-	1,92,000/-
House Rent Allowance (HRA)	5,000/-	60,000/-
Other allowance including flexible components	1,000/-	12,000/-
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-
Fixed compensation (In Hand)	22,000/-	2,64,000/-
Cost to Company (CTC)		3,20,000/- to 3,60,000/-

Business Development Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440/-	2,33,280/-
House Rent Allowance (HRA)	6,210/-	74,520/-
Other allowance including flexible components	1,350/-	16,200/-
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-
Fixed compensation (In Hand)	27,000/-	3,24,000/-
Cost to Company (CTC)		3,60,000/- to 4,00,000/-

Business Development Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600/-	2,71,200/-
House Rent Allowance (HRA)	6,900/-	82,800/-
Other allowance including flexible components	2,500/-	30,000/-
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-
Fixed compensation (In Hand)	32,000/-	3,84,000/-
Cost to Company (CTC)		4,00,000/- to 4,50,000/-



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23rd November 2020

### **LETTER OF APPOINTMENT**

#### To, MOHAMMAD THAHEER SHAIK.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. MOHAMMAD THAHEER SHAIK ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

### 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

#### 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

#### 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

# 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

REGISTRAR



4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

#### 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

#### 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

#### 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

### 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

### 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

#### 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

#### 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Endboyer shall be subject to change without any prior notice.



### 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

### 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

#### 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

# 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

#### 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

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#### 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

#### 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

#### 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

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17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

### **18.** Disputes Redressal

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

#### For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, MOHAMMAD THAHEER SHAIK, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



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# ANNEXURE A

Business Development Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000/-	1,92,000/-
House Rent Allowance (HRA)	5,000/-	60,000/-
Other allowance including flexible components	1,000/-	12,000/-
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-
Fixed compensation (In Hand)	22,000/-	2,64,000/-
Cost to Company (CTC)		3,20,000/- to 3,60,000/-

Business Development Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440/-	2,33,280/-
House Rent Allowance (HRA)	6,210/-	74,520/-
Other allowance including flexible components	1,350/-	16,200/-
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-
Fixed compensation (In Hand)	27,000/-	3,24,000/-
Cost to Company (CTC)		3,60,000/- to 4,00,000/-

Business Development Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600/-	2,71,200/-
House Rent Allowance (HRA)	6,900/-	82,800/-
Other allowance including flexible components	2,500/-	30,000/-
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-
Fixed compensation (In Hand)	32,000/-	3,84,000/-
Cost to Company (CTC)		4,00,000/- to 4,50,000/-



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23rd November 2020

### LETTER OF APPOINTMENT

**To,** Thejasvi d.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. THEJASVI D ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

### 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

#### 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

#### 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

#### 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

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4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

#### 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

#### 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

#### 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

### 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

### 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

#### 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

#### 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Endboyer shall be subject to change without any prior notice.



### 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

### 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

#### 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

# 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

#### 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

REGISTRAR

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#### 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

#### 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

#### 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

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17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

### **18.** Disputes Redressal

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

#### For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, THEJASVI D, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



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# ANNEXURE A

Business Development Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000/-	1,92,000/-
House Rent Allowance (HRA)	5,000/-	60,000/-
Other allowance including flexible components	1,000/-	12,000/-
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-
Fixed compensation (In Hand)	22,000/-	2,64,000/-
Cost to Company (CTC)		3,20,000/- to 3,60,000/-

Business Development Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440/-	2,33,280/-
House Rent Allowance (HRA)	6,210/-	74,520/-
Other allowance including flexible components	1,350/-	16,200/-
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-
Fixed compensation (In Hand)	27,000/-	3,24,000/-
Cost to Company (CTC)		3,60,000/- to 4,00,000/-

Business Development Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600/-	2,71,200/-
House Rent Allowance (HRA)	6,900/-	82,800/-
Other allowance including flexible components	2,500/-	30,000/-
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-
Fixed compensation (In Hand)	32,000/-	3,84,000/-
Cost to Company (CTC)		4,00,000/- to 4,50,000/-



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23rd November 2020

### LETTER OF APPOINTMENT

To, VISMAYA K V.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. VISMAYA K V ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

### 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

#### 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

#### 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

#### 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior powce from the Employer.

REGISTRAR



4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

#### 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

#### 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

#### 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

### 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

### 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

#### 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

#### 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Endboyer shall be subject to change without any prior notice.



### 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

### 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

#### 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

## 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

#### 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

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### 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

#### 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

#### 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

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17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

## 18. Disputes Redressal

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

## For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, VISMAYA K V, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



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# ANNEXURE A

Business Development Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000/-	1,92,000/-
House Rent Allowance (HRA)	5,000/-	60,000/-
Other allowance including flexible components	1,000/-	12,000/-
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-
Fixed compensation (In Hand)	22,000/-	2,64,000/-
Cost to Company (CTC)		3,20,000/- to 3,60,000/-

Business Development Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440/-	2,33,280/-
House Rent Allowance (HRA)	6,210/-	74,520/-
Other allowance including flexible components	1,350/-	16,200/-
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-
Fixed compensation (In Hand)	27,000/-	3,24,000/-
Cost to Company (CTC)		3,60,000/- to 4,00,000/-

Business Development Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600/-	2,71,200/-
House Rent Allowance (HRA)	6,900/-	82,800/-
Other allowance including flexible components	2,500/-	30,000/-
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-
Fixed compensation (In Hand)	32,000/-	3,84,000/-
Cost to Company (CTC)		4,00,000/- to 4,50,000/-



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23rd November 2020

## LETTER OF APPOINTMENT

#### **To,** MISBA MOHUDIN BHAT.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. MISBA MOHUDIN BHAT ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

#### 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

#### 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

#### 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

#### 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

REGISTRAR



4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

### 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

#### 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

#### 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

## 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

## 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

#### 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

#### 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Entry of Shari be subject to change without any prior notice.



## 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

## 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

#### 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

## 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

#### 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

REGISTRAR

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### 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

#### 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

#### 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

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17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

## **18.** Disputes Redressal

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

#### For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, MISBA MOHUDIN BHAT, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



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# ANNEXURE A

Business Development Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000/-	1,92,000/-
House Rent Allowance (HRA)	5,000/-	60,000/-
Other allowance including flexible components	1,000/-	12,000/-
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-
Fixed compensation (In Hand)	22,000/-	2,64,000/-
Cost to Company (CTC)		3,20,000/- to 3,60,000/-

Business Development Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440/-	2,33,280/-
House Rent Allowance (HRA)	6,210/-	74,520/-
Other allowance including flexible components	1,350/-	16,200/-
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-
Fixed compensation (In Hand)	27,000/-	3,24,000/-
Cost to Company (CTC)		3,60,000/- to 4,00,000/-

Business Development Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600/-	2,71,200/-
House Rent Allowance (HRA)	6,900/-	82,800/-
Other allowance including flexible components	2,500/-	30,000/-
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-
Fixed compensation (In Hand)	32,000/-	3,84,000/-
Cost to Company (CTC)		4,00,000/- to 4,50,000/-



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23rd November 2020

## LETTER OF APPOINTMENT

### **To,** TANIA MAZUMDER.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. TANIA MAZUMDER ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

#### 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

#### 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

#### 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

#### 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

REGISTRAR



4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

### 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

#### 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

#### 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

## 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

## 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

#### 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

#### 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Entry of Shari be subject to change without any prior notice.



## 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

## 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

#### 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

## 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

#### 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

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### 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

#### 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

#### 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

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17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

## **18.** Disputes Redressal

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

#### For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, TANIA MAZUMDER, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



support@mycaptain.in 1800 121 676767



# ANNEXURE A

Business Development Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000/-	1,92,000/-
House Rent Allowance (HRA)	5,000/-	60,000/-
Other allowance including flexible components	1,000/-	12,000/-
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-
Fixed compensation (In Hand)	22,000/-	2,64,000/-
Cost to Company (CTC)		3,20,000/- to 3,60,000/-

Business Development Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440/-	2,33,280/-
House Rent Allowance (HRA)	6,210/-	74,520/-
Other allowance including flexible components	1,350/-	16,200/-
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-
Fixed compensation (In Hand)	27,000/-	3,24,000/-
Cost to Company (CTC)		3,60,000/- to 4,00,000/-

Business Development Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600/-	2,71,200/-
House Rent Allowance (HRA)	6,900/-	82,800/-
Other allowance including flexible components	2,500/-	30,000/-
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-
Fixed compensation (In Hand)	32,000/-	3,84,000/-
Cost to Company (CTC)		4,00,000/- to 4,50,000/-



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23rd November 2020

## LETTER OF APPOINTMENT

#### **To,** SUSHMITHA P.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. SUSHMITHA P ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

## 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

#### 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

#### 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

## 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

REGISTRAR



4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

### 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

#### 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

#### 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

## 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

## 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

#### 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

#### 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Entry of Shari be subject to change without any prior notice.



## 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

## 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

#### 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

## 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

#### 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

REGISTRAR

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### 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

#### 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

#### 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

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17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

## **18.** Disputes Redressal

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

#### For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, SUSHMITHA P, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



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# ANNEXURE A

Business Development Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000/-	1,92,000/-
House Rent Allowance (HRA)	5,000/-	60,000/-
Other allowance including flexible components	1,000/-	12,000/-
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-
Fixed compensation (In Hand)	22,000/-	2,64,000/-
Cost to Company (CTC)		3,20,000/- to 3,60,000/-

Business Development Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440/-	2,33,280/-
House Rent Allowance (HRA)	6,210/-	74,520/-
Other allowance including flexible components	1,350/-	16,200/-
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-
Fixed compensation (In Hand)	27,000/-	3,24,000/-
Cost to Company (CTC)		3,60,000/- to 4,00,000/-

Business Development Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600/-	2,71,200/-
House Rent Allowance (HRA)	6,900/-	82,800/-
Other allowance including flexible components	2,500/-	30,000/-
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-
Fixed compensation (In Hand)	32,000/-	3,84,000/-
Cost to Company (CTC)		4,00,000/- to 4,50,000/-



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23rd November 2020

## LETTER OF APPOINTMENT

#### **To,** K M NOORFATHIMA.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. K M NOORFATHIMA ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

## 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

#### 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

#### 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

#### 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

REGISTRAR



4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

### 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

#### 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

#### 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

## 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

## 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

#### 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

#### 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Entry of Shari be subject to change without any prior notice.



## 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

## 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

#### 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

## 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

#### 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

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### 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

#### 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

#### 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

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17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

## **18.** Disputes Redressal

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

#### For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, K M NOORFATHIMA, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



support@mycaptain.in 1800 121 676767



# ANNEXURE A

Business Development Executive G3			
Components	Per month (INR)	Annual (INR)	
Base Salary	16,000/-	1,92,000/-	
House Rent Allowance (HRA)	5,000/-	60,000/-	
Other allowance including flexible components	1,000/-	12,000/-	
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-	
Fixed compensation (In Hand)	22,000/-	2,64,000/-	
Cost to Company (CTC)		3,20,000/- to 3,60,000/-	

Business Development Executive G2			
Components	Per month (INR)	Annual (INR)	
Base Salary	19,440/-	2,33,280/-	
House Rent Allowance (HRA)	6,210/-	74,520/-	
Other allowance including flexible components	1,350/-	16,200/-	
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-	
Fixed compensation (In Hand)	27,000/-	3,24,000/-	
Cost to Company (CTC)		3,60,000/- to 4,00,000/-	

Business Development Executive G1			
Components	Per month (INR)	Annual (INR)	
Base Salary	22,600/-	2,71,200/-	
House Rent Allowance (HRA)	6,900/-	82,800/-	
Other allowance including flexible components	2,500/-	30,000/-	
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-	
Fixed compensation (In Hand)	32,000/-	3,84,000/-	
Cost to Company (CTC)		4,00,000/- to 4,50,000/-	



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23rd November 2020

# LETTER OF APPOINTMENT

**To,** TAMKIN.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. TAMKIN ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

# 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

## 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

## 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

# 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

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4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

# 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

## 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

## 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

# 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

# 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

## 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

## 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Entry of Shari be subject to change without any prior notice.



# 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

# 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

## 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

# 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

## 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

REGISTRAR

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# 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

## 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

## 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

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17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

# **18.** Disputes Redressal

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

## For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, TAMKIN, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



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# ANNEXURE A

Business Development Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000/-	1,92,000/-
House Rent Allowance (HRA)	5,000/-	60,000/-
Other allowance including flexible components	1,000/-	12,000/-
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-
Fixed compensation (In Hand)	22,000/-	2,64,000/-
Cost to Company (CTC)		3,20,000/- to 3,60,000/-

Business Development Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440/-	2,33,280/-
House Rent Allowance (HRA)	6,210/-	74,520/-
Other allowance including flexible components	1,350/-	16,200/-
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-
Fixed compensation (In Hand)	27,000/-	3,24,000/-
Cost to Company (CTC)		3,60,000/- to 4,00,000/-

Business Development Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600/-	2,71,200/-
House Rent Allowance (HRA)	6,900/-	82,800/-
Other allowance including flexible components	2,500/-	30,000/-
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-
Fixed compensation (In Hand)	32,000/-	3,84,000/-
Cost to Company (CTC)		4,00,000/- to 4,50,000/-



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23rd November 2020

# LETTER OF APPOINTMENT

**To,** KRUPA R.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. KRUPA R ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

# 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

## 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

## 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

# 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

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4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

# 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

## 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

## 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

# 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

# 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

## 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

## 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Entry of Shari be subject to change without any prior notice.



# 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

# 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

## 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

# 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

## 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

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# 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

## 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

## 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

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17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

# **18.** Disputes Redressal

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

## For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, KRUPA R, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



support@mycaptain.in 1800 121 676767



# ANNEXURE A

Business Development Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000/-	1,92,000/-
House Rent Allowance (HRA)	5,000/-	60,000/-
Other allowance including flexible components	1,000/-	12,000/-
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-
Fixed compensation (In Hand)	22,000/-	2,64,000/-
Cost to Company (CTC)		3,20,000/- to 3,60,000/-

Business Development Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440/-	2,33,280/-
House Rent Allowance (HRA)	6,210/-	74,520/-
Other allowance including flexible components	1,350/-	16,200/-
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-
Fixed compensation (In Hand)	27,000/-	3,24,000/-
Cost to Company (CTC)		3,60,000/- to 4,00,000/-

Business Development Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600/-	2,71,200/-
House Rent Allowance (HRA)	6,900/-	82,800/-
Other allowance including flexible components	2,500/-	30,000/-
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-
Fixed compensation (In Hand)	32,000/-	3,84,000/-
Cost to Company (CTC)		4,00,000/- to 4,50,000/-



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23rd November 2020

# LETTER OF APPOINTMENT

**To,** BINDU P S.

Subject: Appointment for the Job Title of Business Development Executive.

With reference to your interview with the Climber Knowledge and Careers Private Limited ("**Employer**"), we are pleased to inform you that you, Mr./Ms. BINDU P S ("**Employee**"), have been Selected for the Job Title of "Business Development Executive" in our Company, upon Terms as laid down below:

# 1. Joining Date

The Employee shall commence employment with the Employer as per discussion you will report to the Company and the joining date will be shortly communicated by the company.

## 2. Documents and Information

2.1. The Employee shall, on the Joining Date, submit his / her 10<sup>th</sup> and 12<sup>th</sup> standard Original Mark Sheets and the same shall be under the custody and possession of the Employer until Termination of employment for any reason whatsoever.

2.2. The Employee understands that if, during the Term of the Employment Contract, he / she requires the said Original Mark Sheets from the Employer for any reason whatsoever, the Employee shall make arrangements to submit an alternative Original Document as required by the Employer and only then such Mark Sheets shall be released by the Employer.

2.3. The Employee shall disclose to the Employer any illegal acts committed by him / her before joining employment and / or any civil / criminal litigation pending against him / her.

## 3. Employment Contract and its Term

The Employee shall execute an Employment Contract with the Employer for a period of one year, hereinafter referred to as the "Term", and the said Employment Contract shall be in consonance with the Terms of this Letter of Appointment.

# 4. Job Title and Description

4.1. The Employee shall be appointed for the Job Title of "**Business Development Executive**", subject to change, promotion, or relegation to the satisfaction of and with prior power from the Employer.

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4.2. The Responsibilities and Duties of the Employee as Business Development Executive shall be as follows –

4.2.1. Recruitment and Training of Campus Ambassadors from Universities across the country – Our Campus Ambassadorships are the largest in India, with a presence in more than 800 plus Colleges. To make sure MyCaptain expands into more and more Colleges / Schools, you are supposed to recruit, train and build the Campus Ambassadors to spread MyCaptain's Passion Revolution!

4.2.2. Partnering with Universities / Colleges and Schools to drive MyCaptain programs -

We also partner with Colleges and Schools for Offline and Online learning experiences. We conduct events, boot camps, competitions, and build ton, for brilliant learning experiences. You will play a pivotal role in organizing, conducting and managing such partnerships and collaborations.

4.2.3. Effective follow up with inbound and outbound lead calls, making presentation of prospects and closing the sales.

# 4.2.4. Market Research –

Market research is an essential part of your recruiting and training Campus Ambassadors from Universities across the Country. This is where you understand what the Students of that city are passionate about, and how to fill the gap between the jobs they are looking for and the skills that they need for the same.

## 4.2.5. Leading Expansions in New Markets –

Expanding into newer Colleges / Universities / Schools to achieve deeper Market penetration in specific cities. This is done by conducting Market research, recruiting and training campus ambassadors, and helping Market MyCaptain in those cities/colleges.

4.2.6. Continuous improvement on conversion rates by fine-tuning of sales pitches, cross-selling, upselling, and understanding prospect - product fit.

4.3. The Employee undertakes to perform the aforementioned Responsibilities and Duties with diligence, promptness and to the best of his / her skills.

4.4. The Employee also undertakes to perform all such tasks required to be performed during the course of performance of the aforementioned responsibilities and duties.

4.5. The Employee also undertakes to perform all such tasks that are reasonably expected and instructed by the Employer during the course of his / her employment.

## 5. Training Period

The Employee shall be under the training period for a period of 3 months (three months) from the Joining Date, hereinafter referred to as the "Training Period". The company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.



During the training/probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance with the policy of the company. The salary during the months of probation will solely be dependent on performance.

# 6. Place of Work

6.1. The Employee's primary place of work shall be at the office of the Employer situated at 3<sup>rd</sup> Floor, Classic Arena, Hosur Road, Singasandra, Bangalore.

6.2. The Employee may, if such need arises, be required to attend meetings, follow-ups and service-issues at places required by the Clients of the Employer.

6.3. The Employee may, if such need arises, be required to take along with himself / herself the assigned work for completion, either in cases of emergency or in case of failure of the Employee to complete such work within stipulated deadlines.

# 7. Time of Work

The Employee shall be required to work at the aforesaid place of work for 6 Business Days in a month, i.e. from Monday to Saturday, starting from 11:30 AM to 8:30 PM, however, if such need arises, he shall be required to work for additional hours and / or days beyond such Business Days and time, upon such requirement and authorization by the Employer.

## 8. Remuneration

8.1. The Employee shall receive a monthly remuneration **upto Rs. 18,000/- (Rupees eighteen thousand only)** performance based during the Training Period.

8.2. After the Training Period, the Employee shall receive a monthly remuneration on the basis of his / her performance under the category of **Business Development Executive G3 and promoted to Business Development Executive G2, and Business Development Executive G1**, as illustrated under **Annexure A**, annexed hereto.

8.3. The Employee understands that the above mentioned Remuneration shall be subject to incentives or deductions on the basis of performance of the Employee, at the discretion of the Employer not subject to any challenge or dispute.

## 9. Benefits

9.1. The Employee shall be entitled to benefits as required by the law and shall further be entitled to discretionary benefits as offered by the Employer as per the prevailing benefits offered at the relevant time.

9.2. The Employee understands that the benefits offered by law and / or by the Entry of Shari be subject to change without any prior notice.



# 10. Compensation

10.1. The Employee shall be entitled to compensation as prescribed under the law prevailing at the relevant time.

10.2. The Employee however understands that no compensation shall be payable for the loss(es) incurred by the Employee arising out of his / her own action or omission causing such loss(es).

10.3. The Employee further understands that the Employer shall not be liable to compensate the Employee for any loss(es) caused due to action or omission on the part of Co-Employee(s), Client(s) of the Employer and / or any Person not authorized by the Employer.

# 11. Leave and Holidays

11.1. The Employee shall, after the Training Period is over and until Termination of the Employee, be entitled to receive 12 Paid Leaves in each calendar year.

11.2. Commencing from the Joining Date and continuing until the date of Termination, for each calendar year, the Employee shall be entitled to 12 Sick Leaves during the year.

11.3. The Employee shall be entitled to redeem only 1 Sick Leave in one month out of the aforesaid 12 Sick Leaves.

11.4. The Employee may be granted more than 1 Sick Leave in one month owing to unforeseen circumstances like physical / mental incapacity, health requirements or otherwise, only at the discretion of the Employer and subject to submission of a valid Medical Certificate by the Employee.

11.5. The Employee understands that the grant of such Paid Leave or Sick Leave, in all circumstances, rests at the sole discretion of the Employer not subject to any challenge or dispute.

11.6. The Employee shall be entitled to holiday on National Holidays only.

## 12. Retention

12.1. The Employee understands that the Employer shall take efforts, engage resources, and spend time on development and training of the Employee while in employment with the Employer and undertakes to remain in employment with the Employer for a minimum period of one year starting from the Joining Date, hereinafter referred to as the "Retention Period".

12.2. The Employee understands that if the Employee is not able to remain in employment for the Retention Period and is required to terminate employment before such Period for any unforeseen circumstances, the Employee shall be required to propose termination by serving the Notice Period of three months as laid down in Clause 17, failing which, the Employee shall be liable for payment of penalty to the Employer in the form of last three month's Remuneration payable of this days of such violation of Retention Period.



12.3. The Employee furthermore understands that violation of Clause 12.2 shall give every right to the Employer to get the penalty as prescribed in Clause 12.2 executed, so also to seek Redressal of such misconduct from the subsequent Employer of the Employee and further to take such civil / criminal action prescribed in law against the Employee.

12.4. The Employer may, at discretion and / or upon imposing of penalty as deemed fit upon the Employee, permit revival of employment subject to such terms and Retention Clause as deemed fit by the Employer.

# 13. Conflict of Interest

13.1. The Employee, during the course of his / her employment with the Employer, shall not, directly or indirectly, participate / engage / enter into or cause to participate / engage / enter into any transaction / business arrangement or promise of transaction / business arrangement, with any such person or entity having or likely to have interests similar to or likely to be similar to that of the Employer, without written consent of the Employer.

13.2. The Employee understands that during the course of his / her employment with the Employer, any business opportunity, demand for service or offer of interest similar to or likely to be similar to that of the interests of the Employer coming to the attention of the Employee shall be considered as business opportunity, demand for service or offer of interest to the Employer.

## 14. Non-disclosure and Confidentiality

14.1. Confidential information ("Confidential Information") shall mean and include any information disclosed by the Employer to the Employee, any information relating to its Intellectual Property, Software(s), Database Structure(s), Source Code(s), Source Repositories, Documentation, Manual(s), Company Internet Accounts, Trade Secret(s), Business Model(s), Price(s), Negotiations(s), Client(s), Client(s) Records, Staff(s), Person(s) and / or Entity(s) concerned with the Employer, Accounting Record(s), Report(s), Status Report(s), technical and non-technical information, communications and transactions between the Employer and any Person and / Or Entity, and any other information which the Employer states to be confidential or which appears to be confidential by its nature in the normal course of prudence, although not marked as confidential.

14.2. The Employee understands that the employment with the Employer shall permit him / her a close contact with the Confidential Information of the Employer, and agrees that it is necessary to protect the legitimate business interests along with the rights accruing therefrom of the Employer.

14.3. The Confidential Information shall remain under the ownership and authority of the Employer, and any disclosure of the same shall not amount to grant of any right to the Employee over the Confidential Information.

14.4. The Employee thus undertakes not to disclose or cause to disclose such Confidential Information, directly or indirectly, in any manner whatsoever, to any Person and or Entity without written consent of the Employer.

REGISTRAR

support@mycaptain.in 1800 121 676767



# 15. Non-competition, non-solicitation and non-harassment

15.1. The Employee covenants not to have been engaged in any other employment, business activity or arrangement of any nature whatsoever, whether written or oral, while engaged with the Employer that might interfere with the performance of duties for the Employer or cause a conflict of interest with the interests of the Employer.

15.2. The Employee also undertakes not to indulge in any trade or profession competitive to the nature of engagement with the Employer and to the aims and objectives of the Employer during the period of engagement with the Employer, and for a further period of 9 months after the Termination thereof, regardless of the reason for such Termination.

15.3. The Employee also undertakes that during the period of employment with the Employer and for 9 months after the Termination thereof, regardless of the reason for such Termination, he / she shall not solicit or attempt to solicit, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

15.4. The Employee also undertakes that during the period of employment with the Employer and even after the Termination thereof, regardless of the reason for such Termination, he / she shall not harass or attempt to harass, directly or indirectly, any of the Customers, Customer Prospects, Vendors, Employees, Agents or any person(s) whatsoever related to the Employer of business of the Employer.

## 16. Liabilities

The Employee shall be liable for his / her actions and / or omissions causing any loss / damage to the Employer or any Person and / or Entity.

## 17. Termination

17.1. The Employer may, upon just cause, terminate employment with the Employee without Notice or as may be permitted by law.

17.2. The Employee may, upon such just cause and upon serving the Employer with due Notice of three months, propose to terminate employment with the Employer.

17.3. During the aforesaid Notice period, the Employee shall fulfill all his / her responsibilities and shall smoothly handover the same to the Employer as per the requirement and instructions of the Employer.

17.4. The Employer may require the Employee to train and develop a replacement of the Employee prior to termination of his / her employment and the Employee shall be bound to accomplish the same.

REGISTRAR



17.5. The Employer and Employee both understand that execution of duties and obligations on either part shall not cease or be affected in any manner whatsoever upon service of Notice for termination till the date of actual termination of said employment.

# **18.** Disputes Redressal

Any dispute arising out of or in connection with the employment of the Employee shall be intimated by disputing Party to the other Party for amicable resolution within subsequent 15 days, and if such dispute is not so resolved, the disputing Party shall be entitled to initiate Arbitration proceedings in that regard upon serving the other Party with a Notice of 15 days, and the Employer shall accordingly appoint sole Arbitrator to govern the Arbitral Tribunal at Bangalore, India, as per the Indian Arbitration and Conciliation Act, 1996, for resolution of such dispute.

With the above terms and conditions, kindly give us your acceptance. We hope you have a great learning experience with us.

## For the Climber Knowledge and Careers Private Limited,

Anush Ramachandran, Operations Manager.

I, BINDU P S, have received this Letter of Appointment and I hereby accept aforesaid Terms of this Letter of Appointment.

Bangalore. Dated: \_\_\_\_\_

Name & Signature



support@mycaptain.in 1800 121 676767



# ANNEXURE A

Business Development Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000/-	1,92,000/-
House Rent Allowance (HRA)	5,000/-	60,000/-
Other allowance including flexible components	1,000/-	12,000/-
Performance based Incentive (Variable)	upto 8,000/-	upto 96,000/-
Fixed compensation (In Hand)	22,000/-	2,64,000/-
Cost to Company (CTC)		3,20,000/- to 3,60,000/-

Business Development Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440/-	2,33,280/-
House Rent Allowance (HRA)	6,210/-	74,520/-
Other allowance including flexible components	1,350/-	16,200/-
Performance based Incentive (Variable)	upto 6,333/-	upto 76,000/-
Fixed compensation (In Hand)	27,000/-	3,24,000/-
Cost to Company (CTC)		3,60,000/- to 4,00,000/-

Business Development Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600/-	2,71,200/-
House Rent Allowance (HRA)	6,900/-	82,800/-
Other allowance including flexible components	2,500/-	30,000/-
Performance based Incentive (Variable)	upto 7,500/-	upto 90,000/-
Fixed compensation (In Hand)	32,000/-	3,84,000/-
Cost to Company (CTC)		4,00,000/- to 4,50,000/-





Date: 12<sup>th</sup> November '20

#### Letter of Intent

#### Dear JOSEPH ABILASH,

Thank you for participating in our selection process. We are pleased to offer you the position of **'Management Trainee – Sales'** on the following terms and conditions:

1. Your compensation on a cost to company basis will be **Rs.5,02,548** (Details of which you can find below).

Management Trainee - Sales		
Grade: O3	Level: Senior Officer	Band: B1
Details of Remuneration		Annual Amount (Rs.)
Basic (Includes Employee PF Contribution)		180,000
HRA		72,000
Performance Allowance		47,230
Statutory Bonus		7,000
Other Allowance		1,66,078
Gross Salary		4,72,308
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
СТС		5,02,548

# CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- Retention Bonus Rs.10,000 Post completion of 6 months & 15,000 post completion 12 months.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.
- 2. This appointment will be subject to you being found medically fit.
- 3. This appointment stands valid subject to your provided information about yourself, work ex, Marks & qualifications.





- 4. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
- 5. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
- 6. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.
- Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by 13<sup>th</sup> Nov 2020, henceforth, the offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg Head - HR CapitalVia Global Research Limited





Date: 12<sup>th</sup> November '20

#### Letter of Intent

#### Dear Nandini mandal,

Thank you for participating in our selection process. We are pleased to offer you the position of **'Management Trainee – Sales'** on the following terms and conditions:

1. Your compensation on a cost to company basis will be **Rs.5,02,548** (Details of which you can find below).

Management Trainee - Sales		
Grade: O3	Level: Senior Officer	Band: B1
Details of Remuneration		Annual Amount (Rs.)
Basic (Includes Employee PF Contribution)		180,000
HRA		72,000
Performance Allowance		47,230
Statutory Bonus		7,000
Other Allowance		1,66,078
Gross Salary		4,72,308
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
СТС		5,02,548

# CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- Retention Bonus Rs.10,000 Post completion of 6 months & 15,000 post completion 12 months.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.
- 2. This appointment will be subject to you being found medically fit.
- 3. This appointment stands valid subject to your provided information about yourself, work ex, Marks & qualifications.





- 4. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
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- 6. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.
- Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by 13<sup>th</sup> Nov 2020, henceforth, the offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg Head - HR CapitalVia Global Research Limited





Date: 12<sup>th</sup> November '20

#### Letter of Intent

#### Dear NIKITA BERRY,

Thank you for participating in our selection process. We are pleased to offer you the position of **'Management Trainee – Sales'** on the following terms and conditions:

1. Your compensation on a cost to company basis will be **Rs.5,02,548** (Details of which you can find below).

Management Trainee - Sales		
Grade: O3	Level: Senior Officer	Band: B1
Details of Remuneration		Annual Amount (Rs.)
Basic (Includes Employee PF Contribution)		180,000
HRA		72,000
Performance Allowance		47,230
Statutory Bonus		7,000
Other Allowance		1,66,078
Gross Salary		4,72,308
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
СТС		5,02,548

# CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- Retention Bonus Rs.10,000 Post completion of 6 months & 15,000 post completion 12 months.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.
- 2. This appointment will be subject to you being found medically fit.
- 3. This appointment stands valid subject to your provided information about yourself, work ex, Marks & qualifications.





- 4. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
- 5. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
- 6. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.
- Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by 13<sup>th</sup> Nov 2020, henceforth, the offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg Head - HR CapitalVia Global Research Limited





Date: 12<sup>th</sup> November '20

#### Letter of Intent

#### Dear Soundarya KS,

Thank you for participating in our selection process. We are pleased to offer you the position of **'Management Trainee – Sales'** on the following terms and conditions:

1. Your compensation on a cost to company basis will be **Rs.5,02,548** (Details of which you can find below).

Management Trainee - Sales			
Grade: O3	Level: Senior Officer	Band: B1	
Details of Remuneration		Annual Amount (Rs.)	
Basic (Includes Employee PF Contribution)		180,000	
HRA		72,000	
Performance Allowance		47,230	
Statutory Bonus		7,000	
Other Allowance		1,66,078	
Gross Salary		4,72,308	
Employer's Contribution for PF		21,600	
Gratuity (As per Act)		8,640	
СТС		5,02,548	

# CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- Retention Bonus Rs.10,000 Post completion of 6 months & 15,000 post completion 12 months.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.
- 2. This appointment will be subject to you being found medically fit.
- 3. This appointment stands valid subject to your provided information about yourself, work ex, Marks & qualifications.





- 4. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
- 5. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
- 6. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.
- Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by 13<sup>th</sup> Nov 2020, henceforth, the offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg Head - HR CapitalVia Global Research Limited





Date: 12<sup>th</sup> November '20

#### Letter of Intent

Dear Arun kumar T K,

Thank you for participating in our selection process. We are pleased to offer you the position of **'Management Trainee – Sales'** on the following terms and conditions:

1. Your compensation on a cost to company basis will be **Rs.5,02,548** (Details of which you can find below).

Management Trainee - Sales			
Grade: O3	Level: Senior Officer	Band: B1	
Details of Remuneration		Annual Amount (Rs.)	
Basic (Includes Employee PF Contribution)		180,000	
HRA		72,000	
Performance Allowance		47,230	
Statutory Bonus		7,000	
Other Allowance		1,66,078	
Gross Salary		4,72,308	
Employer's Contribution for PF		21,600	
Gratuity (As per Act)		8,640	
СТС		5,02,548	

# CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- Retention Bonus Rs.10,000 Post completion of 6 months & 15,000 post completion 12 months.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.
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- 3. This appointment stands valid subject to your provided information about yourself, work ex, Marks & qualifications.





- 4. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
- 5. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
- 6. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.
- Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by 13<sup>th</sup> Nov 2020, henceforth, the offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg Head - HR CapitalVia Global Research Limited





Date: 12<sup>th</sup> November '20

#### Letter of Intent

#### Dear Jai Kishan S Pawar,

Thank you for participating in our selection process. We are pleased to offer you the position of **'Management Trainee – Sales'** on the following terms and conditions:

1. Your compensation on a cost to company basis will be **Rs.5,02,548** (Details of which you can find below).

Management Trainee - Sales			
Grade: O3	Level: Senior Officer	Band: B1	
Details of Remuneration		Annual Amount (Rs.)	
Basic (Includes Employee PF Contribution)		180,000	
HRA		72,000	
Performance Allowance		47,230	
Statutory Bonus		7,000	
Other Allowance		1,66,078	
Gross Salary		4,72,308	
Employer's Contribution for PF		21,600	
Gratuity (As per Act)		8,640	
СТС		5,02,548	

# CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- Retention Bonus Rs.10,000 Post completion of 6 months & 15,000 post completion 12 months.
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- The notice period applicable to you would be **1 Month**.
- 2. This appointment will be subject to you being found medically fit.
- 3. This appointment stands valid subject to your provided information about yourself, work ex, Marks & qualifications.





- 4. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
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- 6. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.
- Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by 13<sup>th</sup> Nov 2020, henceforth, the offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg Head - HR CapitalVia Global Research Limited





Date: 12<sup>th</sup> November '20

### Letter of Intent

#### Dear Nayana A,

Thank you for participating in our selection process. We are pleased to offer you the position of **'Management Trainee – Sales'** on the following terms and conditions:

1. Your compensation on a cost to company basis will be **Rs.5,02,548** (Details of which you can find below).

Management Trainee - Sales		
Grade: O3	Level: Senior Officer	Band: B1
Details of Remuneration		Annual Amount (Rs.)
Basic (Includes Employee PF Contribution)		180,000
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Gross Salary		4,72,308
Employer's Contribution for PF		21,600
Gratuity (As per Act)		8,640
СТС		5,02,548

### CTC of Rs.2,00,000/- during initial period of 3 months from Date of Joining and thereafter the abovementioned CTC will be applicable

- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- Retention Bonus Rs.10,000 Post completion of 6 months & 15,000 post completion 12 months.
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- The notice period applicable to you would be **1 Month**.
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- 3. This appointment stands valid subject to your provided information about yourself, work ex, Marks & qualifications.





- 4. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
- 5. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
- 6. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 2700 out of which Rs 1500 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.
- Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by 13<sup>th</sup> Nov 2020, henceforth, the offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg Head - HR CapitalVia Global Research Limited



A subsidiary of PICKTAIL

LLPIN: AAS-0509



Date: 23/11/2020

#### Sub:-Letter of Intent

To: Aneetta Baiju

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

On training period stipend 7k PM for four Months than 12k PM for Two Month(In Hand).After Successfully Complete six month of Training period Your salary will be 3,50,000 CTC Per Annum.

You are requested to send your formal acceptance for this letter within seven days of issue of this letter through mail to company HR team (HR@Employmentexpress.net). If you fail to do so then it will be constructed that you are not interested for this opportunity and in that case the offer will be automatically withdrawn.



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### You have to carry following documents

- 1. Passport Size Photo-1
- 2. PanCard
- 3. Aadhar Card With Linked active Mobile Number.
- 4. Educational Mark-sheets & Certificates
- 5. Blood Group Report-if applicable
- 6. Photo Id Proof
- 7. Address Id Proof
- 8. Cancel Cheque/Bank Statement (Anyone)

HR Team Reynold Franklin



A subsidiary of PICKTAIL

LLPIN: AAS-0509



Date: 23/11/2020

#### Sub:-Letter of Intent

**To: Arpit Barik** 

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

On training period stipend 7k PM for four Months than 12k PM for Two Month(In Hand). After Successfully Complete six month of Training period Your salary will be 3,50,000 CTC Per Annum.

You are requested to send your formal acceptance for this letter within seven days of issue of this letter through mail to company HR team (HR@Employmentexpress.net). If you fail to do so then it will be constructed that you are not interested for this opportunity and in that case the offer will be automatically withdrawn.



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- 7. Address Id Proof
- 8. Cancel Cheque/Bank Statement (Anyone)

HR Team Reynold Franklin



A subsidiary of PICKTAIL

LLPIN: AAS-0509



Date: 23/11/2020

#### Sub:-Letter of Intent

To: Devika Mohan

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

On training period stipend 7k PM for four Months than 12k PM for Two Month(In Hand). After Successfully Complete six month of Training period Your salary will be 3,50,000 CTC Per Annum.

You are requested to send your formal acceptance for this letter within seven days of issue of this letter through mail to company HR team (HR@Employmentexpress.net). If you fail to do so then it will be constructed that you are not interested for this opportunity and in that case the offer will be automatically withdrawn.



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- 3. Aadhar Card With Linked active Mobile Number.
- 4. Educational Mark-sheets & Certificates
- 5. Blood Group Report-if applicable
- 6. Photo Id Proof
- 7. Address Id Proof
- 8. Cancel Cheque/Bank Statement (Anyone)

HR Team Reynold Franklin



A subsidiary of PICKTAIL

LLPIN:AAS-0509



Date: 23/11/2020

#### Sub:-Letter of Intent

To: Malika Jhamb

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

On training period stipend 7k PM for four Months than 12k PM for Two Month(In Hand).After Successfully Complete six month of Training period Your salary will be 3,50,000 CTC Per Annum.

You are requested to send your formal acceptance for this letter within seven days of issue of this letter through mail to company HR team (HR@Employmentexpress.net). If you fail to do so then it will be constructed that you are not interested for this opportunity and in that case the offer will be automatically withdrawn.



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- 4. Educational Mark-sheets & Certificates
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- 7. Address Id Proof
- 8. Cancel Cheque/Bank Statement (Anyone)

HR Team Reynold Franklin



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LLPIN: AAS-0509



Date: 23/11/2020

### Sub:-Letter of Intent

To: Misba Athar

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

On training period stipend 7k PM for four Months than 12k PM for Two Month(In Hand). After Successfully Complete six month of Training period Your salary will be 3,50,000 CTC Per Annum.

You are requested to send your formal acceptance for this letter within seven days of issue of this letter through mail to company HR team (HR@Employmentexpress.net). If you fail to do so then it will be constructed that you are not interested for this opportunity and in that case the offer will be automatically withdrawn.



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### You have to carry following documents

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- 3. Aadhar Card With Linked active Mobile Number.
- 4. Educational Mark-sheets & Certificates
- 5. Blood Group Report-if applicable
- 6. Photo Id Proof
- 7. Address Id Proof
- 8. Cancel Cheque/Bank Statement (Anyone)

HR Team Reynold Franklin



A subsidiary of PICKTAIL

LLPIN: AAS-0509



Date: 23/11/2020

#### Sub:-Letter of Intent

To: Sweta Yadav

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

On training period stipend 7k PM for four Months than 12k PM for Two Month(In Hand). After Successfully Complete six month of Training period Your salary will be 3,50,000 CTC Per Annum.

You are requested to send your formal acceptance for this letter within seven days of issue of this letter through mail to company HR team (HR@Employmentexpress.net). If you fail to do so then it will be constructed that you are not interested for this opportunity and in that case the offer will be automatically withdrawn.



A subsidiary of PICKTAIL

LLPIN: AAS-0509



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HR Team Reynold Franklin



A subsidiary of PICKTAIL

LLPIN: AAS-0509



Date: 23/11/2020

### Sub:-Letter of Intent

To: Syed Mansoor

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

On training period stipend 7k PM for four Months than 12k PM for Two Month(In Hand). After Successfully Complete six month of Training period Your salary will be 3,50,000 CTC Per Annum.

You are requested to send your formal acceptance for this letter within seven days of issue of this letter through mail to company HR team (HR@Employmentexpress.net). If you fail to do so then it will be constructed that you are not interested for this opportunity and in that case the offer will be automatically withdrawn.



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HR Team Reynold Franklin



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Date: 23/11/2020

### Sub:-Letter of Intent

To: Kruthi K U

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

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HR Team Reynold Franklin



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Date: 23/11/2020

#### Sub:-Letter of Intent

To: Gauthami R

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

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HR Team Reynold Franklin



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Date: 23/11/2020

### Sub:-Letter of Intent

**To: Anushree Sarkar** 

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

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HR Team Reynold Franklin



A subsidiary of PICKTAIL

LLPIN: AAS-0509



Date: 23/11/2020

#### Sub:-Letter of Intent

#### To: Navaneeth Kumar

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

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HR Team Reynold Franklin



A subsidiary of PICKTAIL

LLPIN: AAS-0509



Date: 23/11/2020

#### Sub:-Letter of Intent

To: Bindhu V

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

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HR Team Reynold Franklin



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LLPIN: AAS-0509



Date: 23/11/2020

### Sub:-Letter of Intent

To: Harshitha G N

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

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Date: 23/11/2020

### Sub:-Letter of Intent

To: Indushree V

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

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Date: 23/11/2020

#### Sub:-Letter of Intent

To: J Keerthana

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

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HR Team Reynold Franklin



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LLPIN: AAS-0509



Date: 23/11/2020

#### Sub:-Letter of Intent

To: Nagaveni K

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

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Date: 23/11/2020

#### Sub:-Letter of Intent

To: Preethi M

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

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HR Team Reynold Franklin



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LLPIN: AAS-0509



Date: 23/11/2020

# Sub:-Letter of Intent

To: Suma S

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

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For Employment Express Verband LLP

HR Team Reynold Franklin



A subsidiary of PICKTAIL

LLPIN:AAS-0509



Date: 23/11/2020

# Sub:-Letter of Intent

To: Varshini S

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

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For Employment Express Verband LLP

HR Team Reynold Franklin



A subsidiary of PICKTAIL

LLPIN:AAS-0509



Date: 23/11/2020

# Sub:-Letter of Intent

To: Chaithanya Reddy

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

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For Employment Express Verband LLP

HR Team Reynold Franklin



A subsidiary of PICKTAIL

LLPIN: AAS-0509



Date: 23/11/2020

# Sub:-Letter of Intent

# To: Kowstubha

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

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For Employment Express Verband LLP

HR Team Reynold Franklin



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Date: 23/11/2020

# Sub:-Letter of Intent

To: Mandara M

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

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For Employment Express Verband LLP

HR Team Reynold Franklin



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Date: 23/11/2020

# Sub:-Letter of Intent

To: Prashanth K

Thank you for exploring career opportunities with Employment Express Verband.

You have successfully completed the selection process and we are pleased to inform you that you will be joining us on 24/05/2021.

Your Designation in the company will be Human Resource Executive.

You are requested to report on May 2021.

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For Employment Express Verband LLP

HR Team Reynold Franklin





Name: Divya K

Address: Talaghattapura kanakapura main road, Bangalore, karnataka - 560062

Dear Divya K,

We are pleased to inform you that based on your application and the Subsequent interviews you had, you have been selected for the position of **Trainee Consultant-Talent Collaboration**.

Your joining date will be Monday 26 April 2021

On the first day of the employment, please report to:

**Company Address:** JoulestoWatts Business Solutions, Vaswani Presidio, 6th Floor, Panathur Main Road, Off Outer Ring Road, Kadubeesanahalli, India

Reporting Time : 9:00 AM

You will be paid a gross annual salary of Rs. 2,50,000/- (Two Lakhs Fifty Thousand only).

Your salary composition and other details are listed in the Employment Agreement annexed to this letter. Please indicate your acceptance to the Employment Agreement by signing and returning it within seven days from the date of this letter to the following address. Please retain the second copy for your records.

#### JoulestoWatts Business Solutions Pvt. Ltd

3rd floor, Vaswani Presidio Bangalore - 560103

I look forward to welcoming you in our organization.

Should you need any further clarifications, please feel free to contact us.

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Candidate Signature

HR Signature







Net

# **EMPLOYMENT AGREEMENT**

# **COMPENSATION STRUCTURE:**

Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

Your total annual CTC will be Rs. 2,50,000/- and its composition will be as follows:

Head	Annual	Monthly
Basic Salary	1,25 <mark>,</mark> 000.0	10,416.67
House Rent Allowance (HRA)	50,000.0	4,166.67
Stat Bonus 🥒 🔍	10,412.5	867.71
Medical	7,570.83	630.9
Telephone	12,000.0	1,000.0
Leave Travel Allowance (LTA)	10,416.67	868.06
Gross Earning	2,15,400.0	17,950.0
PF Employer Contribution	21,600.0	1,800.0
PF Employee Contribution	21,600.0	1,800.0
ESIC Employer	7,000.0	583.33
ESIC Employee	3,769.5	314.13
Gratuity	6,000.0	500.0
Take Home (Varies depending on Taxes)	1,83,861.0	15,635.88
СТС	2,50,000.0	20,833.33

1. Income Tax, Professional Tax and other applicable taxes shall be deducted from the salary on a monthly basis as per Government Policy.

The salary will be processed on 7th Working day of every month. However, if the 7th falls on a holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically.

If the joining date is after 20th of the month first salary will be processed along with the next payroll.

Salary will be disbursed on receipt of your PAN card number.





### TIME SHEETS:

Shall send a hard copy/soft copy of the time sheets duly approved and signed by your Supervisor one business day in advance for processing salary every month to the following address:

#### JoulestoWatts Business Solutions Pvt. Ltd

SJR I Park,Tower 4 Ground floor, Opposite to SatyaSai Hospital EPIP Zone,Whitefield, Bangalore-560066

Delay in receiving the approved time sheets will result in a delay in payment of your salary.

#### **STATUTORY BENEFITS:**

You will be governed as per the respective acts of ESIC, PF, Bonus & Gratuity, as per the rules in force, from time to time.

#### **BACKGROUND CHECK:**

The Company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed / suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

#### **MEDICAL CHECK:**

As per the Company policy, employees are required to undergo medical check on request at authorized medical centers and submit a duly certified copy of the medical certificate.

#### NO-SHOW:

Failure to report at the specified office on the **Monday 26 April 2021** shall be deemed as "No-Show". In such an event, the offer stands cancelled, and you shall be liable to pay one month's salary as penalty to the company for the loss suffered by the company.

#### JOB ROLES & RESPONSIBILITIES:

You shall be responsible for the performance of the functions expected of **Trainee Consultant-Talent Collaboration** and any additional functions and duties that may be assigned to you inconnection with the business and operations of the Company.

You shall use the best of your efforts to promote, develop and extend the business of the Company and comply with the directions and regulations of the Company at all times, and in all respects.

#### **REVIEW PERIOD:**

Your performance will be reviewed to consider salary revision after 12 months from the date of joining.

#### ASSIGNMENT:

You shall acknowledge that the services to be rendered by you are unique and personal. During your service with the Company, you shall not assign any of the rights or delegate any of the duties or obligations under this Agreement without the prior written consent of the Company.





# LEAVE:

You would be entitled to get maximum of 24 days of leaves per year. (pro rata bases)

# HOLIDAYS:

As each region may have a different set of holidays, your holiday schedule will be governed by your office location.

# **DOCUMENTATION:**

Upon being so required by the Company, you shall make, sign and execute all deeds, documents, and declarations as may be deemed necessary by the Company and/or its clients (including privacy and confidentiality agreements).

### **INDEMNITY:**

You shall keep the Company indemnified for any damages, which the Company or its client may suffer due to any act/acts by you including breach of any terms of this agreement.

### **UN-AUTHORIZED ABSENCE:**

Any absence for 3 consecutive business days without prior permission will be treated as un-authorized absence from the work. In such a case, the Company is entitled to terminate your services and/or seek compensation for any loss suffered by the Company or its Client due to such an absence.

# CONFIDENTIALITY & NON DISCLOSURE:

You hereby acknowledge that by the reason of your services with the Company you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media and other information sources ("Confidential Material") and such Confidential Material constitutes the property of the Company and/or its clients, enables the Company and/or its clients to compete successfully in business and was acquired or created by the Company and/or its clients at substantial expense. In consideration of your services and the above disclosures, you agree that:

You will disclose to the Company all information, inventions, discoveries, products, systems, programs, documentation including improvements or modifications ("Proprietary Material"), relating to the Company and its clients which you acquired or developed during the term of your services with the Company and that such Proprietary Material is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours, at the Company facilities, or with the Company property or personnel. You will not disclose any such Proprietary Material to any unauthorized person during or after the completion of services with the Company.

You will not remove from the Company premises and/or the premises of its clients any Confidential Material, except in the performance of your duties. Upon termination of your services or when called upon by the Company, you will surrender all such Confidential Material together with any other the Company property that have been provided to him/her by the Company and/or its clients.

You agree to comply with a supplementary agreement, when issued, between the Company and a client regarding privacy and confidentiality. Such agreement will be incorporated into this Agreement by reference, including improvements or modification. "Proprietary Material" relating to the Company and its clients which you acquired or developed during the term of your services with the Company and its clients, regardless of whether or not its acquisition or development occurred during work hours.





#### **NON COMPETE & NON SOLICITATION:**

You agree that during your services with the Company and continuing for a period of twelve (12) months after termination of your services with the Company, you:

a) Will not individually or on behalf of or in conjunction with any other person or entity (except on behalf of the Company), directly or indirectly, solicit, sell to, or perform similar services as provided by or available from the Company, for any clients of the Company.b) Will not seek and obtain employment, training, or contract for employment or seek to serve as you or otherwise to clients of the Company, customers, accounts or prospects, without the written permission of the Company.

c) Will not directly or indirectly solicit or hire or cause others to solicit or hire any other employee of the Company.

d) Unless pre-approved by the Company in writing, you will not, during the period of this assignment, prepare, compile, submit or publish any articles or contribute to any other publication or television serials / films / video presentations or assist anyone directly or indirectly in this regard.

#### WAIVER:

A waiver by the Company of a breach of any provision of this Agreement by you shall not operate or be construed as a waiver or estoppel of any subsequent breach by you. No waiver shall be valid unless in writing and signed by an authorized officer of the Company.

#### JURISDICTION:

In case of any dispute arising out of the Agreement, it shall be subject to jurisdiction of appropriate Court of Bangalore, Karnataka, India.

#### LEAVING THE COMPANY WITHOUT SERVING NOTICE PERIOD:

If you wish to leave the services of the Company, a clear written notice of 30 Days days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.

#### **TERMINATION BY THE COMPANY:**

The company may terminate your services with or without cause under the following conditions:

With Cause: The Company may, immediately and without notice, terminate your services with "Cause". The term "Cause" shall, as used in this Document, mean (1) the commission of a crime involving moral turpitude, theft, fraud or deceit; (2) conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE; (4) gross negligence or deliberate misconduct;

(5) any material breach of terms and conditions specified in this letter; (6) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer. (7) Providing any false information to the company.

Without Cause: (a) In the event that the employment is terminated without Cause, the EMPLOYEE will be provided with a 30 Days days written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 30 Days days, calculated on the basis of the last basic salary.

(b) During probation period if the employment is terminated without Cause, the EMPLOYEE will be provided with 7 days prior written notice.







#### **TERMINATION BY EMPLOYEE:**

If you wish to leave the services of the Company, a clear written notice of 30 Days days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice. However, due to exigencies of business the Company may at its sole discretion reject the salary inlieu of notice and ask you to serve the entire or part of the notice period.

#### MORAL CONDUCT:

You shall not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service or the service of any other employee.

#### **ALTERNATIVE EMPLOYMENT:**

You will be a whole time employee of the Company and will not engage yourself directly or indirectly in any other trade, business, profession or any other employment part time or full time anywhere in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the management in this respect are final and binding. Breach of this condition shall lead to the termination of your services by the company without any notice or compensation.

#### **COMPANY PROPERTIES IN YOUR POSSESSION:**

You are expected to take proper care of company properties entrusted to you by the company.

In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

#### **CHANGE OF ADDRESS:**

Any change of residential address should be intimated to the department head in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless other wise intimated in writing by you. Communications addressed to you at the above address shall deem to have been duly served.

#### **CODE OF CONDUCT:**

During your services with us, you are expected to behave and perform in a manner that preserves the Company's and its Client's values and commitments.

Any or all of the terms and conditions pertaining to your services with the Company may be modified or changed at the Company's discretion. In the event any terms/conditions are changed, the same shall be informed to you in writing.

#### PLACE OF EMPLOYMENT AND TRANSFER:

You acknowledge and agree that you may be assigned, or liable to be transferred or deputed from one place to another and / or from one department / unit to another or any other subsidiary /Associate Establishment/or their contractors and clients either existing or to be set up in future any where in India or abroad purely at the discretion of the management depending upon the needs and requirement of the company. On such assignment, transfer, or deputation you will be governed by the Rules and Regulations and other working /service conditions as applicable at the place of posting including to consent to add/or agree to certain other agreements.





### **PROBATION:**

The Employee shall be on probation for a period of three (3) months from the date of joining. The Company shall be entitled to forthwith terminate the services of the Employee and this Agreement at any time during the probation period. The Company may in its sole discretion extend the Employee's probation period based on the Employee's performance, conduct and/or other factors as the company may deem fit. The Employee's probation period shall not be considered to be completed, unless the Employee's services are confirmed by the Company in writing by a Letter of Confirmation. Employee is not entitled for leaves during the probation period and leaves taken during probation will be considered as Loss of Pay.

# **DECLARATION:**

This is to confirm that the documents and information provided by me to the Company for the purpose of my services are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

April 26, 2021 -----2-104/21 Signature Date





Date: Thursday, 27 May, 2021

**BANDLAMURI YUVA SAI** 

4-229/6, KURNOOL, ANDHRA PRADESH - 518599 India

Subject: Offer-cum-appointment letter

#### Dear BANDLAMURI YUVA SAI,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement/ acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:-

**Designation** - Executive Trainee

**Department** - Bancassurance

Organizational Band/ Grade - J2

Location - Bangalore - Yelahanka

Date of Joining - Within 15 days of

#### Job Detail:

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

#### **Compensation & other Benefits**

- 1. Your annual emoluments will be **4,25,000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
- 2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
- Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in :-

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Corporate & Registered Office:

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- a. The Provident Fund Scheme and other retirement schemes, if any. The Company will contribute 12% of your basic salary per month as its contribution and an equal amount will be deducted from your payroll as your contribution towards this fund as per the Provident Fund Act, 1952.
- b. Medical Hospitalisation Scheme, as applicable
- c. Group Term Insurance plan, as applicable
- d. Gratuity You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'.
- e. Employees State Insurance Corporation You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
- 4. The Company in line with its business requirement <u>or based on your performance as applicable to you from time</u> <u>to time</u> reserves the right in its sole discretion to effect change in the compensation structure or its components.
- 5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

### **Probation Period**

6. You will be on probation for a period of twelve (12) months from the date of your joining the Company, which may be extended incase it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 6th (Sixth) and 12th (twelfth) month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

#### Transfer

7. Although you are initially appointed at our Bangalore - Yelahanka, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

#### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

#### Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

### **Conflict of interest**

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- 10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
- 11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
- 12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
- 13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
- 14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
- 15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
- 16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct/procedures/policies/laws/ regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

# Notice Period on confirmation

17. This engagement may be terminated by either party by giving to the other, at any time, notice of thirty days in writing. In case of an ongoing internal investigation(s) / proceeding(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s). To mitigate the exigencies of the business and the possible risks, the decision of the Company will be final regarding the relieving date. In case the relieving date decided is short of the notice period, you will be bound to pay the notice period amount calculated on your last drawn salary. In case the Company decides to relieve you early, the Company will bear the notice period amount calculated on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except with prior approved leaves), your separation will be treated as per the abandonment clause(s).

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- 18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
  - a. breach of governing laws, applicable rules and regulations;
  - b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - c. performance below defined targets as applicable from time to time;
  - d. any act/s which is/are regarded as breach to the interest of the Company.

#### Others terms and condition

- 19. Whilst in the employment of the Company you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
- 20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
- 21. You are required to provide all the necessary documents/ evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
- 22. We believe that you have not made any false declaration or willfully suppressed any material information. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice.
- 23. If for any reason, you remain absent/abstain from duty for a continuous period of seven (7) days without preapproved leave or without intimating and obtaining the prior approval of your manager/immediate superior, or if you remain absent/abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
- 24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
- 25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
- 26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.

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- 27. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein. Failure in providing these details may lead to disciplinary action.
- 28. Employee will have to raise resignation only through Employee Self Service (ESS). Resignation through any other mode except ESS will not be considered.
- 29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure-2.
- 30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through SAP or other communication channels as prevalent. All policies referred in the letter are available on company's intranet page. If you are agreeable to the above mentioned terms and conditions, please acknowledge your acceptance by signing the duplicate copy of this letter and duly signed undertaking as set out in Annexure-2.

We look forward to a mutually rewarding relationship.

For & on behalf of

#### HDFC Life Insurance Co. Ltd.

Justil

Mr Sushil Chander VP - Human Resources

I agree to and accept all the above terms and conditions.

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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# Annexure-1

Date: Thursday, 27 May, 2021 Name: BANDLAMURI YUVA SAI Designation: Executive Trainee Location: Bangalore - Yelahanka Band: J2

CTC STRUCTURE		
COMPONENT	Per Annum	Per Month
(I) Fixed Pay		
Basic	115500	9625
House Rent Allowance	69300	5775
Other Allowance	87392	7283
Tablet Allowance	12000	1000
Bonus	24000	2000
Monthly Gross		25683
(II) Retirals & Other Benefits		
Provident Fund	21600	
Gratuity	5582	
Flexi Pay	41225	
(III) Valued Benefits		
Group Insurance Benefit	8400	
Group Term Insurance Cover	1200000	
Mediclaim	200000	
Total Fixed CTC	385000	
(IV) Variable Pay		
Variabale Pay for Performance	40000	
Total Cost to Company	425000	

Variable Pay for Performance (VPP) is subject to your achieving a rating of "3-Meets Expectations" and above. The rating is assigned to an individual, on successful completion of the Executive Trainee Program (12 m), basis actual performance against the defined targets.

FLEXI ANNEXURE			
COMPONENT	Per Annum	Per Month	
FLEXI			
LTA (Leave Travel Allowance)	9625	0	
Fuel and driver	21600	0	
Children Education Allowance	2400	0	
Mobile Handset Allowance	10000	0	
NPS(National Pension Scheme)	11550	0	

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# **Other Eligibilities**

On appointment you will be covered under the Group Term insurance as per Company policy. You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:** The Bonus/Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

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# Annexure-2

# Undertaking

Date: Thursday, 27 May, 2021

Name: BANDLAMURI YUVA SAI

**Designation: Executive Trainee** 

Location: Bangalore - Yelahanka

Band: J2

I, BANDLAMURI YUVA SAI, the undersigned hereby undertake to buy the prescribed electronic tablet - Samsung Galaxy Tab Iris Model No. SM-T116IR within 30 days of joining, or on receipt of first month salary, whichever is earlier.

I understand and acknowledge that failure to comply with this undertaking may result in appropriate disciplinary actions being taken against me by the Company, including but not limited to loss of pay.

Name: BANDLAMURI YUVA SAI

Date:

Candidate Signature

HDFC Life Insurance Company Limited

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KPMG Global Delivery Center Private Limited 8th Floor, Brigade World Trade Center Block 1, Infopark SEZ, Infopark PO, Kakkanad Kochi 682 042

Date 17/3/2021

Τo,

### Congratulations

Candidate name: P J Jaicy James College name: Presidency University Aadhar card no.: 267780014574

We thank you for taking the time to attend the interview process of **KPMG Global Delivery Center Private Limited** ("Firm", "We" "Our"). The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Associate 1 in the US Core Audit business unit at **KPMG Global Delivery Centre Private Limited** with a total compensation of INR 400,000 in words Four Lakh Rupees only.

Your anticipated joining date is June 2021 at Kochi office location. In case you are unable to join the Firm by June 2021, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

# This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

Yours sincerely,

For KPMG Global Delivery Centre Private Limited

Accepted and Agreed

RUPESH Digitally signed by RUPESH TRIPATHI TRIPATHI Date: 2021.03.18 12:05:25 +05'30'

KPMG Global Delivery Center Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74110KA2003PTC031646





# Authorization:

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to **KPMG Global Delivery Centre Private Limited** to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

# No binding obligation:

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

Name

Dated

KPMG Global Delivery Center Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74110KA2003PTC031646





Date: Thursday, 27 May, 2021

#### SHATHABDHI R

S/O RATHNAKARA K G , RANJADAKATTE, DOORVASPURAM(PO)., SHIMOGA -577432, Karnataka, India

Subject: Offer-cum-appointment letter

Dear SHATHABDHI R,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement/ acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:-

**Designation** - Executive Trainee

**Department** - Bancassurance

Organizational Band/ Grade - J2

Location - Bangalore - Yelahanka

Date of Joining - Within 15 days of

#### Job Detail:

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

#### **Compensation & other Benefits**

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- 2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
- Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in :-

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- a. The Provident Fund Scheme and other retirement schemes, if any. The Company will contribute 12% of your basic salary per month as its contribution and an equal amount will be deducted from your payroll as your contribution towards this fund as per the Provident Fund Act, 1952.
- b. Medical Hospitalisation Scheme, as applicable
- c. Group Term Insurance plan, as applicable
- d. Gratuity You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'.
- e. Employees State Insurance Corporation You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
- 4. The Company in line with its business requirement <u>or based on your performance as applicable to you from time</u> <u>to time</u> reserves the right in its sole discretion to effect change in the compensation structure or its components.
- 5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

### **Probation Period**

6. You will be on probation for a period of twelve (12) months from the date of your joining the Company, which may be extended incase it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 6th (Sixth) and 12th (twelfth) month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

#### Transfer

7. Although you are initially appointed at our Bangalore - Yelahanka, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

#### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

#### Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

### **Conflict of interest**

#### HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CIN: L65110MH2000PLC128245  +91 22 6751 6666
 1860-267-9999
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- 10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
- 11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
- 12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
- 13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
- 14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
- 15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
- 16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct/procedures/policies/laws/ regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

# Notice Period on confirmation

17. This engagement may be terminated by either party by giving to the other, at any time, notice of thirty days in writing. In case of an ongoing internal investigation(s) / proceeding(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s). To mitigate the exigencies of the business and the possible risks, the decision of the Company will be final regarding the relieving date. In case the relieving date decided is short of the notice period, you will be bound to pay the notice period amount calculated on your last drawn salary. In case the Company decides to relieve you early, the Company will bear the notice period amount calculated on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except with prior approved leaves), your separation will be treated as per the abandonment clause(s).

HDFC Life Insurance Company Limited

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- 18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
  - a. breach of governing laws, applicable rules and regulations;
  - b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - c. performance below defined targets as applicable from time to time;
  - d. any act/s which is/are regarded as breach to the interest of the Company.

#### Others terms and condition

- 19. Whilst in the employment of the Company you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
- 20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
- 21. You are required to provide all the necessary documents/ evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
- 22. We believe that you have not made any false declaration or willfully suppressed any material information. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice.
- 23. If for any reason, you remain absent/abstain from duty for a continuous period of seven (7) days without preapproved leave or without intimating and obtaining the prior approval of your manager/immediate superior, or if you remain absent/abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
- 24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
- 25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
- 26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.

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- 27. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein. Failure in providing these details may lead to disciplinary action.
- 28. Employee will have to raise resignation only through Employee Self Service (ESS). Resignation through any other mode except ESS will not be considered.
- 29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure-2.
- 30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through SAP or other communication channels as prevalent. All policies referred in the letter are available on company's intranet page. If you are agreeable to the above mentioned terms and conditions, please acknowledge your acceptance by signing the duplicate copy of this letter and duly signed undertaking as set out in Annexure-2.

We look forward to a mutually rewarding relationship.

For & on behalf of

#### HDFC Life Insurance Co. Ltd.

Justil

Mr Sushil Chander VP - Human Resources

I agree to and accept all the above terms and conditions.

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CIN: L65110MH2000PLC128245







# Annexure-1

Date: Thursday, 27 May, 2021 Name: SHATHABDHI R Designation: Executive Trainee Location: Bangalore - Yelahanka Band: J2

CTC STRUCTURE		
COMPONENT	Per Annum	Per Month
(I) Fixed Pay		
Basic	115500	9625
House Rent Allowance	69300	5775
Other Allowance	87392	7283
Tablet Allowance	12000	1000
Bonus	24000	2000
Monthly Gross		25683
(II) Retirals & Other Benefits		
Provident Fund	21600	
Gratuity	5582	
Flexi Pay	41225	
(III) Valued Benefits		
Group Insurance Benefit	8400	
Group Term Insurance Cover	1200000	
Mediclaim	200000	
Total Fixed CTC	385000	
(IV) Variable Pay		
Variabale Pay for Performance	40000	
Total Cost to Company	425000	

Variable Pay for Performance (VPP) is subject to your achieving a rating of "3-Meets Expectations" and above. The rating is assigned to an individual, on successful completion of the Executive Trainee Program (12 m), basis actual performance against the defined targets.

FLEXI ANNEXURE			
COMPONENT	Per Annum	Per Month	
FLEXI			
LTA (Leave Travel Allowance)	9625	0	
Fuel and driver	21600	0	
Children Education Allowance	2400	0	
Mobile Handset Allowance	10000	0	
NPS(National Pension Scheme)	11550	0	

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# **Other Eligibilities**

On appointment you will be covered under the Group Term insurance as per Company policy. You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:** The Bonus/Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

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# Undertaking

Date: Thursday, 27 May, 2021

Name: SHATHABDHI R

**Designation: Executive Trainee** 

Location: Bangalore - Yelahanka

Band: J2

I, SHATHABDHI R , the undersigned hereby undertake to buy the prescribed electronic tablet - Samsung Galaxy Tab Iris Model No. SM-T116IR within 30 days of joining, or on receipt of first month salary, whichever is earlier.

I understand and acknowledge that failure to comply with this undertaking may result in appropriate disciplinary actions being taken against me by the Company, including but not limited to loss of pay.

Name: SHATHABDHI R

Date:

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CIN: L65110MH2000PLC128245





Date: Thursday, 27 May, 2021

SURYODAYA SAHU

KARAMUL PATANA, DHENKANAL, ORISSA - 759014 India

Subject: Offer-cum-appointment letter

Dear SURYODAYA SAHU,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement/ acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:-

**Designation** - Executive Trainee

**Department** - Bancassurance

Organizational Band/ Grade - J2

Location - Bangalore - Yelahanka

Date of Joining - Within 15 days of

#### Job Detail:

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

### **Compensation & other Benefits**

- 1. Your annual emoluments will be **4,25,000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
- 2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
- Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in :-

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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- a. The Provident Fund Scheme and other retirement schemes, if any. The Company will contribute 12% of your basic salary per month as its contribution and an equal amount will be deducted from your payroll as your contribution towards this fund as per the Provident Fund Act, 1952.
- b. Medical Hospitalisation Scheme, as applicable
- c. Group Term Insurance plan, as applicable
- d. Gratuity You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'.
- e. Employees State Insurance Corporation You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
- 4. The Company in line with its business requirement <u>or based on your performance as applicable to you from time</u> <u>to time</u> reserves the right in its sole discretion to effect change in the compensation structure or its components.
- 5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

## **Probation Period**

6. You will be on probation for a period of twelve (12) months from the date of your joining the Company, which may be extended incase it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 6th (Sixth) and 12th (twelfth) month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

### Transfer

7. Although you are initially appointed at our Bangalore - Yelahanka, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

# **Conflict of interest**

#### HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CIN: L65110MH2000PLC128245





- 10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
- 11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
- 12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
- 13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
- 14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
- 15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
- 16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct/procedures/policies/laws/ regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

# Notice Period on confirmation

17. This engagement may be terminated by either party by giving to the other, at any time, notice of thirty days in writing. In case of an ongoing internal investigation(s) / proceeding(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s). To mitigate the exigencies of the business and the possible risks, the decision of the Company will be final regarding the relieving date. In case the relieving date decided is short of the notice period, you will be bound to pay the notice period amount calculated on your last drawn salary. In case the Company decides to relieve you early, the Company will bear the notice period amount calculated on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except with prior approved leaves), your separation will be treated as per the abandonment clause(s).

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- 18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
  - a. breach of governing laws, applicable rules and regulations;
  - b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - c. performance below defined targets as applicable from time to time;
  - d. any act/s which is/are regarded as breach to the interest of the Company.

## Others terms and condition

- 19. Whilst in the employment of the Company you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
- 20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
- 21. You are required to provide all the necessary documents/ evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
- 22. We believe that you have not made any false declaration or willfully suppressed any material information. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice.
- 23. If for any reason, you remain absent/abstain from duty for a continuous period of seven (7) days without preapproved leave or without intimating and obtaining the prior approval of your manager/immediate superior, or if you remain absent/abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
- 24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
- 25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
- 26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.

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- 27. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein. Failure in providing these details may lead to disciplinary action.
- 28. Employee will have to raise resignation only through Employee Self Service (ESS). Resignation through any other mode except ESS will not be considered.
- 29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure-2.
- 30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through SAP or other communication channels as prevalent. All policies referred in the letter are available on company's intranet page. If you are agreeable to the above mentioned terms and conditions, please acknowledge your acceptance by signing the duplicate copy of this letter and duly signed undertaking as set out in Annexure-2.

We look forward to a mutually rewarding relationship.

For & on behalf of

## HDFC Life Insurance Co. Ltd.

Justil

Mr Sushil Chander VP - Human Resources

I agree to and accept all the above terms and conditions.

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CIN: L65110MH2000PLC128245







Date: Thursday, 27 May, 2021 Name: SURYODAYA SAHU Designation: Executive Trainee Location: Bangalore - Yelahanka Band: J2

CTC STRUCTURE		
COMPONENT	Per Annum	Per Month
(I) Fixed Pay		
Basic	115500	9625
House Rent Allowance	69300	5775
Other Allowance	87392	7283
Tablet Allowance	12000	1000
Bonus	24000	2000
Monthly Gross		25683
(II) Retirals & Other Benefits		
Provident Fund	21600	
Gratuity	5582	
Flexi Pay	41225	
(III) Valued Benefits		
Group Insurance Benefit	8400	
Group Term Insurance Cover	1200000	
Mediclaim	200000	
Total Fixed CTC	385000	
(IV) Variable Pay		
Variabale Pay for Performance	40000	
Total Cost to Company	425000	

Variable Pay for Performance (VPP) is subject to your achieving a rating of "3-Meets Expectations" and above. The rating is assigned to an individual, on successful completion of the Executive Trainee Program (12 m), basis actual performance against the defined targets.

FLEXI ANNEXURE		
COMPONENT	Per Annum	Per Month
FLEXI		
LTA (Leave Travel Allowance)	9625	0
Fuel and driver	21600	0
Children Education Allowance	2400	0
Mobile Handset Allowance	10000	0
NPS(National Pension Scheme)	11550	0

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# **Other Eligibilities**

On appointment you will be covered under the Group Term insurance as per Company policy. You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:** The Bonus/Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

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Corporate & Registered Office:

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# Undertaking

Date: Thursday, 27 May, 2021

Name: SURYODAYA SAHU

**Designation: Executive Trainee** 

Location: Bangalore - Yelahanka

Band: J2

I, SURYODAYA SAHU, the undersigned hereby undertake to buy the prescribed electronic tablet - Samsung Galaxy Tab Iris Model No. SM-T116IR within 30 days of joining, or on receipt of first month salary, whichever is earlier.

I understand and acknowledge that failure to comply with this undertaking may result in appropriate disciplinary actions being taken against me by the Company, including but not limited to loss of pay.

Name: SURYODAYA SAHU

Date:

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CIN: L65110MH2000PLC128245





Date: Thursday, 27 May, 2021

### ZAMEER AHMED MUJAWAR

8-1544/56 TAJ NAGAR MUSLIM COLONY GULBARGA - 585014 Karnataka, India

Subject: Offer-cum-appointment letter

Dear ZAMEER AHMED MUJAWAR,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement/ acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:-

**Designation** - Executive Trainee

**Department** - Bancassurance

Organizational Band/ Grade - J2

Location - Bangalore - Yelahanka

Date of Joining - Within 15 days of

### Job Detail:

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

### **Compensation & other Benefits**

- 1. Your annual emoluments will be **4,25,000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
- 2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
- Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in :-

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CTN: L65110MH2000PLC128245





- a. The Provident Fund Scheme and other retirement schemes, if any. The Company will contribute 12% of your basic salary per month as its contribution and an equal amount will be deducted from your payroll as your contribution towards this fund as per the Provident Fund Act, 1952.
- b. Medical Hospitalisation Scheme, as applicable
- c. Group Term Insurance plan, as applicable
- d. Gratuity You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'.
- e. Employees State Insurance Corporation You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
- 4. The Company in line with its business requirement <u>or based on your performance as applicable to you from time</u> <u>to time</u> reserves the right in its sole discretion to effect change in the compensation structure or its components.
- 5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

## **Probation Period**

6. You will be on probation for a period of twelve (12) months from the date of your joining the Company, which may be extended incase it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 6th (Sixth) and 12th (twelfth) month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

### Transfer

7. Although you are initially appointed at our Bangalore - Yelahanka, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

# **Conflict of interest**

#### HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CIN: L65110MH2000PLC128245





- 10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
- 11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
- 12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
- 13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
- 14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
- 15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
- 16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct/procedures/policies/laws/ regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

# Notice Period on confirmation

17. This engagement may be terminated by either party by giving to the other, at any time, notice of thirty days in writing. In case of an ongoing internal investigation(s) / proceeding(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s). To mitigate the exigencies of the business and the possible risks, the decision of the Company will be final regarding the relieving date. In case the relieving date decided is short of the notice period, you will be bound to pay the notice period amount calculated on your last drawn salary. In case the Company decides to relieve you early, the Company will bear the notice period amount calculated on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except with prior approved leaves), your separation will be treated as per the abandonment clause(s).

HDFC Life Insurance Company Limited

#### Corporate & Registered Office:

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- 18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
  - a. breach of governing laws, applicable rules and regulations;
  - b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - c. performance below defined targets as applicable from time to time;
  - d. any act/s which is/are regarded as breach to the interest of the Company.

## Others terms and condition

- 19. Whilst in the employment of the Company you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
- 20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
- 21. You are required to provide all the necessary documents/ evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
- 22. We believe that you have not made any false declaration or willfully suppressed any material information. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice.
- 23. If for any reason, you remain absent/abstain from duty for a continuous period of seven (7) days without preapproved leave or without intimating and obtaining the prior approval of your manager/immediate superior, or if you remain absent/abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
- 24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
- 25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
- 26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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- 27. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein. Failure in providing these details may lead to disciplinary action.
- 28. Employee will have to raise resignation only through Employee Self Service (ESS). Resignation through any other mode except ESS will not be considered.
- 29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure-2.
- 30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through SAP or other communication channels as prevalent. All policies referred in the letter are available on company's intranet page. If you are agreeable to the above mentioned terms and conditions, please acknowledge your acceptance by signing the duplicate copy of this letter and duly signed undertaking as set out in Annexure-2.

We look forward to a mutually rewarding relationship.

For & on behalf of

## HDFC Life Insurance Co. Ltd.

Justil

Mr Sushil Chander VP - Human Resources

I agree to and accept all the above terms and conditions.

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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Date: Thursday, 27 May, 2021 Name: ZAMEER AHMED MUJAWAR Designation: Executive Trainee Location: Bangalore - Yelahanka Band: J2

CTC STRUCTURE		
COMPONENT	Per Annum	Per Month
(I) Fixed Pay		
Basic	115500	9625
House Rent Allowance	69300	5775
Other Allowance	87392	7283
Tablet Allowance	12000	1000
Bonus	24000	2000
Monthly Gross		25683
(II) Retirals & Other Benefits		
Provident Fund	21600	
Gratuity	5582	
Flexi Pay	41225	
(III) Valued Benefits		
Group Insurance Benefit	8400	
Group Term Insurance Cover	1200000	
Mediclaim	200000	
Total Fixed CTC	385000	
(IV) Variable Pay		
Variabale Pay for Performance	40000	
Total Cost to Company	425000	

Variable Pay for Performance (VPP) is subject to your achieving a rating of "3-Meets Expectations" and above. The rating is assigned to an individual, on successful completion of the Executive Trainee Program (12 m), basis actual performance against the defined targets.

FLEXI ANNEXURE		
COMPONENT	Per Annum	Per Month
FLEXI		
LTA (Leave Travel Allowance)	9625	0
Fuel and driver	21600	0
Children Education Allowance	2400	0
Mobile Handset Allowance	10000	0
NPS(National Pension Scheme)	11550	0

HDFC Life Insurance Company Limited

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 Available Mon-Sat from 10am to 7 pm (Local Charges apply)

 D0 N0T prefix any country code e.g. +91 or 00.







# **Other Eligibilities**

On appointment you will be covered under the Group Term insurance as per Company policy. You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:** The Bonus/Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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# Undertaking

Date: Thursday, 27 May, 2021

Name: ZAMEER AHMED MUJAWAR

**Designation: Executive Trainee** 

Location: Bangalore - Yelahanka

Band: J2

I, ZAMEER AHMED MUJAWAR, the undersigned hereby undertake to buy the prescribed electronic tablet - Samsung Galaxy Tab Iris Model No. SM-T116IR within 30 days of joining, or on receipt of first month salary, whichever is earlier.

I understand and acknowledge that failure to comply with this undertaking may result in appropriate disciplinary actions being taken against me by the Company, including but not limited to loss of pay.

Name: ZAMEER AHMED MUJAWAR

Date:

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CTN: L65110MH2000PLC128245





Date: Thursday, 27 May, 2021

MANOJ KUMAR N

NAGANAHALLI, Bangalore - 560077 Karnataka, India

Subject: Offer-cum-appointment letter

Dear MANOJ KUMAR N,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement/ acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:-

**Designation** - Executive Trainee

**Department** - Bancassurance

Organizational Band/ Grade - J2

Location - Bangalore - Yelahanka

Date of Joining - Within 15 days of

#### Job Detail:

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

### **Compensation & other Benefits**

- 1. Your annual emoluments will be **4,25,000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
- 2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
- Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in :-

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Corporate & Registered Office:

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- a. The Provident Fund Scheme and other retirement schemes, if any. The Company will contribute 12% of your basic salary per month as its contribution and an equal amount will be deducted from your payroll as your contribution towards this fund as per the Provident Fund Act, 1952.
- b. Medical Hospitalisation Scheme, as applicable
- c. Group Term Insurance plan, as applicable
- d. Gratuity You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'.
- e. Employees State Insurance Corporation You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
- 4. The Company in line with its business requirement <u>or based on your performance as applicable to you from time</u> <u>to time</u> reserves the right in its sole discretion to effect change in the compensation structure or its components.
- 5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

## **Probation Period**

6. You will be on probation for a period of twelve (12) months from the date of your joining the Company, which may be extended incase it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 6th (Sixth) and 12th (twelfth) month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

### Transfer

7. Although you are initially appointed at our Bangalore - Yelahanka, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

# **Conflict of interest**

#### HDFC Life Insurance Company Limited

Corporate & Registered Office:

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- 10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
- 11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
- 12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
- 13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
- 14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
- 15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
- 16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct/procedures/policies/laws/ regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

# Notice Period on confirmation

17. This engagement may be terminated by either party by giving to the other, at any time, notice of thirty days in writing. In case of an ongoing internal investigation(s) / proceeding(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s). To mitigate the exigencies of the business and the possible risks, the decision of the Company will be final regarding the relieving date. In case the relieving date decided is short of the notice period, you will be bound to pay the notice period amount calculated on your last drawn salary. In case the Company decides to relieve you early, the Company will bear the notice period amount calculated on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except with prior approved leaves), your separation will be treated as per the abandonment clause(s).

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#### Corporate & Registered Office:

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- 18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
  - a. breach of governing laws, applicable rules and regulations;
  - b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - c. performance below defined targets as applicable from time to time;
  - d. any act/s which is/are regarded as breach to the interest of the Company.

## Others terms and condition

- 19. Whilst in the employment of the Company you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
- 20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
- 21. You are required to provide all the necessary documents/ evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
- 22. We believe that you have not made any false declaration or willfully suppressed any material information. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice.
- 23. If for any reason, you remain absent/abstain from duty for a continuous period of seven (7) days without preapproved leave or without intimating and obtaining the prior approval of your manager/immediate superior, or if you remain absent/abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
- 24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
- 25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
- 26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.

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- 27. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein. Failure in providing these details may lead to disciplinary action.
- 28. Employee will have to raise resignation only through Employee Self Service (ESS). Resignation through any other mode except ESS will not be considered.
- 29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure-2.
- 30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through SAP or other communication channels as prevalent. All policies referred in the letter are available on company's intranet page. If you are agreeable to the above mentioned terms and conditions, please acknowledge your acceptance by signing the duplicate copy of this letter and duly signed undertaking as set out in Annexure-2.

We look forward to a mutually rewarding relationship.

For & on behalf of

## HDFC Life Insurance Co. Ltd.

Justil

Mr Sushil Chander VP - Human Resources

I agree to and accept all the above terms and conditions.

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CIN: L65110MH2000PLC128245







Date: Thursday, 27 May, 2021 Name: MANOJ KUMAR N Designation: Executive Trainee Location: Bangalore - Yelahanka Band: J2

CTC STRUCTURE		
COMPONENT	Per Annum	Per Month
(I) Fixed Pay		
Basic	115500	9625
House Rent Allowance	69300	5775
Other Allowance	87392	7283
Tablet Allowance	12000	1000
Bonus	24000	2000
Monthly Gross		25683
(II) Retirals & Other Benefits		
Provident Fund	21600	
Gratuity	5582	
Flexi Pay	41225	
(III) Valued Benefits		
Group Insurance Benefit	8400	
Group Term Insurance Cover	1200000	
Mediclaim	200000	
Total Fixed CTC	385000	
(IV) Variable Pay		
Variabale Pay for Performance	40000	
Total Cost to Company	425000	

Variable Pay for Performance (VPP) is subject to your achieving a rating of "3-Meets Expectations" and above. The rating is assigned to an individual, on successful completion of the Executive Trainee Program (12 m), basis actual performance against the defined targets.

FLEXI ANNEXURE		
COMPONENT	Per Annum	Per Month
FLEXI		
LTA (Leave Travel Allowance)	9625	0
Fuel and driver	21600	0
Children Education Allowance	2400	0
Mobile Handset Allowance	10000	0
NPS(National Pension Scheme)	11550	0

HDFC Life Insurance Company Limited

#### Corporate & Registered Office:

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 Available Mon-Sat from 10am to 7 pm (Local Charges apply)

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# **Other Eligibilities**

On appointment you will be covered under the Group Term insurance as per Company policy. You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:** The Bonus/Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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# Undertaking

Date: Thursday, 27 May, 2021

Name: MANOJ KUMAR N

**Designation: Executive Trainee** 

Location: Bangalore - Yelahanka

Band: J2

I, MANOJ KUMAR N, the undersigned hereby undertake to buy the prescribed electronic tablet - Samsung Galaxy Tab Iris Model No. SM-T116IR within 30 days of joining, or on receipt of first month salary, whichever is earlier.

I understand and acknowledge that failure to comply with this undertaking may result in appropriate disciplinary actions being taken against me by the Company, including but not limited to loss of pay.

Name: MANOJ KUMAR N

Date:

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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Date: Thursday, 27 May, 2021

DARSHAN K D

Darshan K D, Bollur village, Guddehosur post, Kushalnagar, Somwarpet Tq, Kodagu - 571234 Karnataka, India

Subject: Offer-cum-appointment letter

Dear DARSHAN K D,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement/ acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:-

**Designation** - Executive Trainee

**Department** - Bancassurance

Organizational Band/ Grade - J2

Location - Bangalore - Yelahanka

Date of Joining - Within 15 days of

#### Job Detail:

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

### **Compensation & other Benefits**

- 1. Your annual emoluments will be **4,25,000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
- 2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
- Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in :-

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CTN: L65110MH2000PLC128245





- a. The Provident Fund Scheme and other retirement schemes, if any. The Company will contribute 12% of your basic salary per month as its contribution and an equal amount will be deducted from your payroll as your contribution towards this fund as per the Provident Fund Act, 1952.
- b. Medical Hospitalisation Scheme, as applicable
- c. Group Term Insurance plan, as applicable
- d. Gratuity You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'.
- e. Employees State Insurance Corporation You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
- 4. The Company in line with its business requirement <u>or based on your performance as applicable to you from time</u> <u>to time</u> reserves the right in its sole discretion to effect change in the compensation structure or its components.
- 5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

## **Probation Period**

6. You will be on probation for a period of twelve (12) months from the date of your joining the Company, which may be extended incase it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 6th (Sixth) and 12th (twelfth) month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

### Transfer

7. Although you are initially appointed at our Bangalore - Yelahanka, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

# **Conflict of interest**

#### HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CIN: L65110MH2000PLC128245





- 10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
- 11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
- 12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
- 13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
- 14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
- 15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
- 16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct/procedures/policies/laws/ regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

# Notice Period on confirmation

17. This engagement may be terminated by either party by giving to the other, at any time, notice of thirty days in writing. In case of an ongoing internal investigation(s) / proceeding(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s). To mitigate the exigencies of the business and the possible risks, the decision of the Company will be final regarding the relieving date. In case the relieving date decided is short of the notice period, you will be bound to pay the notice period amount calculated on your last drawn salary. In case the Company decides to relieve you early, the Company will bear the notice period amount calculated on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except with prior approved leaves), your separation will be treated as per the abandonment clause(s).

HDFC Life Insurance Company Limited

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- 18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
  - a. breach of governing laws, applicable rules and regulations;
  - b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - c. performance below defined targets as applicable from time to time;
  - d. any act/s which is/are regarded as breach to the interest of the Company.

## Others terms and condition

- 19. Whilst in the employment of the Company you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
- 20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
- 21. You are required to provide all the necessary documents/ evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
- 22. We believe that you have not made any false declaration or willfully suppressed any material information. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice.
- 23. If for any reason, you remain absent/abstain from duty for a continuous period of seven (7) days without preapproved leave or without intimating and obtaining the prior approval of your manager/immediate superior, or if you remain absent/abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
- 24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
- 25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
- 26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.

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- 27. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein. Failure in providing these details may lead to disciplinary action.
- 28. Employee will have to raise resignation only through Employee Self Service (ESS). Resignation through any other mode except ESS will not be considered.
- 29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure-2.
- 30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through SAP or other communication channels as prevalent. All policies referred in the letter are available on company's intranet page. If you are agreeable to the above mentioned terms and conditions, please acknowledge your acceptance by signing the duplicate copy of this letter and duly signed undertaking as set out in Annexure-2.

We look forward to a mutually rewarding relationship.

For & on behalf of

## HDFC Life Insurance Co. Ltd.

Justil

Mr Sushil Chander VP - Human Resources

I agree to and accept all the above terms and conditions.

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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Date: Thursday, 27 May, 2021 Name: DARSHAN K D Designation: Executive Trainee Location: Bangalore - Yelahanka Band: J2

CTC STRUCTURE		
COMPONENT	Per Annum	Per Month
(I) Fixed Pay		
Basic	115500	9625
House Rent Allowance	69300	5775
Other Allowance	87392	7283
Tablet Allowance	12000	1000
Bonus	24000	2000
Monthly Gross		25683
(II) Retirals & Other Benefits		
Provident Fund	21600	
Gratuity	5582	
Flexi Pay	41225	
(III) Valued Benefits		
Group Insurance Benefit	8400	
Group Term Insurance Cover	1200000	
Mediclaim	200000	
Total Fixed CTC	385000	
(IV) Variable Pay		
Variabale Pay for Performance	40000	
Total Cost to Company	425000	

Variable Pay for Performance (VPP) is subject to your achieving a rating of "3-Meets Expectations" and above. The rating is assigned to an individual, on successful completion of the Executive Trainee Program (12 m), basis actual performance against the defined targets.

FLEXI ANNEXURE		
COMPONENT	Per Annum	Per Month
FLEXI		
LTA (Leave Travel Allowance)	9625	0
Fuel and driver	21600	0
Children Education Allowance	2400	0
Mobile Handset Allowance	10000	0
NPS(National Pension Scheme)	11550	0

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 D0 N0T prefix any country code e.g. +91 or 00.







# **Other Eligibilities**

On appointment you will be covered under the Group Term insurance as per Company policy. You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:** The Bonus/Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

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# Undertaking

Date: Thursday, 27 May, 2021

Name: DARSHAN K D

**Designation: Executive Trainee** 

Location: Bangalore - Yelahanka

Band: J2

I, DARSHAN K D , the undersigned hereby undertake to buy the prescribed electronic tablet - Samsung Galaxy Tab Iris Model No. SM-T116IR within 30 days of joining, or on receipt of first month salary, whichever is earlier.

I understand and acknowledge that failure to comply with this undertaking may result in appropriate disciplinary actions being taken against me by the Company, including but not limited to loss of pay.

Name: DARSHAN K D

Date:

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CIN: L65110MH2000PLC128245





Date: Thursday, 27 May, 2021

RAMYA R C

NO.45 8TH CROSS BELMAR LAYOUT OPP SAROJINI HOSPITAL RUKMINI NAGAR NAGASANDRA POST BANGALORE - 560073 Karnataka, India

Subject: Offer-cum-appointment letter

Dear RAMYA R C,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement/ acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:-

**Designation** - Executive Trainee

**Department** - Bancassurance

Organizational Band/ Grade - J2

Location - Bangalore - Yelahanka

Date of Joining - Within 15 days of

### Job Detail:

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

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- a. The Provident Fund Scheme and other retirement schemes, if any. The Company will contribute 12% of your basic salary per month as its contribution and an equal amount will be deducted from your payroll as your contribution towards this fund as per the Provident Fund Act, 1952.
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- e. Employees State Insurance Corporation You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
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- 5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

## **Probation Period**

6. You will be on probation for a period of twelve (12) months from the date of your joining the Company, which may be extended incase it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 6th (Sixth) and 12th (twelfth) month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

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### Leave

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### Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

# **Conflict of interest**

#### HDFC Life Insurance Company Limited

Corporate & Registered Office:

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- 11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
- 12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
- 13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
- 14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
- 15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
- 16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct/procedures/policies/laws/ regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

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- 18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
  - a. breach of governing laws, applicable rules and regulations;
  - b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - c. performance below defined targets as applicable from time to time;
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## Others terms and condition

- 19. Whilst in the employment of the Company you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
- 20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
- 21. You are required to provide all the necessary documents/ evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
- 22. We believe that you have not made any false declaration or willfully suppressed any material information. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice.
- 23. If for any reason, you remain absent/abstain from duty for a continuous period of seven (7) days without preapproved leave or without intimating and obtaining the prior approval of your manager/immediate superior, or if you remain absent/abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
- 24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
- 25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
- 26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.

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- 27. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein. Failure in providing these details may lead to disciplinary action.
- 28. Employee will have to raise resignation only through Employee Self Service (ESS). Resignation through any other mode except ESS will not be considered.
- 29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure-2.
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We look forward to a mutually rewarding relationship.

For & on behalf of

## HDFC Life Insurance Co. Ltd.

Justil

Mr Sushil Chander VP - Human Resources

I agree to and accept all the above terms and conditions.

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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Date: Thursday, 27 May, 2021 Name: RAMYA R C Designation: Executive Trainee Location: Bangalore - Yelahanka Band: J2

CTC STRUCTURE		
COMPONENT	Per Annum	Per Month
(I) Fixed Pay		
Basic	115500	9625
House Rent Allowance	69300	5775
Other Allowance	87392	7283
Tablet Allowance	12000	1000
Bonus	24000	2000
Monthly Gross		25683
(II) Retirals & Other Benefits		
Provident Fund	21600	
Gratuity	5582	
Flexi Pay	41225	
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Group Insurance Benefit	8400	
Group Term Insurance Cover	1200000	
Mediclaim	200000	
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Variabale Pay for Performance	40000	
Total Cost to Company	425000	

Variable Pay for Performance (VPP) is subject to your achieving a rating of "3-Meets Expectations" and above. The rating is assigned to an individual, on successful completion of the Executive Trainee Program (12 m), basis actual performance against the defined targets.

FLEXI ANNEXURE		
COMPONENT	Per Annum	Per Month
FLEXI		
LTA (Leave Travel Allowance)	9625	0
Fuel and driver	21600	0
Children Education Allowance	2400	0
Mobile Handset Allowance	10000	0
NPS(National Pension Scheme)	11550	0

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## **Other Eligibilities**

On appointment you will be covered under the Group Term insurance as per Company policy. You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:** The Bonus/Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

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# Undertaking

Date: Thursday, 27 May, 2021

Name: RAMYA R C

**Designation: Executive Trainee** 

Location: Bangalore - Yelahanka

Band: J2

I, RAMYA R C , the undersigned hereby undertake to buy the prescribed electronic tablet - Samsung Galaxy Tab Iris Model No. SM-T116IR within 30 days of joining, or on receipt of first month salary, whichever is earlier.

I understand and acknowledge that failure to comply with this undertaking may result in appropriate disciplinary actions being taken against me by the Company, including but not limited to loss of pay.

Name: RAMYA R C

Date:

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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Date: Thursday, 27 May, 2021

PRIYANKA S

6th CROSS, GANESHA BLOCK, BANGALORE - 560086 Karnataka, India

Subject: Offer-cum-appointment letter

Dear PRIYANKA S,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement/ acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:-

**Designation** - Executive Trainee

**Department** - Bancassurance

Organizational Band/ Grade - J2

Location - Bangalore - Yelahanka

Date of Joining - Within 15 days of

### Job Detail:

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

### **Compensation & other Benefits**

- 1. Your annual emoluments will be **4,25,000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
- 2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
- Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in :-

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CTN: L65110MH2000PLC128245





- a. The Provident Fund Scheme and other retirement schemes, if any. The Company will contribute 12% of your basic salary per month as its contribution and an equal amount will be deducted from your payroll as your contribution towards this fund as per the Provident Fund Act, 1952.
- b. Medical Hospitalisation Scheme, as applicable
- c. Group Term Insurance plan, as applicable
- d. Gratuity You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'.
- e. Employees State Insurance Corporation You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
- 4. The Company in line with its business requirement <u>or based on your performance as applicable to you from time</u> <u>to time</u> reserves the right in its sole discretion to effect change in the compensation structure or its components.
- 5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

## **Probation Period**

6. You will be on probation for a period of twelve (12) months from the date of your joining the Company, which may be extended incase it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 6th (Sixth) and 12th (twelfth) month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

### Transfer

7. Although you are initially appointed at our Bangalore - Yelahanka, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

## **Conflict of interest**

### HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CIN: L65110MH2000PLC128245





- 10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
- 11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
- 12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
- 13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
- 14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
- 15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
- 16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct/procedures/policies/laws/ regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

## Notice Period on confirmation

17. This engagement may be terminated by either party by giving to the other, at any time, notice of thirty days in writing. In case of an ongoing internal investigation(s) / proceeding(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s). To mitigate the exigencies of the business and the possible risks, the decision of the Company will be final regarding the relieving date. In case the relieving date decided is short of the notice period, you will be bound to pay the notice period amount calculated on your last drawn salary. In case the Company decides to relieve you early, the Company will bear the notice period amount calculated on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except with prior approved leaves), your separation will be treated as per the abandonment clause(s).

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- 18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
  - a. breach of governing laws, applicable rules and regulations;
  - b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - c. performance below defined targets as applicable from time to time;
  - d. any act/s which is/are regarded as breach to the interest of the Company.

## Others terms and condition

- 19. Whilst in the employment of the Company you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
- 20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
- 21. You are required to provide all the necessary documents/ evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
- 22. We believe that you have not made any false declaration or willfully suppressed any material information. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice.
- 23. If for any reason, you remain absent/abstain from duty for a continuous period of seven (7) days without preapproved leave or without intimating and obtaining the prior approval of your manager/immediate superior, or if you remain absent/abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
- 24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
- 25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
- 26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.

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- 27. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein. Failure in providing these details may lead to disciplinary action.
- 28. Employee will have to raise resignation only through Employee Self Service (ESS). Resignation through any other mode except ESS will not be considered.
- 29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure-2.
- 30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through SAP or other communication channels as prevalent. All policies referred in the letter are available on company's intranet page. If you are agreeable to the above mentioned terms and conditions, please acknowledge your acceptance by signing the duplicate copy of this letter and duly signed undertaking as set out in Annexure-2.

We look forward to a mutually rewarding relationship.

For & on behalf of

## HDFC Life Insurance Co. Ltd.

Justil

Mr Sushil Chander VP - Human Resources

I agree to and accept all the above terms and conditions.

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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Date: Thursday, 27 May, 2021 Name: PRIYANKA S Designation: Executive Trainee Location: Bangalore - Yelahanka Band: J2

CTC STRUCTURE		
COMPONENT	Per Annum	Per Month
(I) Fixed Pay		
Basic	115500	9625
House Rent Allowance	69300	5775
Other Allowance	87392	7283
Tablet Allowance	12000	1000
Bonus	24000	2000
Monthly Gross		25683
(II) Retirals & Other Benefits		
Provident Fund	21600	
Gratuity	5582	
Flexi Pay	41225	
(III) Valued Benefits		
Group Insurance Benefit	8400	
Group Term Insurance Cover	1200000	
Mediclaim	200000	
Total Fixed CTC	385000	
(IV) Variable Pay		
Variabale Pay for Performance	40000	
Total Cost to Company	425000	

Variable Pay for Performance (VPP) is subject to your achieving a rating of "3-Meets Expectations" and above. The rating is assigned to an individual, on successful completion of the Executive Trainee Program (12 m), basis actual performance against the defined targets.

FLEXI ANNEXURE		
COMPONENT	Per Annum	Per Month
FLEXI		
LTA (Leave Travel Allowance)	9625	0
Fuel and driver	21600	0
Children Education Allowance	2400	0
Mobile Handset Allowance	10000	0
NPS(National Pension Scheme)	11550	0

HDFC Life Insurance Company Limited

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 \*91 22 6751 6666

 1860-267-9999

 Available Mon-Sat from 10am to 7 pm (Local Charges apply)

 D0 N0T prefix any country code e.g. +91 or 00.







## **Other Eligibilities**

On appointment you will be covered under the Group Term insurance as per Company policy. You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:** The Bonus/Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

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# Undertaking

Date: Thursday, 27 May, 2021

Name: PRIYANKA S

**Designation: Executive Trainee** 

Location: Bangalore - Yelahanka

Band: J2

I, PRIYANKA S, the undersigned hereby undertake to buy the prescribed electronic tablet - Samsung Galaxy Tab Iris Model No. SM-T116IR within 30 days of joining, or on receipt of first month salary, whichever is earlier.

I understand and acknowledge that failure to comply with this undertaking may result in appropriate disciplinary actions being taken against me by the Company, including but not limited to loss of pay.

Name: PRIYANKA S

Date:

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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Date: Thursday, 27 May, 2021

NOOR FATHIMA

BANGALORE - 560086 Karnataka, India

## Subject: Offer-cum-appointment letter

Dear NOOR FATHIMA,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement/ acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:-

**Designation** - Executive Trainee

**Department** - Bancassurance

Organizational Band/ Grade - J2

Location - Bangalore - Yelahanka

Date of Joining - Within 15 days of

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- a. The Provident Fund Scheme and other retirement schemes, if any. The Company will contribute 12% of your basic salary per month as its contribution and an equal amount will be deducted from your payroll as your contribution towards this fund as per the Provident Fund Act, 1952.
- b. Medical Hospitalisation Scheme, as applicable
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- 4. The Company in line with its business requirement <u>or based on your performance as applicable to you from time</u> <u>to time</u> reserves the right in its sole discretion to effect change in the compensation structure or its components.
- 5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

## **Probation Period**

6. You will be on probation for a period of twelve (12) months from the date of your joining the Company, which may be extended incase it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 6th (Sixth) and 12th (twelfth) month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

### Transfer

7. Although you are initially appointed at our Bangalore - Yelahanka, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

## **Conflict of interest**

### HDFC Life Insurance Company Limited

Corporate & Registered Office:

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- 10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
- 11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
- 12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
- 13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
- 14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
- 15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
- 16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct/procedures/policies/laws/ regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

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- 18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
  - a. breach of governing laws, applicable rules and regulations;
  - b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - c. performance below defined targets as applicable from time to time;
  - d. any act/s which is/are regarded as breach to the interest of the Company.

## Others terms and condition

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- 20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
- 21. You are required to provide all the necessary documents/ evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
- 22. We believe that you have not made any false declaration or willfully suppressed any material information. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice.
- 23. If for any reason, you remain absent/abstain from duty for a continuous period of seven (7) days without preapproved leave or without intimating and obtaining the prior approval of your manager/immediate superior, or if you remain absent/abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
- 24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
- 25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
- 26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.

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- 29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure-2.
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We look forward to a mutually rewarding relationship.

For & on behalf of

## HDFC Life Insurance Co. Ltd.

Justil

Mr Sushil Chander VP - Human Resources

I agree to and accept all the above terms and conditions.

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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Date: Thursday, 27 May, 2021 Name: NOOR FATHIMA Designation: Executive Trainee Location: Bangalore - Yelahanka Band: J2

CTC STRUCTURE		
COMPONENT	Per Annum	Per Month
(I) Fixed Pay		
Basic	115500	9625
House Rent Allowance	69300	5775
Other Allowance	87392	7283
Tablet Allowance	12000	1000
Bonus	24000	2000
Monthly Gross		25683
(II) Retirals & Other Benefits		
Provident Fund	21600	
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Mediclaim	200000	
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Variabale Pay for Performance	40000	
Total Cost to Company	425000	

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FLEXI ANNEXURE		
COMPONENT	Per Annum	Per Month
FLEXI		
LTA (Leave Travel Allowance)	9625	0
Fuel and driver	21600	0
Children Education Allowance	2400	0
Mobile Handset Allowance	10000	0
NPS(National Pension Scheme)	11550	0

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 D0 N0T prefix any country code e.g. +91 or 00.







## **Other Eligibilities**

On appointment you will be covered under the Group Term insurance as per Company policy. You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:** The Bonus/Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

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# Undertaking

Date: Thursday, 27 May, 2021

Name: NOOR FATHIMA

**Designation: Executive Trainee** 

Location: Bangalore - Yelahanka

Band: J2

I, NOOR FATHIMA, the undersigned hereby undertake to buy the prescribed electronic tablet - Samsung Galaxy Tab Iris Model No. SM-T116IR within 30 days of joining, or on receipt of first month salary, whichever is earlier.

I understand and acknowledge that failure to comply with this undertaking may result in appropriate disciplinary actions being taken against me by the Company, including but not limited to loss of pay.

Name: NOOR FATHIMA

Date:

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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Date: Thursday, 27 May, 2021

PAWAN S

#52, 3rd CROSS, VIDYASAGAR LAYOUT, KEMBATHHALLI MAIN ROAD, GOTTIGERE, BANGALORE - 560083 Karnataka, India

Subject: Offer-cum-appointment letter

Dear PAWAN S,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement/ acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:-

**Designation** - Executive Trainee

**Department** - Bancassurance

Organizational Band/ Grade - J2

Location - Bangalore - Yelahanka

Date of Joining - Within 15 days of

### Job Detail:

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

### **Compensation & other Benefits**

- 1. Your annual emoluments will be **4,25,000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
- 2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
- Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in :-

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CTN: L65110MH2000PLC128245





- a. The Provident Fund Scheme and other retirement schemes, if any. The Company will contribute 12% of your basic salary per month as its contribution and an equal amount will be deducted from your payroll as your contribution towards this fund as per the Provident Fund Act, 1952.
- b. Medical Hospitalisation Scheme, as applicable
- c. Group Term Insurance plan, as applicable
- d. Gratuity You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'.
- e. Employees State Insurance Corporation You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
- 4. The Company in line with its business requirement <u>or based on your performance as applicable to you from time</u> <u>to time</u> reserves the right in its sole discretion to effect change in the compensation structure or its components.
- 5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

## **Probation Period**

6. You will be on probation for a period of twelve (12) months from the date of your joining the Company, which may be extended incase it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 6th (Sixth) and 12th (twelfth) month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

### Transfer

7. Although you are initially appointed at our Bangalore - Yelahanka, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

## **Conflict of interest**

### HDFC Life Insurance Company Limited

Corporate & Registered Office:

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- 10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
- 11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
- 12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
- 13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
- 14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
- 15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
- 16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct/procedures/policies/laws/ regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

## Notice Period on confirmation

17. This engagement may be terminated by either party by giving to the other, at any time, notice of thirty days in writing. In case of an ongoing internal investigation(s) / proceeding(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s). To mitigate the exigencies of the business and the possible risks, the decision of the Company will be final regarding the relieving date. In case the relieving date decided is short of the notice period, you will be bound to pay the notice period amount calculated on your last drawn salary. In case the Company decides to relieve you early, the Company will bear the notice period amount calculated on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except with prior approved leaves), your separation will be treated as per the abandonment clause(s).

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- 18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
  - a. breach of governing laws, applicable rules and regulations;
  - b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - c. performance below defined targets as applicable from time to time;
  - d. any act/s which is/are regarded as breach to the interest of the Company.

## Others terms and condition

- 19. Whilst in the employment of the Company you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
- 20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
- 21. You are required to provide all the necessary documents/ evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
- 22. We believe that you have not made any false declaration or willfully suppressed any material information. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice.
- 23. If for any reason, you remain absent/abstain from duty for a continuous period of seven (7) days without preapproved leave or without intimating and obtaining the prior approval of your manager/immediate superior, or if you remain absent/abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
- 24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
- 25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
- 26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.

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- 27. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein. Failure in providing these details may lead to disciplinary action.
- 28. Employee will have to raise resignation only through Employee Self Service (ESS). Resignation through any other mode except ESS will not be considered.
- 29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure-2.
- 30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through SAP or other communication channels as prevalent. All policies referred in the letter are available on company's intranet page. If you are agreeable to the above mentioned terms and conditions, please acknowledge your acceptance by signing the duplicate copy of this letter and duly signed undertaking as set out in Annexure-2.

We look forward to a mutually rewarding relationship.

For & on behalf of

## HDFC Life Insurance Co. Ltd.

Justil

Mr Sushil Chander VP - Human Resources

I agree to and accept all the above terms and conditions.

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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Date: Thursday, 27 May, 2021 Name: PAWAN S Designation: Executive Trainee Location: Bangalore - Yelahanka Band: J2

CTC STRUCTURE		
COMPONENT	Per Annum	Per Month
(I) Fixed Pay		
Basic	115500	9625
House Rent Allowance	69300	5775
Other Allowance	87392	7283
Tablet Allowance	12000	1000
Bonus	24000	2000
Monthly Gross		25683
(II) Retirals & Other Benefits		
Provident Fund	21600	
Gratuity	5582	
Flexi Pay	41225	
(III) Valued Benefits		
Group Insurance Benefit	8400	
Group Term Insurance Cover	1200000	
Mediclaim	200000	
Total Fixed CTC	385000	
(IV) Variable Pay		
Variabale Pay for Performance	40000	
Total Cost to Company	425000	

Variable Pay for Performance (VPP) is subject to your achieving a rating of "3-Meets Expectations" and above. The rating is assigned to an individual, on successful completion of the Executive Trainee Program (12 m), basis actual performance against the defined targets.

FLEXI ANNEXURE		
COMPONENT	Per Annum	Per Month
FLEXI		
LTA (Leave Travel Allowance)	9625	0
Fuel and driver	21600	0
Children Education Allowance	2400	0
Mobile Handset Allowance	10000	0
NPS(National Pension Scheme)	11550	0

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 +91 22 6751 6666

 1860-267-9999

 Available Mon-Sat from 10am to 7 pm (Local Charges apply)

 D0 N0T prefix any country code e.g. +91 or 00.







## **Other Eligibilities**

On appointment you will be covered under the Group Term insurance as per Company policy. You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:** The Bonus/Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

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# Undertaking

Date: Thursday, 27 May, 2021

Name: PAWAN S

**Designation: Executive Trainee** 

Location: Bangalore - Yelahanka

Band: J2

I, PAWAN S, the undersigned hereby undertake to buy the prescribed electronic tablet - Samsung Galaxy Tab Iris Model No. SM-T116IR within 30 days of joining, or on receipt of first month salary, whichever is earlier.

I understand and acknowledge that failure to comply with this undertaking may result in appropriate disciplinary actions being taken against me by the Company, including but not limited to loss of pay.

Name: PAWAN S

Date:

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CIN: L65110MH2000PLC128245





Date: Thursday, 27 May, 2021

ABHISHEK K V

#484, 5TH CROSS, 6TH MAIN, MSR NAGAR, BANGALORE NORTH, BANGALORE - 560054 Karnataka, India

Subject: Offer-cum-appointment letter

Dear ABHISHEK K V,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement/ acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:-

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Location - Bangalore - Yelahanka

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- a. The Provident Fund Scheme and other retirement schemes, if any. The Company will contribute 12% of your basic salary per month as its contribution and an equal amount will be deducted from your payroll as your contribution towards this fund as per the Provident Fund Act, 1952.
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## **Probation Period**

6. You will be on probation for a period of twelve (12) months from the date of your joining the Company, which may be extended incase it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 6th (Sixth) and 12th (twelfth) month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

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### Retirement

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## **Conflict of interest**

### HDFC Life Insurance Company Limited

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- 12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
- 13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
- 14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
- 15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
- 16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct/procedures/policies/laws/ regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

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  - a. breach of governing laws, applicable rules and regulations;
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- 20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
- 21. You are required to provide all the necessary documents/ evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
- 22. We believe that you have not made any false declaration or willfully suppressed any material information. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice.
- 23. If for any reason, you remain absent/abstain from duty for a continuous period of seven (7) days without preapproved leave or without intimating and obtaining the prior approval of your manager/immediate superior, or if you remain absent/abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
- 24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
- 25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
- 26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.

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We look forward to a mutually rewarding relationship.

For & on behalf of

## HDFC Life Insurance Co. Ltd.

Justil

Mr Sushil Chander VP - Human Resources

I agree to and accept all the above terms and conditions.

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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Date: Thursday, 27 May, 2021 Name: ABHISHEK K V Designation: Executive Trainee Location: Bangalore - Yelahanka Band: J2

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Fuel and driver	21600	0
Children Education Allowance	2400	0
Mobile Handset Allowance	10000	0
NPS(National Pension Scheme)	11550	0

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**Note:** The Bonus/Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

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# Annexure-2

### Undertaking

Date: Thursday, 27 May, 2021

Name: ABHISHEK K V

**Designation: Executive Trainee** 

Location: Bangalore - Yelahanka

Band: J2

I, ABHISHEK K V, the undersigned hereby undertake to buy the prescribed electronic tablet - Samsung Galaxy Tab Iris Model No. SM-T116IR within 30 days of joining, or on receipt of first month salary, whichever is earlier.

I understand and acknowledge that failure to comply with this undertaking may result in appropriate disciplinary actions being taken against me by the Company, including but not limited to loss of pay.

Name: ABHISHEK K V

Date:

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CIN: L65110MH2000PLC128245 +91 22 6751 6666
 1860-267-9999
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Date: Thursday, 27 May, 2021

NISCHITH A N

#6/B ASHWATNAGAR, THANISANDRA MAIN ROAD, BANGALORE - 560077 Karnataka, India

Subject: Offer-cum-appointment letter

Dear NISCHITH A N,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement/ acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:-

**Designation** - Executive Trainee

**Department** - Bancassurance

Organizational Band/ Grade - J2

Location - Bangalore - Yelahanka

Date of Joining - Within 15 days of

#### Job Detail:

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

### **Compensation & other Benefits**

- 1. Your annual emoluments will be **4,25,000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
- 2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
- Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in :-

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- a. The Provident Fund Scheme and other retirement schemes, if any. The Company will contribute 12% of your basic salary per month as its contribution and an equal amount will be deducted from your payroll as your contribution towards this fund as per the Provident Fund Act, 1952.
- b. Medical Hospitalisation Scheme, as applicable
- c. Group Term Insurance plan, as applicable
- d. Gratuity You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'.
- e. Employees State Insurance Corporation You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
- 4. The Company in line with its business requirement <u>or based on your performance as applicable to you from time</u> <u>to time</u> reserves the right in its sole discretion to effect change in the compensation structure or its components.
- 5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

### **Probation Period**

6. You will be on probation for a period of twelve (12) months from the date of your joining the Company, which may be extended incase it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 6th (Sixth) and 12th (twelfth) month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

### Transfer

7. Although you are initially appointed at our Bangalore - Yelahanka, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

### **Conflict of interest**

#### HDFC Life Insurance Company Limited

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- 10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
- 11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
- 12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
- 13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
- 14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
- 15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
- 16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct/procedures/policies/laws/ regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

### Notice Period on confirmation

17. This engagement may be terminated by either party by giving to the other, at any time, notice of thirty days in writing. In case of an ongoing internal investigation(s) / proceeding(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s). To mitigate the exigencies of the business and the possible risks, the decision of the Company will be final regarding the relieving date. In case the relieving date decided is short of the notice period, you will be bound to pay the notice period amount calculated on your last drawn salary. In case the Company decides to relieve you early, the Company will bear the notice period amount calculated on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except with prior approved leaves), your separation will be treated as per the abandonment clause(s).

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- 18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
  - a. breach of governing laws, applicable rules and regulations;
  - b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - c. performance below defined targets as applicable from time to time;
  - d. any act/s which is/are regarded as breach to the interest of the Company.

### Others terms and condition

- 19. Whilst in the employment of the Company you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
- 20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
- 21. You are required to provide all the necessary documents/ evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
- 22. We believe that you have not made any false declaration or willfully suppressed any material information. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice.
- 23. If for any reason, you remain absent/abstain from duty for a continuous period of seven (7) days without preapproved leave or without intimating and obtaining the prior approval of your manager/immediate superior, or if you remain absent/abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
- 24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
- 25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
- 26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.

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- 27. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein. Failure in providing these details may lead to disciplinary action.
- 28. Employee will have to raise resignation only through Employee Self Service (ESS). Resignation through any other mode except ESS will not be considered.
- 29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure-2.
- 30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through SAP or other communication channels as prevalent. All policies referred in the letter are available on company's intranet page. If you are agreeable to the above mentioned terms and conditions, please acknowledge your acceptance by signing the duplicate copy of this letter and duly signed undertaking as set out in Annexure-2.

We look forward to a mutually rewarding relationship.

For & on behalf of

### HDFC Life Insurance Co. Ltd.

Justil

Mr Sushil Chander VP - Human Resources

I agree to and accept all the above terms and conditions.

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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### Annexure-1

Date: Thursday, 27 May, 2021 Name: NISCHITH A N Designation: Executive Trainee Location: Bangalore - Yelahanka Band: J2

CTC STRUCTURE			
COMPONENT	Per Annum	Per Month	
(I) Fixed Pay			
Basic	115500	9625	
House Rent Allowance	69300	5775	
Other Allowance	87392	7283	
Tablet Allowance	12000	1000	
Bonus	24000	2000	
Monthly Gross		25683	
(II) Retirals & Other Benefits			
Provident Fund	21600		
Gratuity	5582		
Flexi Pay	41225		
(III) Valued Benefits			
Group Insurance Benefit	8400		
Group Term Insurance Cover	1200000		
Mediclaim	200000		
Total Fixed CTC	385000		
(IV) Variable Pay			
Variabale Pay for Performance	40000		
Total Cost to Company	425000		

Variable Pay for Performance (VPP) is subject to your achieving a rating of "3-Meets Expectations" and above. The rating is assigned to an individual, on successful completion of the Executive Trainee Program (12 m), basis actual performance against the defined targets.

FLEXI ANNEXURE			
COMPONENT	Per Annum	Per Month	
FLEXI			
LTA (Leave Travel Allowance)	9625	0	
Fuel and driver	21600	0	
Children Education Allowance	2400	0	
Mobile Handset Allowance	10000	0	
NPS(National Pension Scheme)	11550	0	

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### **Other Eligibilities**

On appointment you will be covered under the Group Term insurance as per Company policy. You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:** The Bonus/Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

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# Annexure-2

### Undertaking

Date: Thursday, 27 May, 2021

Name: NISCHITH A N

**Designation: Executive Trainee** 

Location: Bangalore - Yelahanka

Band: J2

I, NISCHITH A N, the undersigned hereby undertake to buy the prescribed electronic tablet - Samsung Galaxy Tab Iris Model No. SM-T116IR within 30 days of joining, or on receipt of first month salary, whichever is earlier.

I understand and acknowledge that failure to comply with this undertaking may result in appropriate disciplinary actions being taken against me by the Company, including but not limited to loss of pay.

Name: NISCHITH A N

Date:

Candidate Signature

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Date: Thursday, 27 May, 2021

SANDEEP KUMAR S N

186, SINGANAYAKANAHALLI VILLAGE AND POST, YELAHANKA, BANGALORE -560064, Karnataka, India

Subject: Offer-cum-appointment letter

Dear SANDEEP KUMAR,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement/ acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:-

**Designation** - Executive Trainee

**Department** - Bancassurance

Organizational Band/ Grade - J2

Location - Bangalore - Yelahanka

Date of Joining - Within 15 days of

### Job Detail:

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

### **Compensation & other Benefits**

- 1. Your annual emoluments will be **4,25,000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
- 2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
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- a. The Provident Fund Scheme and other retirement schemes, if any. The Company will contribute 12% of your basic salary per month as its contribution and an equal amount will be deducted from your payroll as your contribution towards this fund as per the Provident Fund Act, 1952.
- b. Medical Hospitalisation Scheme, as applicable
- c. Group Term Insurance plan, as applicable
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- e. Employees State Insurance Corporation You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
- 4. The Company in line with its business requirement <u>or based on your performance as applicable to you from time</u> to time reserves the right in its sole discretion to effect change in the compensation structure or its components.
- 5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

### **Probation Period**

6. You will be on probation for a period of twelve (12) months from the date of your joining the Company, which may be extended incase it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 6th (Sixth) and 12th (twelfth) month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

### Transfer

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### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

### **Conflict of interest**

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- 11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
- 12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
- 13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
- 14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
- 15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
- 16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct/procedures/policies/laws/ regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

### Notice Period on confirmation

17. This engagement may be terminated by either party by giving to the other, at any time, notice of thirty days in writing. In case of an ongoing internal investigation(s) / proceeding(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s). To mitigate the exigencies of the business and the possible risks, the decision of the Company will be final regarding the relieving date. In case the relieving date decided is short of the notice period, you will be bound to pay the notice period amount calculated on your last drawn salary. In case the Company decides to relieve you early, the Company will bear the notice period amount calculated on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except with prior approved leaves), your separation will be treated as per the abandonment clause(s).

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- 18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
  - a. breach of governing laws, applicable rules and regulations;
  - b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - c. performance below defined targets as applicable from time to time;
  - d. any act/s which is/are regarded as breach to the interest of the Company.

### Others terms and condition

- 19. Whilst in the employment of the Company you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
- 20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
- 21. You are required to provide all the necessary documents/ evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
- 22. We believe that you have not made any false declaration or willfully suppressed any material information. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice.
- 23. If for any reason, you remain absent/abstain from duty for a continuous period of seven (7) days without preapproved leave or without intimating and obtaining the prior approval of your manager/immediate superior, or if you remain absent/abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
- 24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
- 25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
- 26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.

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- 27. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein. Failure in providing these details may lead to disciplinary action.
- 28. Employee will have to raise resignation only through Employee Self Service (ESS). Resignation through any other mode except ESS will not be considered.
- 29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure-2.
- 30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through SAP or other communication channels as prevalent. All policies referred in the letter are available on company's intranet page. If you are agreeable to the above mentioned terms and conditions, please acknowledge your acceptance by signing the duplicate copy of this letter and duly signed undertaking as set out in Annexure-2.

We look forward to a mutually rewarding relationship.

For & on behalf of

### HDFC Life Insurance Co. Ltd.

Justil

Mr Sushil Chander VP - Human Resources

I agree to and accept all the above terms and conditions.

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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### Annexure-1

Date: Thursday, 27 May, 2021 Name: SANDEEP KUMAR S N Designation: Executive Trainee Location: Bangalore - Yelahanka Band: J2

CTC STRUCTURE			
COMPONENT	Per Annum	Per Month	
(I) Fixed Pay			
Basic	115500	9625	
House Rent Allowance	69300	5775	
Other Allowance	87392	7283	
Tablet Allowance	12000	1000	
Bonus	24000	2000	
Monthly Gross		25683	
(II) Retirals & Other Benefits			
Provident Fund	21600		
Gratuity	5582		
Flexi Pay	41225		
(III) Valued Benefits			
Group Insurance Benefit	8400		
Group Term Insurance Cover	1200000		
Mediclaim	200000		
Total Fixed CTC	385000		
(IV) Variable Pay			
Variabale Pay for Performance	40000		
Total Cost to Company	425000		

Variable Pay for Performance (VPP) is subject to your achieving a rating of "3-Meets Expectations" and above. The rating is assigned to an individual, on successful completion of the Executive Trainee Program (12 m), basis actual performance against the defined targets.

FLEXI ANNEXURE			
COMPONENT	Per Annum	Per Month	
FLEXI			
LTA (Leave Travel Allowance)	9625	0	
Fuel and driver	21600	0	
Children Education Allowance	2400	0	
Mobile Handset Allowance	10000	0	
NPS(National Pension Scheme)	11550	0	

HDFC Life Insurance Company Limited

#### Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CIN: L65110MH2000PLC128245 
 \*91 22 6751 6666

 1860-267-9999

 Available Mon-Sat from 10am to 7 pm (Local Charges apply)

 D0 N0T prefix any country code e.g. +91 or 00.







### **Other Eligibilities**

On appointment you will be covered under the Group Term insurance as per Company policy. You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:** The Bonus/Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CIN: L65110MH2000PLC128245  +91 22 6751 6666
 1860-267-9999
 Available Mon-Sat from 10am to 7 pm (Local Charges apply) DO NOT prefix any country code e.g. +91 or 00.
 www.hdfclife.com





# Annexure-2

## Undertaking

Date: Thursday, 27 May, 2021

Name: SANDEEP KUMAR S N

Designation: Executive Trainee

Location: Bangalore - Yelahanka

Band: J2

I, SANDEEP KUMAR S N, the undersigned hereby undertake to buy the prescribed electronic tablet - Samsung Galaxy Tab Iris Model No. SM-T116IR within 30 days of joining, or on receipt of first month salary, whichever is earlier.

I understand and acknowledge that failure to comply with this undertaking may result in appropriate disciplinary actions being taken against me by the Company, including but not limited to loss of pay.

Name: SANDEEP KUMAR S N

Date:

Candidate Signature

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011. CIN: L65110MH2000PLC128245 +91 22 6751 6666
 1860-267-9999
 Available Mon-Sat from 10am to 7 pm (Local Charges apply)
 DO NOT prefix any country code e.g. +91 or 00.
 www.hdfclife.com





HOURGLASS watches & essentials

Date: 17/12/2020

# Subject: Letter of offer

### Dear Junaid Ahmed,

We are pleased to offer you the position of "Accounts Services Executive" at Hourglass Essentials Pvt Ltd, based at Bangalore. The compensation would be 3.25 Lakhs CTC per annum.

A formal letter of appointment indicating the terms and conditions of appointment will be given on joining our organization. This offer is valid until 11<sup>th</sup> of January and you would join the services of Hourglass by then.

You may kindly return, the duplicate of this letter duly signed by you as a token of your acceptance and join duty in our organization on or before 11<sup>th</sup> of January. You must also bring along with you all the essential documents as per the checklist in ANNEXURE-I on the date of your joining for duty.

In absence of a signed copy not being received by on or before 11<sup>th</sup> of January this offer will automatically stand withdrawn.

We look forward to have a mutually beneficial and rewarding relationship with you.

For Hourglass Essentials Pvt. Ltd.,

Authorized Signatory Neeraj Harlalka CEO 17<sup>th</sup> December 2020



This is a computer generated document and does not require signature





# ANNEXURE - I

# Check List of Documents to be submitted on the date of joining.

- 1. Application for employment
- 2. Photographs 3 Nos. Passport size.
- 3. Copy of Degree / Diploma Certificates / Education Certificates
- 4. Proof of addresses- Permanent and present
- 5. Medical Fitness Certificate
- 6. Experience Certificates (Internship or others)



This is a computer generated document and does not require signature



HOURGLASS watches & essentials

Date: 17/12/2020

# Subject: Letter of offer

### Dear Simran Kaur,

We are pleased to offer you the position of "Accounts Services Executive" at Hourglass Essentials Pvt Ltd, based at Bangalore. The compensation would be 3.25 Lakhs CTC per annum.

A formal letter of appointment indicating the terms and conditions of appointment will be given on joining our organization. This offer is valid until 11<sup>th</sup> of January and you would join the services of Hourglass by then.

You may kindly return, the duplicate of this letter duly signed by you as a token of your acceptance and join duty in our organization on or before 11<sup>th</sup> of January. You must also bring along with you all the essential documents as per the checklist in ANNEXURE-I on the date of your joining for duty.

In absence of a signed copy not being received by on or before 11<sup>th</sup> of January this offer will automatically stand withdrawn.

We look forward to have a mutually beneficial and rewarding relationship with you.

For Hourglass Essentials Pvt. Ltd.,

Authorized Signatory Neeraj Harlalka CEO 17<sup>th</sup> December 2020



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# ANNEXURE - I

# Check List of Documents to be submitted on the date of joining.

- 1. Application for employment
- 2. Photographs 3 Nos. Passport size.
- 3. Copy of Degree / Diploma Certificates / Education Certificates
- 4. Proof of addresses- Permanent and present
- 5. Medical Fitness Certificate
- 6. Experience Certificates (Internship or others)



This is a computer generated document and does not require signature



HOURGLASS watches & essentials

Date: 17/12/2020

# Subject: Letter of offer

Dear Neha S,

We are pleased to offer you the position of "Accounts Services Executive" at Hourglass Essentials Pvt Ltd, based at Bangalore. The compensation would be 3.25 Lakhs CTC per annum.

A formal letter of appointment indicating the terms and conditions of appointment will be given on joining our organization. This offer is valid until 11<sup>th</sup> of January and you would join the services of Hourglass by then.

You may kindly return, the duplicate of this letter duly signed by you as a token of your acceptance and join duty in our organization on or before 11<sup>th</sup> of January. You must also bring along with you all the essential documents as per the checklist in ANNEXURE-I on the date of your joining for duty.

In absence of a signed copy not being received by on or before 11<sup>th</sup> of January this offer will automatically stand withdrawn.

We look forward to have a mutually beneficial and rewarding relationship with you.

For Hourglass Essentials Pvt. Ltd.,

Authorized Signatory Neeraj Harlalka CEO 17<sup>th</sup> December 2020



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# ANNEXURE - I

# Check List of Documents to be submitted on the date of joining.

- 1. Application for employment
- 2. Photographs 3 Nos. Passport size.
- 3. Copy of Degree / Diploma Certificates / Education Certificates
- 4. Proof of addresses- Permanent and present
- 5. Medical Fitness Certificate
- 6. Experience Certificates (Internship or others)



This is a computer generated document and does not require signature



HOURGLASS watches & essentials

Date: 17/12/2020

# Subject: Letter of offer

### Dear Niharika Sambhana,

We are pleased to offer you the position of "Accounts Services Executive" at Hourglass Essentials Pvt Ltd, based at Bangalore. The compensation would be 3.25 Lakhs CTC per annum.

A formal letter of appointment indicating the terms and conditions of appointment will be given on joining our organization. This offer is valid until 11<sup>th</sup> of January and you would join the services of Hourglass by then.

You may kindly return, the duplicate of this letter duly signed by you as a token of your acceptance and join duty in our organization on or before 11<sup>th</sup> of January. You must also bring along with you all the essential documents as per the checklist in ANNEXURE-I on the date of your joining for duty.

In absence of a signed copy not being received by on or before 11<sup>th</sup> of January this offer will automatically stand withdrawn.

We look forward to have a mutually beneficial and rewarding relationship with you.

For Hourglass Essentials Pvt. Ltd.,

Authorized Signatory Neeraj Harlalka CEO 17<sup>th</sup> December 2020



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# ANNEXURE - I

# Check List of Documents to be submitted on the date of joining.

- 1. Application for employment
- 2. Photographs 3 Nos. Passport size.
- 3. Copy of Degree / Diploma Certificates / Education Certificates
- 4. Proof of addresses- Permanent and present
- 5. Medical Fitness Certificate
- 6. Experience Certificates (Internship or others)



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HOURGLASS watches & essentials

Date: 17/12/2020

# Subject: Letter of offer

### Dear Mohammed Kamran,

We are pleased to offer you the position of "Accounts Services Executive" at Hourglass Essentials Pvt Ltd, based at Bangalore. The compensation would be 3.25 Lakhs CTC per annum.

A formal letter of appointment indicating the terms and conditions of appointment will be given on joining our organization. This offer is valid until 11<sup>th</sup> of January and you would join the services of Hourglass by then.

You may kindly return, the duplicate of this letter duly signed by you as a token of your acceptance and join duty in our organization on or before 11<sup>th</sup> of January. You must also bring along with you all the essential documents as per the checklist in ANNEXURE-I on the date of your joining for duty.

In absence of a signed copy not being received by on or before 11<sup>th</sup> of January this offer will automatically stand withdrawn.

We look forward to have a mutually beneficial and rewarding relationship with you.

For Hourglass Essentials Pvt. Ltd.,

Authorized Signatory Neeraj Harlalka CEO 17<sup>th</sup> December 2020



This is a computer generated document and does not require signature





# ANNEXURE - I

# Check List of Documents to be submitted on the date of joining.

- 1. Application for employment
- 2. Photographs 3 Nos. Passport size.
- 3. Copy of Degree / Diploma Certificates / Education Certificates
- 4. Proof of addresses- Permanent and present
- 5. Medical Fitness Certificate
- 6. Experience Certificates (Internship or others)



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KPMG Global Delivery Center Private Limited RMZ Ecoworld 6th Floor, Campus 7, Devarabeesanahalli, Outer Ring Road Bangalore 560 103 Karnataka India

# Private & Confidential

Date 17/3/2021

Τo,

## Congratulations

Candidate name: Brunda Kodali College name: Presidency University Pan card no.: IOWPK5447D

We thank you for taking the time to attend the interview process of **KPMG Global Delivery Center Private Limited** ("Firm", "We" "Our"). The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Associate 1 in the US Core Audit business unit at **KPMG Global Delivery Centre Private Limited** with a total compensation of INR 400,000 in words Four Lakh Rupees only.

Your anticipated joining date is June 2021 at Bangalore office location. In case you are unable to join the Firm by June 2021, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

Yours sincerely,

For KPMG Global Delivery Centre Private Limited

RUPESH Digitally signed by RUPESH TRIPATHI TRIPATHI Date: 2021.03.18 11:57:42 +05'30' Accepted and Agreed

KPMG Global Delivery Center Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74110KA2003PTC031646

Registered Office: RMZ Ecowed TB AB acadeesanahall Campost Pholo 6: De acadeesanahall Outer Ring Riad, Bangaroa 500103, Kamataka , India

Telephone +91 80 6132 6100



 KPMG Global Delivery Center Private Limited
 Telephone
 +91 80 6132 6100

 RMZ Ecoworld
 6th Floor, Campus 7,
 Devarabeesanahalli, Outer Ring Road

 Bangalore 560 103 Karnataka India
 Campus 7,
 Campus 7,

## Authorization:

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to **KPMG Global Delivery Centre Private Limited** to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

### No binding obligation:

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

Name

Dated

KPMG Global Delivery Center Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74110KA2003PTC031646





Date: 28th December 2020

FORM 'A'

To, Bhavna Prakash Bangalore

## Dear Bhavna,

We are pleased to forward you the Offer Letter attached herein and would like to formally welcome you to the growing Intellipaat family.

We are sure that you have had sufficient opportunity to understand in detail about your job role and about the organization. We would be glad to provide you with further clarification if you need it.

You are required to report for duty at our Bangalore office. The address of our office is as follows:

## Address: Intellipaat Software Solutions Private Limited

### Ground Floor, indiqube Building, AMR Tech park Hosur Rd, Bommanahalli, Bengaluru, Karnataka 560068

We are in the process of building a robust organization, wherein professionals would find full satisfaction of working in an interesting, challenging and fruitful job environment. In this connection, we are eagerly looking forward to your contributions to the Intellipaat family as a valued employee soon.

Kindly return the duplicate copy of the appointment letter, duly signed, as a token of your acceptance of the same.

We look forward to a mutually beneficial and long lasting relationship with you.

Yours Truly, For Intellipaat Software Solutions Private Limited

Bala Krishna Murthy Human Resource Manager





Date: 28th December 2020

To, Bhavna Prakash Bangalore

Dear Bhavna,

### Sub: Offer Letter

Pursuant to the interview you had with us and based on the representations made by you, you have been shortlisted and we have the pleasure in appointing you on the rolls of **Intellipaat Software Solutions Pvt. Ltd.**, on the following terms and conditions:

## 1) Designation:

Your designation will be 'Inside Sales Manager'.

## 2) Compensation & Benefits:

- a. The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.
- b. Your Annual Compensation will be Rs. 5,54,000/- (Rupees Five Lakhs Fifty-Four Thousand Only). The details are stated in Annexure 1. (The employee is eligible for Rs. 1,00,000/- of Insurance after 3 months of joining)
- c. Your compensation will be reviewed after the completion of **12 months** from the date of your joining.
- d. Your salary and its components, incentives, performance bonus, sign on bonus, monetary or nonmonetary benefits and /or any other statutory benefits and deductions will be governed by company's policies / procedures, taxation policies and statutory guidelines that are applicable from time to time.

## 3) Effective Date of Joining:

You are requested to report for duty on **12<sup>th</sup> January 2021**. Your appointment will come into effect from your date of joining.

Page 2 of 4 REGISTRAR Registra

# 4) Notice Period:

Subject to any other agreement between you and the Company:

- a. Your employment is terminable by Intellipaat without giving notice in writing in the probation period. Your probation period is of 6 months and based on your performance you will be made as permanent employee.
- b. He/she needs to serve 30 days of notice period without fail or else management of Intellipaat can hold salary/experience letter/relieving letter which is at the sole discretion of the management.
- c. The Company reserves the right to pay or recover salary in lieu of notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.

d.

e. In the event of any breach in the terms and conditions stated in the Services Conditions and/ or Non-Disclosure Agreement or any act amounting to misconduct, your services are liable to be terminated without any notice or payment in lieu.

## 5) Retirement:

On your 58th birthday you will be relived from your official duties

## 6) Service Conditions and Non-Disclosure Agreement:

- a) Your services will be governed by additional terms and conditions as explained in the Service Conditions, and Non-Disclosure Agreement.
- b) These terms and conditions, Service Conditions, and Non-Disclosure Agreement are subject to statutory requirements and Company Policy.

## Note:

- Number of working days is 6 days in a week for the first 3 months.
- You are eligible to avail alternative Saturday off from 4th month onwards.
- Minimum working duration must be 9 hours including one hour lunch/dinner break.
- Your incentives will be calculated on a Monthly basis.
- On achievement of the incentives, it will be disbursed only on the following month.

Yours Truly, For Intellipaat Software Solutions Private Limited

Bala Krishna Murthy Human Resource Manager

I agree to accept the terms and conditions mentioned above and also the Service Conditions and Non-Disclosure Agreement documents enclosed with this letter.

Name: Signature: ------





# <u>Annexure 1</u>

# Name: Bhavna Prakash

	First 4 Months	After 4 Months	Yearly
Basic	10,900	14,750	177,000
HRA	5,000	6,400	76,800
Conveyance Allowance	1,600	1,600	19,200
Mobile bill	500	640	7,680
Broadband bill	500	640	7,680
Medical reimbursement	1,250	1,250	15,000
Special allowance	5,050	6,520	78,240
Professional Tax	200	200	2,400
Fixed Cost to Company	25,000	32,000	384,000
Performance Based Incentives (1*100)	10,000	10,000	120,000
Yearly Performance Bonus			50,000
Total Cost to Company			554,000





Date: 28th December 2020

FORM 'A'

To, C Sreevani Bangalore

## Dear Sreevani,

We are pleased to forward you the Offer Letter attached herein and would like to formally welcome you to the growing Intellipaat family.

We are sure that you have had sufficient opportunity to understand in detail about your job role and about the organization. We would be glad to provide you with further clarification if you need it.

You are required to report for duty at our Bangalore office. The address of our office is as follows:

## Address: Intellipaat Software Solutions Private Limited

## Ground Floor, indiqube Building, AMR Tech park Hosur Rd, Bommanahalli, Bengaluru, Karnataka 560068

We are in the process of building a robust organization, wherein professionals would find full satisfaction of working in an interesting, challenging and fruitful job environment. In this connection, we are eagerly looking forward to your contributions to the Intellipaat family as a valued employee soon.

Kindly return the duplicate copy of the appointment letter, duly signed, as a token of your acceptance of the same.

We look forward to a mutually beneficial and long lasting relationship with you.

Yours Truly, For Intellipaat Software Solutions Private Limited

Bala Krishna Murthy Human Resource Manager

Page 1 of 4 REGISTRAR



Date: 28th December 2020

To, C Sreevani Bangalore

Dear Sreevani,

### Sub: Offer Letter

Pursuant to the interview you had with us and based on the representations made by you, you have been shortlisted and we have the pleasure in appointing you on the rolls of **Intellipaat Software Solutions Pvt. Ltd.**, on the following terms and conditions:

### 1) Designation:

Your designation will be 'Inside Sales Manager'.

## 2) Compensation & Benefits:

- a. The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.
- b. Your Annual Compensation will be Rs. 5,54,000/- (Rupees Five Lakhs Fifty-Four Thousand Only). The details are stated in Annexure 1. (The employee is eligible for Rs. 1,00,000/- of Insurance after 3 months of joining)
- c. Your compensation will be reviewed after the completion of **12 months** from the date of your joining.
- d. Your salary and its components, incentives, performance bonus, sign on bonus, monetary or nonmonetary benefits and /or any other statutory benefits and deductions will be governed by company's policies / procedures, taxation policies and statutory guidelines that are applicable from time to time.

## 3) Effective Date of Joining:

You are requested to report for duty on **12<sup>th</sup> January 2021**. Your appointment will come into effect from your date of joining.

Page 2 of 4 REGISTRAR Registra

# 4) Notice Period:

Subject to any other agreement between you and the Company:

- a. Your employment is terminable by Intellipaat without giving notice in writing in the probation period. Your probation period is of 6 months and based on your performance you will be made as permanent employee.
- b. He/she needs to serve 30 days of notice period without fail or else management of Intellipaat can hold salary/experience letter/relieving letter which is at the sole discretion of the management.
- c. The Company reserves the right to pay or recover salary in lieu of notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.

d.

e. In the event of any breach in the terms and conditions stated in the Services Conditions and/ or Non-Disclosure Agreement or any act amounting to misconduct, your services are liable to be terminated without any notice or payment in lieu.

## 5) Retirement:

On your 58th birthday you will be relived from your official duties

## 6) Service Conditions and Non-Disclosure Agreement:

- a) Your services will be governed by additional terms and conditions as explained in the Service Conditions, and Non-Disclosure Agreement.
- b) These terms and conditions, Service Conditions, and Non-Disclosure Agreement are subject to statutory requirements and Company Policy.

## Note:

- Number of working days is 6 days in a week for the first 3 months.
- You are eligible to avail alternative Saturday off from 4th month onwards.
- Minimum working duration must be 9 hours including one hour lunch/dinner break.
- Your incentives will be calculated on a Monthly basis.
- On achievement of the incentives, it will be disbursed only on the following month.

Yours Truly, For Intellipaat Software Solutions Private Limited

Bala Krishna Murthy Human Resource Manager

I agree to accept the terms and conditions mentioned above and also the Service Conditions and Non-Disclosure Agreement documents enclosed with this letter.

Name: Signature: ------





# <u>Annexure 1</u>

### Name: C Sreevani

	First 4 Months	After 4 Months	Yearly
Basic	10,900	14,750	177,000
HRA	5,000	6,400	76,800
Conveyance Allowance	1,600	1,600	19,200
Mobile bill	500	640	7,680
Broadband bill	500	640	7,680
Medical reimbursement	1,250	1,250	15,000
Special allowance	5,050	6,520	78,240
Professional Tax	200	200	2,400
Fixed Cost to Company	25,000	32,000	384,000
Performance Based Incentives (1*100)	10,000	10,000	120,000
Yearly Performance Bonus			50,000
Total Cost to Company			554,000





Date: 28th December 2020

FORM 'A'

To, Shashwathi N S Bangalore

#### Dear Shashwathi,

We are pleased to forward you the Offer Letter attached herein and would like to formally welcome you to the growing Intellipaat family.

We are sure that you have had sufficient opportunity to understand in detail about your job role and about the organization. We would be glad to provide you with further clarification if you need it.

You are required to report for duty at our Bangalore office. The address of our office is as follows:

#### Address: Intellipaat Software Solutions Private Limited

#### Ground Floor, indiqube Building, AMR Tech park Hosur Rd, Bommanahalli, Bengaluru, Karnataka 560068

We are in the process of building a robust organization, wherein professionals would find full satisfaction of working in an interesting, challenging and fruitful job environment. In this connection, we are eagerly looking forward to your contributions to the Intellipaat family as a valued employee soon.

Kindly return the duplicate copy of the appointment letter, duly signed, as a token of your acceptance of the same.

We look forward to a mutually beneficial and long lasting relationship with you.

Yours Truly, For Intellipaat Software Solutions Private Limited

Bala Krishna Murthy Human Resource Manager





Date: 28th December 2020

To, Shashwathi N S Bangalore

Dear

#### Shashwathi,

#### Sub: Offer Letter

Pursuant to the interview you had with us and based on the representations made by you, you have been shortlisted and we have the pleasure in appointing you on the rolls of **Intellipaat Software Solutions Pvt. Ltd.**, on the following terms and conditions:

#### 1) Designation:

Your designation will be 'Inside Sales Manager'.

#### 2) Compensation & Benefits:

- a. The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.
- b. Your Annual Compensation will be Rs. 5,54,000/- (Rupees Five Lakhs Fifty-Four Thousand Only). The details are stated in Annexure 1. (The employee is eligible for Rs. 1,00,000/- of Insurance after 3 months of joining)
- c. Your compensation will be reviewed after the completion of **12 months** from the date of your joining.
- d. Your salary and its components, incentives, performance bonus, sign on bonus, monetary or nonmonetary benefits and /or any other statutory benefits and deductions will be governed by company's policies / procedures, taxation policies and statutory guidelines that are applicable from time to time.

#### 3) Effective Date of Joining:

You are requested to report for duty on **12<sup>th</sup> January 2021**. Your appointment will come into effect from your date of joining.

anne 19 age 2 of 4 REGISTRAR Registra

#### 4) Notice Period:

Subject to any other agreement between you and the Company:

- a. Your employment is terminable by Intellipaat without giving notice in writing in the probation period. Your probation period is of 6 months and based on your performance you will be made as permanent employee.
- b. He/she needs to serve 30 days of notice period without fail or else management of Intellipaat can hold salary/experience letter/relieving letter which is at the sole discretion of the management.
- c. The Company reserves the right to pay or recover salary in lieu of notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.

d.

e. In the event of any breach in the terms and conditions stated in the Services Conditions and/ or Non-Disclosure Agreement or any act amounting to misconduct, your services are liable to be terminated without any notice or payment in lieu.

#### 5) Retirement:

On your 58th birthday you will be relived from your official duties

#### 6) Service Conditions and Non-Disclosure Agreement:

- a) Your services will be governed by additional terms and conditions as explained in the Service Conditions, and Non-Disclosure Agreement.
- b) These terms and conditions, Service Conditions, and Non-Disclosure Agreement are subject to statutory requirements and Company Policy.

#### Note:

- Number of working days is 6 days in a week for the first 3 months.
- You are eligible to avail alternative Saturday off from 4th month onwards.
- Minimum working duration must be 9 hours including one hour lunch/dinner break.
- Your incentives will be calculated on a Monthly basis.
- On achievement of the incentives, it will be disbursed only on the following month.

Yours Truly, For Intellipaat Software Solutions Private Limited

Bala Krishna Murthy Human Resource Manager

I agree to accept the terms and conditions mentioned above and also the Service Conditions and Non-Disclosure Agreement documents enclosed with this letter.

Name: Signature: ------





# <u>Annexure 1</u>

## Name: Shashwathi N S

	First 4 Months	After 4 Months	Yearly
Basic	10,900	14,750	177,000
HRA	5,000	6,400	76,800
Conveyance Allowance	1,600	1,600	19,200
Mobile bill	500	640	7,680
Broadband bill	500	640	7,680
Medical reimbursement	1,250	1,250	15,000
Special allowance	5,050	6,520	78,240
Professional Tax	200	200	2,400
Fixed Cost to Company	25,000	32,000	384,000
Performance Based Incentives (1*100)	10,000	10,000	120,000
Yearly Performance Bonus			50,000
Total Cost to Company			554,000





Date: 28th December 2020

FORM 'A'

To, Likitha N Bangalore

Dear Likitha,

We are pleased to forward you the Offer Letter attached herein and would like to formally welcome you to the growing Intellipaat family.

We are sure that you have had sufficient opportunity to understand in detail about your job role and about the organization. We would be glad to provide you with further clarification if you need it.

You are required to report for duty at our Bangalore office. The address of our office is as follows:

#### Address: Intellipaat Software Solutions Private Limited

#### Ground Floor, indiqube Building, AMR Tech park Hosur Rd, Bommanahalli, Bengaluru, Karnataka 560068

We are in the process of building a robust organization, wherein professionals would find full satisfaction of working in an interesting, challenging and fruitful job environment. In this connection, we are eagerly looking forward to your contributions to the Intellipaat family as a valued employee soon.

Kindly return the duplicate copy of the appointment letter, duly signed, as a token of your acceptance of the same.

We look forward to a mutually beneficial and long lasting relationship with you.

Yours Truly, For Intellipaat Software Solutions Private Limited

Bala Krishna Murthy Human Resource Manager

Page 1 of 4 REGISTRAR



Date: 28th December 2020

To, Likitha N Bangalore

Dear Likitha,

#### Sub: Offer Letter

Pursuant to the interview you had with us and based on the representations made by you, you have been shortlisted and we have the pleasure in appointing you on the rolls of **Intellipaat Software Solutions Pvt. Ltd.**, on the following terms and conditions:

#### 1) Designation:

Your designation will be 'Inside Sales Manager'.

#### 2) Compensation & Benefits:

- a. The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.
- b. Your Annual Compensation will be Rs. 5,54,000/- (Rupees Five Lakhs Fifty-Four Thousand Only). The details are stated in Annexure 1. (The employee is eligible for Rs. 1,00,000/- of Insurance after 3 months of joining)
- c. Your compensation will be reviewed after the completion of **12 months** from the date of your joining.
- d. Your salary and its components, incentives, performance bonus, sign on bonus, monetary or nonmonetary benefits and /or any other statutory benefits and deductions will be governed by company's policies / procedures, taxation policies and statutory guidelines that are applicable from time to time.

#### 3) Effective Date of Joining:

You are requested to report for duty on **12<sup>th</sup> January 2021**. Your appointment will come into effect from your date of joining.

Page 2 of 4 REGISTRAR Registra

#### 4) Notice Period:

Subject to any other agreement between you and the Company:

- a. Your employment is terminable by Intellipaat without giving notice in writing in the probation period. Your probation period is of 6 months and based on your performance you will be made as permanent employee.
- b. He/she needs to serve 30 days of notice period without fail or else management of Intellipaat can hold salary/experience letter/relieving letter which is at the sole discretion of the management.
- c. The Company reserves the right to pay or recover salary in lieu of notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.

d.

e. In the event of any breach in the terms and conditions stated in the Services Conditions and/ or Non-Disclosure Agreement or any act amounting to misconduct, your services are liable to be terminated without any notice or payment in lieu.

#### 5) Retirement:

On your 58th birthday you will be relived from your official duties

#### 6) Service Conditions and Non-Disclosure Agreement:

- a) Your services will be governed by additional terms and conditions as explained in the Service Conditions, and Non-Disclosure Agreement.
- b) These terms and conditions, Service Conditions, and Non-Disclosure Agreement are subject to statutory requirements and Company Policy.

#### Note:

- Number of working days is 6 days in a week for the first 3 months.
- You are eligible to avail alternative Saturday off from 4th month onwards.
- Minimum working duration must be 9 hours including one hour lunch/dinner break.
- Your incentives will be calculated on a Monthly basis.
- On achievement of the incentives, it will be disbursed only on the following month.

Yours Truly, For Intellipaat Software Solutions Private Limited

Bala Krishna Murthy Human Resource Manager

I agree to accept the terms and conditions mentioned above and also the Service Conditions and Non-Disclosure Agreement documents enclosed with this letter.

Name: Signature: ------





# <u>Annexure 1</u>

## Name: Likitha N

	First 4 Months	After 4 Months	Yearly
Basic	10,900	14,750	177,000
HRA	5,000	6,400	76,800
Conveyance Allowance	1,600	1,600	19,200
Mobile bill	500	640	7,680
Broadband bill	500	640	7,680
Medical reimbursement	1,250	1,250	15,000
Special allowance	5,050	6,520	78,240
Professional Tax	200	200	2,400
Fixed Cost to Company	25,000	32,000	384,000
Performance Based Incentives (1*100)	10,000	10,000	120,000
Yearly Performance Bonus			50,000
Total Cost to Company			554,000





### Fw: Confirmation to release letter

B V Prabhu-Asso.Dean-PP Prgm < bvprabhu@presidencyuniversity.in> To: Lokesh S <loksidda@gmail.com>

Wed, Dec 30, 2020 at 4:45 PM

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Lokesh

**Email from Velocis** 

Best Regards

Dr. B. V. Prabhu Associate Director **Career Services and Industry Connect** Presidency University, Itgalpura, Rajanukunte, Yelahanka Bengaluru 56 00 64 +919442805410 Website: www.presidencyuniversity.in

From: Rebeka Gomes < gomesrebeka9479@gmail.com> Sent: Wednesday, December 30, 2020 4:10 PM To: Priyanka Nk <priyanka.n@velocis.co.in> Cc: Gopalkrishna M-Mngr-Placement < gopalkrishna.m@presidencyuniversity.in>; B V Prabhu-Asso.Dean-PP Prgm <br/>vprabhu@presidencyuniversity.in>; roopa.ks@velocis.in <roopa.ks@velocis.in>; bala.s@velocis.in <bala.s@velocis.in>; swathi.tl@velocis.in <swathi.tl@velocis.in> Subject: Re: Confirmation to release letter

Good Afternoon I am Mariya Rebeka, I read the terms and conditions and understood the same. and I am ready to accept this offer and I confirm the same.

Thank you

On Wed, Dec 30, 2020, 4:00 PM Rebeka Gomes <gomesrebeka9479@gmail.com> wrote:

Good Afternoon I am Mariya Rebeka,

I read the terms and conditions and understood the same. and I am ready to accept this offer and I confirm the same.

Thank you

On Wed, Dec 30, 2020, 3:49 PM Priyanka Nk <priyanka.n@velocis.co.in> wrote: Dear Mariya Rebeka,

As discussed on call, Kindly go through all the terms and conditions that are mentioned have Based on your confirmation your internship letter will be released. REGISTRAR

Would request your confirmation on below points,

1. You will be considered as interns till the compilation of your MBA and degree certificate is submitted.

2. A Stipend of Rs. 14,000/- will be paid during internship.

3. Two years of Service Agreement Bond is mandated and that will be effective from the day of joining ie., day one of internship.

4. In case if you fail to serve two years of service in the organization, according to the bond you will be paying one year Gross amount to the organisation.

5. You will be joining us on or before 11th Jan 2021.

6. Below are the CTC details, this will be effective from the day after taking them on our payroll.

Salary breakup :

Components	Monthly CTC	Annual CTC
Basic	10,500.00	126,000.00
HRA (40-50%)	4,620.00	55,440.00
Transport Allowance	1,600.00	19,200.00
Professional Development Allowance	2,039.00	37,800.00
Medical Reimbursement	1,250.00	24,468.00
Bonus / Exgratia	875.00	15,000.00
Gross Salary	24,034.00	288,408.00
Gratuity	506.00	6,072.00
Company's PF Contribution	1,260.00	15,120.00
Medical Insurance Premium	400.00	4,800.00
Accidental Insurance Premium	50.00	600.00
Fixed CTC	26,250.00	315,000.00
Variable CTC*		135,000.00
Total CTC		450,000.00

Kindly confirm the same to release the letter. Please do the needful.

Thanks and Regards, Priyanka Human Resources Department 9148238146

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Date: December 09, 2020

#### Strictly Private & Confidential

**P J Jency James** 

Dear P J Jency James,

#### Re: Offer Letter

Congratulations! Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the role of **Associate Analyst.** The role will be based in our office in "Navi Mumbai" but due to the current pandemic situation across the globe your role will be temporarily based in our temporary office in **Bangalore** (the exact address will be communicated to you via an e-mail) with the joining date of **Dec 15, 2020.** Please note that in accordance with the needs of the business or due to any unforeseen circumstances, you may be required, from time to time, to work from other locations in India or out of India. In case, you are required to work from other location due to whatsoever reason(s), all the terms and conditions mentioned in this offer letter / service agreement will remain same including the monetary terms. However, discretion to change / add / delete / amend any of the term including monetary terms in such a scenario will exclusively vest with the Company.

Your Gross CTC (Cost to Company) and the related important terms have been detailed in the Annexure A to this letter.

#### Please note that this offer is subject to following conditions:

- a. You satisfactorily clear the background check as per the company policy.
- b. You do not have any contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company.
- c. You do not have any health restrictions that might interfere with your ability to perform the inherent job requirements and job demands of the above-mentioned role.

#### You are requested to note the important Terms:

- 1. Your employment will be governed by the rules, regulations & policies of the Company. All the benefits are as per the Company's policies, which are subject to change from time to time.
- 2. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with XL Dynamics.
- 3. You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

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- 4. You will serve a probationary period of 6 months. On successful completion of the probation, your employment with the Company will stand confirmed subject to the terms and conditions as per Company policies.
- 5. Non-compliances with the below mentioned policies/ rules and regulations will result in disciplinary action which may include, depending on the circumstances, the termination of employment:
  - HR, IT, Compliance & Corporate Policies.
  - No leaves (planned or unplanned) during the first three months of probation period.
  - Meeting the performance standards as laid down by the Company during your entire tenure.
- 6. Notice Period

Notice period to end the service agreement:

- If the tenure of employment is less than or equal to 90 days, then the notice period is 1 day for either party.
- If the tenure of employment is between 90 days and completion of probationary period, then the notice period is 30 days for either party.
- On successful completion of probation, the notice period is 60 days for either party.

It is at the absolute discretion of the Company whether the period / part of notice shall run concurrently with the period of any leave, which may be due or may be granted to you. However, in case of your resignation, the Company reserves the right to relieve you immediately / earlier than the aforesaid notice period without payment of any balance notice period compensation.

The Company reserves the right to terminate your employment without notice or pay in lieu of notice in the case of:

- absence for a continuous period of two days without prior approval of your supervisor during probation.
- absconding from and abandonment service or responsibilities for a period of 2 days without prior notice or handover; even if you return to work after absconding.
- breach of terms & conditions contained in the Appointment Letter, Employee Confidentiality &Non-Disclosure Agreement.
- breach of the terms as stated in the HR Policy Handbook/ Company Policies and Procedures Manual.
- breach of Health and Safety policies.
- breach of Code of Conduct resulting in gross misconduct which includes but is not limited to dishonesty, fraud, breach of Company confidentiality, pilferage and theft, attending work under the influence of alcohol, drugs or other intoxicating substances, serious breach of health and safety or Company rules and policy, disobedience of reasonable orders from superiors, causing actual or threatening physical harm and causing damage to Company property and breach of security. Consumption of alcohol, drugs, narcotics, intoxicants or any banned substance while

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on a Company Project or in a Company provided accommodation is prohibited and ground for immediate dismissal.

- Found guilty of a crime by a court of competent jurisdiction, that would bring to question your character, integrity or your respect for the Law.
- misuse of Company Property or Resources. Examples include but are not limited to making reimbursement claims with false or unauthorized invoices, using the company internet for personal use, using company laptops or equipment for unauthorized uses such as trading in shares, etc.

An Experience letter will not be provided to employees who exit the Company during their probationary period or in the event of the termination of the service agreement for all cases mentioned above.

- 7. Defaults on any current financial obligations (loans, credit cards, etc.) would negatively affect the company's decision to employ you.
- 8. This agreement shall be governed by & construed in accordance with laws of India and the parties hereto submit to the exclusive jurisdiction of the courts of Mumbai.
- 9. Taxes will be deducted or levied as applicable on the amounts payable / receivable upon your separation from the organization.

#### 10. Return of Company Property

On request by the Company or in the event of the termination of the service agreement by either party for whatsoever reason, you are to mandatorily, return to the Company, at your own cost, within 2 days, all the Company belongings / properties issued to you during your tenure with the Company, which includes cash/funds, Company credit / debit cards, your ID Card, access card, mobile/SIM, PCs, Laptops, keys, computer hard and software, all kinds of electronic storage devices including disks and all documentation in whatever form including notes and minutes of meetings, client lists, diaries and address books, computer printouts, plans, projections, together with all copies which are in your possession or under your control and all other item(s) issued to you but not mentioned here in above.

In case of Separation, the Full and Final Settlement will be done once the Company belongings / properties are returned back to the company.

The ownership of all such property and documents will at all times remain vested with the Company.

#### 11. IT Security and Data Integrity and Theft Policy

You are strictly prohibited from:Allowing household members to view the work being done at XL Dynamics.

- 1. Allowing household members to view confidential Borrower or Client information.
- 2. Sharing login details with household members or any person.
- 3. Allowing others to access and use any XL Dynamics Company Equipment.
- 4. Sharing client information with any third parties.
- 5. Leaving the PC unlocked when away from the system or on break.

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- 6. Not taking sufficient precautions to ensure no one can peek into or eavesdrop on information being worked on by the employee through the window or other such viewpoints.
- 7. Tampering with the systems, attempting to disable security protocols, etc.
- 8. Any other acts of carelessness which exposes Confidential Information to misuse.
- 9. Taking / clicking picture / video of the data from the computer / laptop screen.

Any such breach of IT Policy , Data Integrity and Data Theft Policy would not only result in immediate Termination of the services with the Company, but also Penal and Criminal action(s) against the Employee under the Cyber Crime Prevention statutes in the Indian Penal Code, Information Technology Act (IT Act) and The Copyright Act.

#### 12. Refundable Security Deductions against Company Property

A specific amount per month will be deducted from your CTC during the initial 12 months of your service with the Company as refundable security deductions towards the company property(ies) issued / will be issued to you. The amount so deducted will be interest free. This cumulative amount of such deductions will be paid to you at the time of your separation from the Company / return of such company belongings / properties to the Company, as the case may be, in good condition, at your own cost, as was/were issued to you. The cumulative refundable amount will be refunded to you as per the below details:

- 1. In case the company belongings / properties are returned to the company during the tenure of the employment then the applicable refundable amount will be paid in the next payable salary.
- 2. In case of Separation, the applicable refundable amount will be paid along with your full and final settlement.
- 3. In case of non-submission of the company belongings / properties, the cumulative refundable amount will not be refunded back.
- 4. In case of damage / loss to/of any of the Company belonging / property issued to you, the recovery of such damage / loss will be made good from such cumulative amount deducted from your CTC.

The decision of the Company will be final and binding on you for the amount to be forfeited from your ibid cumulative amount lying with the Company, in order to make good, the loss incurred by the Company towards damage / loss to its property / belonging issued to you. Please refer Point no. "i" of the Important Points under Annexure "A" of this letter for the applicable amount.

#### 13. Use of Company Equipment

You are solely responsible for the safe keep and integrity of all the Company equipment issued to you or which you are / will be carrying along with you, as well as its safe (in as it is working & good condition) return once the company ask you to return or at the time of Separation, whichever is earlier. In case any of the Company property is damaged / lost during your tenure due to whatsoever reason, you hereby indemnify & agree to pay a flat penalty / damage charges as per clause 12. You also indemnity, undertake & agree that the decision of the Company in this regard will be final & concluding and will be binding upon you.

#### 14. Training & Training recovery cost





You will be required to undergo an initial training provided by the Company for its work. The duration of the training will be specified to you as per your domain / stream at the time of your joining and will be imparted to you during any of the shift (i.e. day / night / rotational) as per Company's need, irrespective of the shift you have been offered. You are required to complete the training within stipulated time frame or else the duration of the training may be extended further for 7 days or till the time you meet the qualifying criteria, whichever is earlier. You might have to attend the training session on weekend (i.e. Saturday / Sunday) to complete the training within timeliness, for which, you will be intimated by your trainer in advance. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

Since, the above training provided to you by the Company involves a substantial cost to the company, you are hence expected to serve employment of the company for at least a period of three months from the date of your appointment. In case you leave your employment with the Company within the aforesaid period of 3 months, you are required to reimburse the cost of training imparted to you which is quantified at Rs. 15,000/- (Fifteen Thousand Only).

#### 15. Obligations during employment

You agree that during your employment, you will:

- 1. not undertake / hold any kind of employment / substantial responsibility / position / entrepreneurship with any other company, institution, organization, factory, establishment, enterprise, industry, shop, etc.
- 2. not carry out / indulge / involve yourself in any kind of business activity in any capacity / manner.
- 3. not do / carry out any kind of activity outside the company wherein you may be required to vest / devote your time & attention, which is really required to be vested for meeting the duties & responsibilities of the Company.

Kindly note the terms of this offer letter shall remain confidential and are not to be disclosed to any third party. All queries and concerns about this offer letter should be addressed ONLY to offers.india@xldynamics.com

Welcome to XL Dynamics. We wish you a long, rewarding and fulfilling career and look forward to your joining us. To confirm your acceptance of our offer, you need to sign, scan and return one copy of this offer letter by return email within 2 working days of receiving this offer letter.

Yours sincerely,

Dipika Pawar Authorized Signatory





I have read, understood and agree to the terms and conditions as set forth in this offer letter and Annexure A. I also understand that non adherence to the terms listed above may result in withdrawal of my offer letter with XL Dynamics with immediate effect.

<u>Signed :</u> <u>Signed:</u> Date :

Print Name : P J Jency James





Annexure A	
Candidate's Name	P J Jency James
Position Offered	Associate Analyst
Shift	Night
Contract	NA
Joining Date	Dec 15, 2020

**Salary Details** 

Fixed Components	Monthly	Annual
Basic	15000	180000
HRA	6000	72000
Medical Reimbursement	1250	15000
Conveyance	1600	19200
COLA	164	1968
Variance Components (See notes)		
Monthly Performance Incentive	5334	64008
Annual Bonus	1333	15996
Medical Benefits (See notes)		
Mediclaim	130	1560
Retirements Benefits (See notes)		
Provident Fund (Company Contribution)	1800	21600
Gratuity	722	8664
Total CTC	33333	399996

#### Important Terms with respect to your CTC:

- a. Shift Allowance:
  - 1. An additional Shift Allowance of Rs. 1,00,000/- Per Annum is applicable for all employees who are working in a Night Shift.
  - 2. An additional Shift Allowance of Rs. 50,000/- Per Annum is applicable for all employees who are working in a Mid Shift.
- b. Your monthly take home salary will consist of the components contained in the "Monthly Column" under "Fixed Components" of the Annexure, which includes Basic, HRA, Medical Reimbursement, Conveyance, COLA, and Shift Allowance (if applicable).
- c. Monthly Performance Incentive will be applicable post completion of your training once you start working/ contributing on productive tasks for the company's objectives. This may vary every month based on your performance during the month.

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- d. Annual Bonus if applicable will be paid once in a year depending on many factors including but not limited to the Employee's Individual performance, Team performance, Company performance, Market conditions, KRAs and Company Policies and Strategies at the time of Annual Bonus disbursement.
- e. Medical benefits will be applicable to you for self only from the day of your joining with XL Dynamics. This covers cashless hospitalization facility in case of listed hospitals or reimbursement of hospitalization expenses in case of non-listed hospitals. Accidental cover will also be provided to you for self from the date of your joining to the company.
- f. "Provident Fund" (Company Contribution) and "Gratuity" components are paid by XL Dynamics to concerned Government authorities. Your eligibility and the pay outs of Provident Fund & Gratuity amounts will be determined in strict accordance with the provisions of "The Employees Provident Fund Act, 1952" & "The Payment of Gratuity Act, 1972" respectively, including but not limited to the minimum service periods set forth therein.
- g. Deductions from your monthly salary would include, "Professional Tax", "Income Tax" and "Provident Fund" (Employee Contribution).
- h. Your Gross Monthly Salary would be the total of "Fixed Components" + "Monthly Performance Incentive" as applicable.
- i. Rs. 3500/- will be deducted from your monthly salary towards Interest free refundable security deposit against the company property/ies issued to you. This retained security deposit will be refunded to you as described in the clause No. 12 specified above in this letter.

Signed : Dat

Date :

Print Name : P J Jency James





Date: January 29, 2021

#### Strictly Private & Confidential

Babuji R

Dear Babuji R,

#### Re: Offer Letter

Congratulations! Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the role of **Associate Analyst.** The role will be based in our office at **Jaipur** (the exact address will be communicated to you via an e-mail) with the joining date of **February 09, 2021.** Please note that in accordance with the needs of the business or due to any unforeseen circumstances, you may be required, from time to time, to work from other locations in India or out of India. In case, you are required to work from other location due to whatsoever reason(s), all the terms and conditions mentioned in this offer letter / service agreement will remain same including the monetary terms. However, discretion to change / add / delete / amend any of the term including monetary terms in such a scenario will exclusively vest with the Company.

Your Gross CTC (Cost to Company) and the related important terms have been detailed in the Annexure A to this letter.

#### Please note that this offer is subject to following conditions:

- a. You satisfactorily clear the background check as per the company policy.
- b. You do not have any contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company.
- c. You do not have any health restrictions that might interfere with your ability to perform the inherent job requirements and job demands of the above-mentioned role.

#### You are requested to note the important Terms:

- 1. Your employment will be governed by the rules, regulations & policies of the Company. All the benefits are as per the Company's policies, which are subject to change from time to time.
- 2. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with XL Dynamics.
- 3. You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.





- 4. You will serve a probationary period of 6 months. On successful completion of the probation, your employment with the Company will stand confirmed subject to the terms and conditions as per Company policies.
- 5. Non-compliances with the below mentioned policies/ rules and regulations will result in disciplinary action which may include, depending on the circumstances, the termination of employment:
  - HR, IT, Compliance & Corporate Policies.
  - No leaves (planned or unplanned) during the first three months of probation period.
  - Meeting the performance standards as laid down by the Company during your entire tenure.
- 6. Notice Period

Notice period to end the service agreement:

- If the tenure of employment is less than or equal to 90 days, then the notice period is 1 day for either party.
- If the tenure of employment is between 90 days and completion of probationary period, then the notice period is 30 days for either party.
- On successful completion of probation, the notice period is 60 days for either party.

It is at the absolute discretion of the Company whether the period / part of notice shall run concurrently with the period of any leave, which may be due or may be granted to you. However, in case of your resignation, the Company reserves the right to relieve you immediately / earlier than the aforesaid notice period without payment of any balance notice period compensation.

The Company reserves the right to terminate your employment without notice or pay in lieu of notice in the case of:

- absence for a continuous period of two days without prior approval of your supervisor during probation.
- absconding from and abandonment service or responsibilities for a period of 2 days without prior notice or handover; even if you return to work after absconding.
- breach of terms & conditions contained in the Appointment Letter, Employee Confidentiality &Non-Disclosure Agreement.
- breach of the terms as stated in the HR Policy Handbook/ Company Policies and Procedures Manual.
- breach of Health and Safety policies.
- breach of Code of Conduct resulting in gross misconduct which includes but is not limited to dishonesty, fraud, breach of Company confidentiality, pilferage and theft, attending work under the influence of alcohol, drugs or other intoxicating substances, serious breach of health and safety or Company rules and policy, disobedience of reasonable orders from superiors, causing actual or threatening physical harm and causing damage to Company property and breach of security. Consumption of alcohol, drugs, narcotics, intoxicants or any banned substance while

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on a Company Project or in a Company provided accommodation is prohibited and ground for immediate dismissal.

- Found guilty of a crime by a court of competent jurisdiction, that would bring to question your character, integrity or your respect for the Law.
- misuse of Company Property or Resources. Examples include but are not limited to making reimbursement claims with false or unauthorized invoices, using the company internet for personal use, using company laptops or equipment for unauthorized uses such as trading in shares, etc.

An Experience letter will not be provided to employees who exit the Company during their probationary period or in the event of the termination of the service agreement for all cases mentioned above.

- 7. Defaults on any current financial obligations (loans, credit cards, etc.) would negatively affect the company's decision to employ you.
- 8. This agreement shall be governed by & construed in accordance with laws of India and the parties hereto submit to the exclusive jurisdiction of the courts of Mumbai.
- 9. Taxes will be deducted or levied as applicable on the amounts payable / receivable upon your separation from the organization.

#### 10. Return of Company Property

On request by the Company or in the event of the termination of the service agreement by either party for whatsoever reason, you are to mandatorily, return to the Company, at your own cost, within 2 days, all the Company belongings / properties issued to you during your tenure with the Company, which includes cash/funds, Company credit / debit cards, your ID Card, access card, mobile/SIM, PCs, Laptops, keys, computer hard and software, all kinds of electronic storage devices including disks and all documentation in whatever form including notes and minutes of meetings, client lists, diaries and address books, computer printouts, plans, projections, together with all copies which are in your possession or under your control and all other item(s) issued to you but not mentioned here in above.

In case of Separation, the Full and Final Settlement will be done once the Company belongings / properties are returned back to the company.

The ownership of all such property and documents will at all times remain vested with the Company.

#### 11. IT Security and Data Integrity and Theft Policy

You are strictly prohibited from:Allowing household members to view the work being done at XL Dynamics.

- 1. Allowing household members to view confidential Borrower or Client information.
- 2. Sharing login details with household members or any person.
- 3. Allowing others to access and use any XL Dynamics Company Equipment.
- 4. Sharing client information with any third parties.
- 5. Leaving the PC unlocked when away from the system or on break.

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- 6. Not taking sufficient precautions to ensure no one can peek into or eavesdrop on information being worked on by the employee through the window or other such viewpoints.
- 7. Tampering with the systems, attempting to disable security protocols, etc.
- 8. Any other acts of carelessness which exposes Confidential Information to misuse.
- 9. Taking / clicking picture / video of the data from the computer / laptop screen.

Any such breach of IT Policy , Data Integrity and Data Theft Policy would not only result in immediate Termination of the services with the Company, but also Penal and Criminal action(s) against the Employee under the Cyber Crime Prevention statutes in the Indian Penal Code, Information Technology Act (IT Act) and The Copyright Act.

#### 12. Refundable Security Deductions against Company Property

A specific amount per month will be deducted from your CTC during the initial 12 months of your service with the Company as refundable security deductions towards the company property(ies) issued / will be issued to you. The amount so deducted will be interest free. This cumulative amount of such deductions will be paid to you at the time of your separation from the Company / return of such company belongings / properties to the Company, as the case may be, in good condition, at your own cost, as was/were issued to you. The cumulative refundable amount will be refunded to you as per the below details:

- 1. In case the company belongings / properties are returned to the company during the tenure of the employment then the applicable refundable amount will be paid in the next payable salary.
- 2. In case of Separation, the applicable refundable amount will be paid along with your full and final settlement.
- 3. In case of non-submission of the company belongings / properties, the cumulative refundable amount will not be refunded back.
- 4. In case of damage / loss to/of any of the Company belonging / property issued to you, the recovery of such damage / loss will be made good from such cumulative amount deducted from your CTC.

The decision of the Company will be final and binding on you for the amount to be forfeited from your ibid cumulative amount lying with the Company, in order to make good, the loss incurred by the Company towards damage / loss to its property / belonging issued to you. Please refer Point no. "i" of the Important Points under Annexure "A" of this letter for the applicable amount.

#### 13. Use of Company Equipment

You are solely responsible for the safe keep and integrity of all the Company equipment issued to you or which you are / will be carrying along with you, as well as its safe (in as it is working & good condition) return once the company ask you to return or at the time of Separation, whichever is earlier. In case any of the Company property is damaged / lost during your tenure due to whatsoever reason, you hereby indemnify & agree to pay a flat penalty / damage charges as per clause 12. You also indemnity, undertake & agree that the decision of the Company in this regard will be final & concluding and will be binding upon you.

#### 14. Training & Training recovery cost





You will be required to undergo an initial training provided by the Company for its work. The duration of the training will be specified to you as per your domain / stream at the time of your joining and will be imparted to you during any of the shift (i.e. day / night / rotational) as per Company's need, irrespective of the shift you have been offered. You are required to complete the training within stipulated time frame or else the duration of the training may be extended further for 7 days or till the time you meet the qualifying criteria, whichever is earlier. You might have to attend the training session on weekend (i.e. Saturday / Sunday) to complete the training within timeliness, for which, you will be intimated by your trainer in advance. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

Since, the above training provided to you by the Company involves a substantial cost to the company, you are hence expected to serve employment of the company for at least a period of three months from the date of your appointment. In case you leave your employment with the Company within the aforesaid period of 3 months, you are required to reimburse the cost of training imparted to you which is quantified at Rs. 15,000/- (Fifteen Thousand Only).

#### 15. Obligations during employment

You agree that during your employment, you will:

- 1. not undertake / hold any kind of employment / substantial responsibility / position / entrepreneurship with any other company, institution, organization, factory, establishment, enterprise, industry, shop, etc.
- 2. not carry out / indulge / involve yourself in any kind of business activity in any capacity / manner.
- 3. not do / carry out any kind of activity outside the company wherein you may be required to vest / devote your time & attention, which is really required to be vested for meeting the duties & responsibilities of the Company.

Kindly note the terms of this offer letter shall remain confidential and are not to be disclosed to any third party. All queries and concerns about this offer letter should be addressed ONLY to offers.india@xldynamics.com

Welcome to XL Dynamics. We wish you a long, rewarding and fulfilling career and look forward to your joining us. To confirm your acceptance of our offer, you need to sign, scan and return one copy of this offer letter by return email within 2 working days of receiving this offer letter.

Yours sincerely,

Dipika Pawar Authorized Signatory





I have read, understood and agree to the terms and conditions as set forth in this offer letter and Annexure A. I also understand that non adherence to the terms listed above may result in withdrawal of my offer letter with XL Dynamics with immediate effect.

<u>Signed :</u> <u>Signed:</u> Date :

Print Name : Babuji R





Annexure A	
Candidate's Name	Babuji R
Position Offered	Associate Analyst
Shift	Night
Contract	NA
Joining Date	February 09, 2021

**Salary Details** 

Fixed Components	Monthly	Annual
Basic	15000	180000
HRA	6000	72000
Medical Reimbursement	1250	15000
Conveyance	1600	19200
COLA	164	1968
Variance Components (See notes)		
Monthly Performance Incentive	5334	64008
Annual Bonus	1333	15996
Medical Benefits (See notes)		
Mediclaim	130	1560
Retirements Benefits (See notes)		
Provident Fund (Company Contribution)	1800	21600
Gratuity	722	8664
Total CTC	33333	399996

#### Important Terms with respect to your CTC:

- a. Shift Allowance:
  - 1. An additional Shift Allowance of Rs. 1,00,000/- Per Annum is applicable for all employees who are working in a Night Shift.
  - 2. An additional Shift Allowance of Rs. 50,000/- Per Annum is applicable for all employees who are working in a Mid Shift.
- b. Your monthly take home salary will consist of the components contained in the "Monthly Column" under "Fixed Components" of the Annexure, which includes Basic, HRA, Medical Reimbursement, Conveyance, COLA, and Shift Allowance (if applicable).
- c. Monthly Performance Incentive will be applicable post completion of your training once you start working/ contributing on productive tasks for the company's objectives. This may vary every month based on your performance during the month.





- d. Annual Bonus if applicable will be paid once in a year depending on many factors including but not limited to the Employee's Individual performance, Team performance, Company performance, Market conditions, KRAs and Company Policies and Strategies at the time of Annual Bonus disbursement.
- e. Medical benefits will be applicable to you for self only from the day of your joining with XL Dynamics. This covers cashless hospitalization facility in case of listed hospitals or reimbursement of hospitalization expenses in case of non-listed hospitals. Accidental cover will also be provided to you for self from the date of your joining to the company.
- f. "Provident Fund" (Company Contribution) and "Gratuity" components are paid by XL Dynamics to concerned Government authorities. Your eligibility and the pay outs of Provident Fund & Gratuity amounts will be determined in strict accordance with the provisions of "The Employees Provident Fund Act, 1952" & "The Payment of Gratuity Act, 1972" respectively, including but not limited to the minimum service periods set forth therein.
- g. Deductions from your monthly salary would include, "Professional Tax", "Income Tax" and "Provident Fund" (Employee Contribution).
- h. Your Gross Monthly Salary would be the total of "Fixed Components" + "Monthly Performance Incentive" as applicable.
- i. Rs. 3500/- will be deducted from your monthly salary towards Interest free refundable security deposit against the company property/ies issued to you. This retained security deposit will be refunded to you as described in the clause No. 12 specified above in this letter.

Signed : Dat

Date :

Print Name : Babuji R





Date: December 12, 2020

#### Strictly Private & Confidential

Naveen E S

Dear Naveen E S,

#### **Re: Offer Letter**

Congratulations! Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the role of **Associate Analyst.** The role will be based in our office in "Navi Mumbai" but due to the current pandemic situation across the globe your role will be temporarily based in our temporary office in **Bangalore** (the exact address will be communicated to you via an e-mail) with the joining date of **Dec 22, 2020.** Please note that in accordance with the needs of the business or due to any unforeseen circumstances, you may be required, from time to time, to work from other locations in India or out of India. In case, you are required to work from other location due to whatsoever reason(s), all the terms and conditions mentioned in this offer letter / service agreement will remain same including the monetary terms. However, discretion to change / add / delete / amend any of the term including monetary terms in such a scenario will exclusively vest with the Company.

Your Gross CTC (Cost to Company) and the related important terms have been detailed in the Annexure A to this letter.

#### Please note that this offer is subject to following conditions:

- a. You satisfactorily clear the background check as per the company policy.
- b. You do not have any contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company.
- c. You do not have any health restrictions that might interfere with your ability to perform the inherent job requirements and job demands of the above-mentioned role.

#### You are requested to note the important Terms:

- 1. Your employment will be governed by the rules, regulations & policies of the Company. All the benefits are as per the Company's policies, which are subject to change from time to time.
- 2. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with XL Dynamics.
- 3. You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

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- 4. You will serve a probationary period of 6 months. On successful completion of the probation, your employment with the Company will stand confirmed subject to the terms and conditions as per Company policies.
- 5. Non-compliances with the below mentioned policies/ rules and regulations will result in disciplinary action which may include, depending on the circumstances, the termination of employment:
  - HR, IT, Compliance & Corporate Policies.
  - No leaves (planned or unplanned) during the first three months of probation period.
  - Meeting the performance standards as laid down by the Company during your entire tenure.
- 6. Notice Period

Notice period to end the service agreement:

- If the tenure of employment is less than or equal to 90 days, then the notice period is 1 day for either party.
- If the tenure of employment is between 90 days and completion of probationary period, then the notice period is 30 days for either party.
- On successful completion of probation, the notice period is 60 days for either party.

It is at the absolute discretion of the Company whether the period / part of notice shall run concurrently with the period of any leave, which may be due or may be granted to you. However, in case of your resignation, the Company reserves the right to relieve you immediately / earlier than the aforesaid notice period without payment of any balance notice period compensation.

The Company reserves the right to terminate your employment without notice or pay in lieu of notice in the case of:

- absence for a continuous period of two days without prior approval of your supervisor during probation.
- absconding from and abandonment service or responsibilities for a period of 2 days without prior notice or handover; even if you return to work after absconding.
- breach of terms & conditions contained in the Appointment Letter, Employee Confidentiality &Non-Disclosure Agreement.
- breach of the terms as stated in the HR Policy Handbook/ Company Policies and Procedures Manual.
- breach of Health and Safety policies.
- breach of Code of Conduct resulting in gross misconduct which includes but is not limited to dishonesty, fraud, breach of Company confidentiality, pilferage and theft, attending work under the influence of alcohol, drugs or other intoxicating substances, serious breach of health and safety or Company rules and policy, disobedience of reasonable orders from superiors, causing actual or threatening physical harm and causing damage to Company property and breach of security. Consumption of alcohol, drugs, narcotics, intoxicants or any banned substance while

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on a Company Project or in a Company provided accommodation is prohibited and ground for immediate dismissal.

- Found guilty of a crime by a court of competent jurisdiction, that would bring to question your character, integrity or your respect for the Law.
- misuse of Company Property or Resources. Examples include but are not limited to making reimbursement claims with false or unauthorized invoices, using the company internet for personal use, using company laptops or equipment for unauthorized uses such as trading in shares, etc.

An Experience letter will not be provided to employees who exit the Company during their probationary period or in the event of the termination of the service agreement for all cases mentioned above.

- 7. Defaults on any current financial obligations (loans, credit cards, etc.) would negatively affect the company's decision to employ you.
- 8. This agreement shall be governed by & construed in accordance with laws of India and the parties hereto submit to the exclusive jurisdiction of the courts of Mumbai.
- 9. Taxes will be deducted or levied as applicable on the amounts payable / receivable upon your separation from the organization.

#### 10. Return of Company Property

On request by the Company or in the event of the termination of the service agreement by either party for whatsoever reason, you are to mandatorily, return to the Company, at your own cost, within 2 days, all the Company belongings / properties issued to you during your tenure with the Company, which includes cash/funds, Company credit / debit cards, your ID Card, access card, mobile/SIM, PCs, Laptops, keys, computer hard and software, all kinds of electronic storage devices including disks and all documentation in whatever form including notes and minutes of meetings, client lists, diaries and address books, computer printouts, plans, projections, together with all copies which are in your possession or under your control and all other item(s) issued to you but not mentioned here in above.

In case of Separation, the Full and Final Settlement will be done once the Company belongings / properties are returned back to the company.

The ownership of all such property and documents will at all times remain vested with the Company.

#### 11. IT Security and Data Integrity and Theft Policy

You are strictly prohibited from:Allowing household members to view the work being done at XL Dynamics.

- 1. Allowing household members to view confidential Borrower or Client information.
- 2. Sharing login details with household members or any person.
- 3. Allowing others to access and use any XL Dynamics Company Equipment.
- 4. Sharing client information with any third parties.
- 5. Leaving the PC unlocked when away from the system or on break.

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- 6. Not taking sufficient precautions to ensure no one can peek into or eavesdrop on information being worked on by the employee through the window or other such viewpoints.
- 7. Tampering with the systems, attempting to disable security protocols, etc.
- 8. Any other acts of carelessness which exposes Confidential Information to misuse.
- 9. Taking / clicking picture / video of the data from the computer / laptop screen.

Any such breach of IT Policy, Data Integrity and Data Theft Policy would not only result in immediate Termination of the services with the Company, but also Penal and Criminal action(s) against the Employee under the Cyber Crime Prevention statutes in the Indian Penal Code, Information Technology Act (IT Act) and The Copyright Act.

#### 12. Refundable Security Deductions against Company Property

A specific amount per month will be deducted from your CTC during the initial 12 months of your service with the Company as refundable security deductions towards the company property(ies) issued / will be issued to you. The amount so deducted will be interest free. This cumulative amount of such deductions will be paid to you at the time of your separation from the Company / return of such company belongings / properties to the Company, as the case may be, in good condition, at your own cost, as was/were issued to you. The cumulative refundable amount will be refunded to you as per the below details:

- 1. In case the company belongings / properties are returned to the company during the tenure of the employment then the applicable refundable amount will be paid in the next payable salary.
- 2. In case of Separation, the applicable refundable amount will be paid along with your full and final settlement.
- 3. In case of non-submission of the company belongings / properties, the cumulative refundable amount will not be refunded back.
- 4. In case of damage / loss to/of any of the Company belonging / property issued to you, the recovery of such damage / loss will be made good from such cumulative amount deducted from your CTC.

The decision of the Company will be final and binding on you for the amount to be forfeited from your ibid cumulative amount lying with the Company, in order to make good, the loss incurred by the Company towards damage / loss to its property / belonging issued to you. Please refer Point no. "i" of the Important Points under Annexure "A" of this letter for the applicable amount.

#### 13. Use of Company Equipment

You are solely responsible for the safe keep and integrity of all the Company equipment issued to you or which you are / will be carrying along with you, as well as its safe (in as it is working & good condition) return once the company ask you to return or at the time of Separation, whichever is earlier. In case any of the Company property is damaged / lost during your tenure due to whatsoever reason, you hereby indemnify & agree to pay a flat penalty / damage charges as per clause 12. You also indemnity, undertake & agree that the decision of the Company in this regard will be final & concluding and will be binding upon you.

#### 14. Training & Training recovery cost





You will be required to undergo an initial training provided by the Company for its work. The duration of the training will be specified to you as per your domain / stream at the time of your joining and will be imparted to you during any of the shift (i.e. day / night / rotational) as per Company's need, irrespective of the shift you have been offered. You are required to complete the training within stipulated time frame or else the duration of the training may be extended further for 7 days or till the time you meet the qualifying criteria, whichever is earlier. You might have to attend the training session on weekend (i.e. Saturday / Sunday) to complete the training within timeliness, for which, you will be intimated by your trainer in advance. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

Since, the above training provided to you by the Company involves a substantial cost to the company, you are hence expected to serve employment of the company for at least a period of three months from the date of your appointment. In case you leave your employment with the Company within the aforesaid period of 3 months, you are required to reimburse the cost of training imparted to you which is quantified at Rs. 15,000/- (Fifteen Thousand Only).

#### 15. Obligations during employment

You agree that during your employment, you will:

- 1. not undertake / hold any kind of employment / substantial responsibility / position / entrepreneurship with any other company, institution, organization, factory, establishment, enterprise, industry, shop, etc.
- 2. not carry out / indulge / involve yourself in any kind of business activity in any capacity / manner.
- 3. not do / carry out any kind of activity outside the company wherein you may be required to vest / devote your time & attention, which is really required to be vested for meeting the duties & responsibilities of the Company.

Kindly note the terms of this offer letter shall remain confidential and are not to be disclosed to any third party. All queries and concerns about this offer letter should be addressed ONLY to offers.india@xldynamics.com

Welcome to XL Dynamics. We wish you a long, rewarding and fulfilling career and look forward to your joining us. To confirm your acceptance of our offer, you need to sign, scan and return one copy of this offer letter by return email within 2 working days of receiving this offer letter.

Yours sincerely,

Dipika Pawar Authorized Signatory





I have read, understood and agree to the terms and conditions as set forth in this offer letter and Annexure A. I also understand that non adherence to the terms listed above may result in withdrawal of my offer letter with XL Dynamics with immediate effect.

<u>Signed :</u> <u>Signed:</u> Date :

Print Name : Naveen E S





Annexure A	
Candidate's Name	Naveen E S
Position Offered	Associate Analyst
Shift	Night
Contract	NA
Joining Date	Dec 22, 2020

**Salary Details** 

Fixed Components	Monthly	Annual
Basic	15000	180000
HRA	6000	72000
Medical Reimbursement	1250	15000
Conveyance	1600	19200
COLA	164	1968
Variance Components (See notes)		
Monthly Performance Incentive	5334	64008
Annual Bonus	1333	15996
Medical Benefits (See notes)		
Mediclaim	130	1560
Retirements Benefits (See notes)		
Provident Fund (Company Contribution)	1800	21600
Gratuity	722	8664
Total CTC	33333	399996

#### Important Terms with respect to your CTC:

- a. Shift Allowance:
  - 1. An additional Shift Allowance of Rs. 1,00,000/- Per Annum is applicable for all employees who are working in a Night Shift.
  - 2. An additional Shift Allowance of Rs. 50,000/- Per Annum is applicable for all employees who are working in a Mid Shift.
- b. Your monthly take home salary will consist of the components contained in the "Monthly Column" under "Fixed Components" of the Annexure, which includes Basic, HRA, Medical Reimbursement, Conveyance, COLA, and Shift Allowance (if applicable).
- c. Monthly Performance Incentive will be applicable post completion of your training once you start working/ contributing on productive tasks for the company's objectives. This may vary every month based on your performance during the month.

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- d. Annual Bonus if applicable will be paid once in a year depending on many factors including but not limited to the Employee's Individual performance, Team performance, Company performance, Market conditions, KRAs and Company Policies and Strategies at the time of Annual Bonus disbursement.
- e. Medical benefits will be applicable to you for self only from the day of your joining with XL Dynamics. This covers cashless hospitalization facility in case of listed hospitals or reimbursement of hospitalization expenses in case of non-listed hospitals. Accidental cover will also be provided to you for self from the date of your joining to the company.
- f. "Provident Fund" (Company Contribution) and "Gratuity" components are paid by XL Dynamics to concerned Government authorities. Your eligibility and the pay outs of Provident Fund & Gratuity amounts will be determined in strict accordance with the provisions of "The Employees Provident Fund Act, 1952" & "The Payment of Gratuity Act, 1972" respectively, including but not limited to the minimum service periods set forth therein.
- g. Deductions from your monthly salary would include, "Professional Tax", "Income Tax" and "Provident Fund" (Employee Contribution).
- h. Your Gross Monthly Salary would be the total of "Fixed Components" + "Monthly Performance Incentive" as applicable.
- i. Rs. 3500/- will be deducted from your monthly salary towards Interest free refundable security deposit against the company property/ies issued to you. This retained security deposit will be refunded to you as described in the clause No. 12 specified above in this letter.

Signed : Date :

Print Name : Naveen E S



### To, NAVEEN K S WARD NO 19, RAMAKRISHNA EXTENSION, SRINIVASAPURA TOWN AND TALUK KOLAR KARNATAKA - 563135

#### Subject : Appointment Letter for the post of Sr. Executive - Sales.

#### Dear NAVEEN K S,

With reference to the offer acceptance letter dated Jan 15, 2021 ,we are pleased to appoint you for the post of Sr. Executive-Sales, for Bangalore - Jaynagar w.e.f. Jan 18, 2021 .You are placed in M7 Grade & JUNIOR MANAGEMENT Cadre . Being an employee of the company you will be on the payrolls of the company and will enjoy all the benefits, As per Grade & Cadre mentioned in the service rules & regulations of the company.

The Service Rules and regulations of the Company in force from time to time shall govern your service under the company, which you are bound to follow. You will be working in the company on a probation basis for a minimum period of first six months from the date of joining.

You will be paid annual Cost to Company ("CTC") worth Rs. **4,56,000**/-, of which the Fixed component shall be Rs.**2,73,600**/- (P.A.) and the variable component shall be upto Rs. **1,82,400**/- (P.A.) including annual performance incentive (Subject to performance), all the perks and other benefits. You will be eligible for Performance Incentives only after successful completion of probation period.

Probation period is generally for a period of 6 (six) months, however, the Company on its discretion can confirm your services earlier than six months or extend the probation period. You will not be entitled for any benefit within the probation period. (e.g. Paid Leave, Promotion or Increments, Performance Incentives etc). According to the policy of company you will be entitled for the above benefits on the prorate basis as soon as you get permanent, i.e. on successful completion of probation period.

Along with the signed duplicate copy of appointment letter you will have to send us relieving letter, if any, within 30 days from your date of joining. Further to be noted that your first salary will only be processed on completion of above-mentioned formalities.

Thanking you,

Digitally Signed by: Name:DHAVAL BHASKARBHAI DESAI Dat Due Jan 19 18:10:54 IST 2021

DHAVAL BHASKARBHAI DESAI.

Head - Human Resource



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NJ India Invest Private Limited, Registered & Corporate Office: Block No. 901 & 902, 6th Floor, B Tower, Udhna Udyognagar Sangh Commercial Complex, Central Road No.10, Udhna, Surat - 394 210, Gujarat. Phone: 0261 4025901 E-mail: email@njgroup.in Website: www.njgroup.in CIN: U67120GJ2000PTC037674

#### **DECLARATION OF ACCEPTANCE**

I unconditionally accept the above appointment under the Company on the terms & conditions mentioned in the offer letter and agree to abide by the same and changes made in future.

Date of Joining: 18-01-2021

NAVEEN K S,

This letter is digitally signed and does not require physical signature.



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### To, ABHISHEK DALAWAI S/O SATYAPPA , NEHARU CHOUK BHIRADI RAIBAG, BHIRADI , BELGAUM , KARNATAKA 591217 BELGAUM-591217

#### Subject : Appointment Letter for the post of Sr. Executive - Sales.

#### Dear ABHISHEK DALAWAI,

With reference to the offer acceptance letter dated **Jan 15, 2021**, we are pleased to appoint you for the post of **Sr. Executive-Sales**, for **Bangalore - Main** w.e.f. **Jan 18, 2021**. You are placed in **M7** Grade & **JUNIOR MANAGEMENT** Cadre . Being an employee of the company you will be on the payrolls of the company and will enjoy all the benefits, As per Grade & Cadre mentioned in the service rules & regulations of the company.

The Service Rules and regulations of the Company in force from time to time shall govern your service under the company, which you are bound to follow. You will be working in the company on a probation basis for a minimum period of first six months from the date of joining.

You will be paid annual Cost to Company ("CTC") worth Rs. **4,56,000**/-, of which the Fixed component shall be Rs.**2,73,600**/- (P.A.) and the variable component shall be upto Rs. **1,82,400**/- (P.A.) including annual performance incentive (Subject to performance), all the perks and other benefits. You will be eligible for Performance Incentives only after successful completion of probation period.

Probation period is generally for a period of 6 (six) months, however, the Company on its discretion can confirm your services earlier than six months or extend the probation period. You will not be entitled for any benefit within the probation period. (e.g. Paid Leave, Promotion or Increments, Performance Incentives etc). According to the policy of company you will be entitled for the above benefits on the prorate basis as soon as you get permanent, i.e. on successful completion of probation period.

Along with the signed duplicate copy of appointment letter you will have to send us relieving letter, if any, within 30 days from your date of joining. Further to be noted that your first salary will only be processed on completion of above-mentioned formalities.

Thanking you,

Digitally Signed by: Name:DHAVAL BHASKARBHAI DESAI Daturue Jan 19 18:11:38 IST 2021

DHAVAL BHASKARBHAI DESAI.

Head - Human Resource



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NJ India Invest Private Limited, Registered & Corporate Office: Block No. 901 & 902, 6th Floor, B Tower, Udhna Udyognagar Sangh Commercial Complex, Central Road No.10, Udhna, Surat - 394 210, Gujarat. Phone: 0261 4025901 E-mail: email@njgroup.in Website: www.njgroup.in CIN: U67120GJ2000PTC037674

#### **DECLARATION OF ACCEPTANCE**

I unconditionally accept the above appointment under the Company on the terms & conditions mentioned in the offer letter and agree to abide by the same and changes made in future.

Date of Joining: 18-01-2021

ABHISHEK DALAWAI

This letter is digitally signed and does not require physical signature.



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## To, SRINIVAS L NO 19 DASA NILAYA 3RD MAIN ROAD RANGANATHAPURA KAMAKSHIPALYA BANGALORE-560079

#### Subject : Appointment Letter for the post of Sr. Executive - Sales.

#### Dear SRINIVAS L,

With reference to the offer acceptance letter dated Jan 15, 2021 ,we are pleased to appoint you for the post of Sr. Executive-Sales, for Bangalore - Jaynagar w.e.f. Jan 18, 2021 .You are placed in M7 Grade & JUNIOR MANAGEMENT Cadre . Being an employee of the company you will be on the payrolls of the company and will enjoy all the benefits, As per Grade & Cadre mentioned in the service rules & regulations of the company.

The Service Rules and regulations of the Company in force from time to time shall govern your service under the company, which you are bound to follow. You will be working in the company on a probation basis for a minimum period of first six months from the date of joining.

You will be paid annual Cost to Company ("CTC") worth Rs. **4,56,000**/-, of which the Fixed component shall be Rs.**2,73,600**/- (P.A.) and the variable component shall be upto Rs. **1,82,400**/- (P.A.) including annual performance incentive (Subject to performance), all the perks and other benefits. You will be eligible for Performance Incentives only after successful completion of probation period.

Probation period is generally for a period of 6 (six) months, however, the Company on its discretion can confirm your services earlier than six months or extend the probation period. You will not be entitled for any benefit within the probation period. (e.g. Paid Leave, Promotion or Increments, Performance Incentives etc). According to the policy of company you will be entitled for the above benefits on the prorate basis as soon as you get permanent, i.e. on successful completion of probation period.

Along with the signed duplicate copy of appointment letter you will have to send us relieving letter, if any, within 30 days from your date of joining. Further to be noted that your first salary will only be processed on completion of above-mentioned formalities.

Thanking you,

Digitally Signed by: Name:DHAVAL BHASKARBHAI DESAI Daturue Jan 19 18:10:54 IST 2021

DHAVAL BHASKARBHAI DESAI.

Head - Human Resource



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NJ India Invest Private Limited, Registered & Corporate Office: Block No. 901 & 902, 6th Floor, B Tower, Udhna Udyognagar Sangh Commercial Complex, Central Road No.10, Udhna, Surat - 394 210, Gujarat. Phone: 0261 4025901 E-mail: email@njgroup.in Website: www.njgroup.in CIN: U67120GJ2000PTC037674

#### **DECLARATION OF ACCEPTANCE**

I unconditionally accept the above appointment under the Company on the terms & conditions mentioned in the offer letter and agree to abide by the same and changes made in future.

Date of Joining: 18-01-2021

SRINIVAS L

This letter is digitally signed and does not require physical signature.



FINANCIAL SERVICES | INFORMATION TECHNOLOGY | EDUCATION | REAL ESTATE | INTERIOR | WELLNESS | CHARITABLE TRUST

From: **Waseem Pasha** <<u>waseem.pasha@nobroker.in</u>> Date: Tue, Jan 12, 2021, 11:00 AM Subject: Welcome Onboard for an amazing career@NoBroker To: <<u>201920300053@presidencyuniversity.in</u>>

Hi Bharat Kumar Pareek,

#### Hearty Congratulations !!

NoBroker team is looking forward to you being part of the NoBroker family as "**Territory Sales Manager**". Your confirmed date of joining is "**19-Jan-21**"

Your annual CTC will be 4,96,596 /- per annum (without meal allowance & Gratuity)

CTC Breakup	
Annual CTC	4,96,596
Fixed CTC	2,56,596
	2,40,000
	(20,000
	monthly
	performance-
	based
Variable CTC	incentive)
PF	3600
PT	200
Take Home	
(Approx.)	17,583

Your PDF Offer Letter will be shared via darwinbox in a separate email within your joining date. PFA file to accept the same FYR.

As part of the process, you need to accept the offer by acknowledging this email.

Please find the checklist documents to be kept ready (**Soft Copy only**) **before your DOJ** for smooth onboarding.

- 1. Education Documents (10th, 12th, Graduation/Post Graduation)
- 2. Employment Documents (If Applicable) IBJN2YtNDIxMS1iYTg2L
- Relieving Letter / Experience Letter of all Companies
- Last Company 3 months Salary Slip / Bank Transaction.
- 3. Cancelled Cheque / Bank Pass book Front page
- 4. ID Proof (Aadhaar, PAN, Voter ID & Driving License)



#### **Important Note:**

- 1. No leaves will be provided during training.
- 2. NoBroker follows a 6-day working policy, Week Offs will be Rotational and Fridays, Saturdays and Sundays are compulsory work-days.
- 3. A meal allowance is a benefit extended by the company free of cost as part of the employee benefits program. For accounting purposes, a value of INR 2500 is additionally added to the gross salary of the employee over and above the gross salary agreed upon with the respective employee. Employee's take-home remains the same as committed to them prior to onboarding.
- 4. As per your confirmation, you have a Laptop/Desktop with strong Internet connectivity, which won't be a hindrance during the Work process.
- 5. In case any employee resigns then he/she needs to serve 1 month notice period to the company, or payment in lieu of notice is applicable.
- 6. Any kind of documents found missing / non-reliable will lead to immediate revoke of the offer letter.
- 7. You are supposed to resume from the Office for Onboarding formalities on the day of your joining and for your training and OJT. Our onboarding meeting starts at 10:00 AM sharp on the date of joining. If failed to report on time, your onboarding will be considered on hold and it will be rescheduled to the next available day as per the confirmation received from the concerned HR.Later on you need to come to Office for your training and work purpose.
- 8. Employees are expected to follow the dress code policy: Mon-Thur - Formals are compulsory.

Thanks & Regards Waseem P Manager - Human Resource



From: **Waseem Pasha** <<u>waseem.pasha@nobroker.in</u>> Date: Tue, Jan 12, 2021, 11:03 AM Subject: Welcome Onboard for an amazing career@NoBroker To: <<u>201920300042@presidencyuniversity.in</u>>

Hi Balasubramanyam K M,

#### Hearty Congratulations !!

NoBroker team is looking forward to you being part of the NoBroker family as "**Territory Sales Manager**". Your confirmed date of joining is "**19-Jan-21**"

Your annual CTC will be 4,96,596 /- per annum (without meal allowance & Gratuity)

CTC Breakup	
Annual CTC	4,96,596
Fixed CTC	2,56,596
	2,40,000
	(20,000
	monthly
	performance-
	based
Variable CTC	incentive)
PF	3600
PT	200
Take Home	
(Approx.)	17,583

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- Last Company 3 months Salary Slip / Bank Transaction.
- 3. Cancelled Cheque / Bank Pass book Front page
- 4. ID Proof (Aadhaar, PAN, Voter ID & Driving License)



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- 8. Employees are expected to follow the dress code policy: Mon-Thur - Formals are compulsory.

Thanks & Regards Waseem P Manager - Human Resource



From: **Waseem Pasha** <<u>waseem.pasha@nobroker.in</u>> Date: Tue, Jan 12, 2021, 11:05 AM Subject: Welcome Onboard for an amazing career@NoBroker To: <<u>201920300179@presidencyuniversity.in</u> >

Hi Kandhula Akhil Kumar,

#### Hearty Congratulations !!

NoBroker team is looking forward to you being part of the NoBroker family as "**Territory Sales Manager**". Your confirmed date of joining is "**19-Jan-21**"

Your annual CTC will be 4,96,596 /- per annum (without meal allowance & Gratuity)

CTC Breakup	
Annual CTC	4,96,596
Fixed CTC	2,56,596
	2,40,000
	(20,000
	monthly
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	based
Variable CTC	incentive)
PF	3600
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Take Home	
(Approx.)	17,583

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- 4. ID Proof (Aadhaar, PAN, Voter ID & Driving License)



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- 3. A meal allowance is a benefit extended by the company free of cost as part of the employee benefits program. For accounting purposes, a value of INR 2500 is additionally added to the gross salary of the employee over and above the gross salary agreed upon with the respective employee. Employee's take-home remains the same as committed to them prior to onboarding.
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- 8. Employees are expected to follow the dress code policy: Mon-Thur - Formals are compulsory.

Thanks & Regards Waseem P Manager - Human Resource





## OFFER LETTER

Mr. Ujwal H m

Date: Friday, March 26, 2021

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Future Leader - Marketing on following terms and conditions:

Offer Details:

Designation:	Future Leader - Marketing
Department:	Marketing (51000013)
Sub Department:	Marketing
Employment Type:	Regular
Date of Joining:	Friday, April 30, 2021
Role Location:	Mangalore

**Compensation Details:** 

CTC per Annum:-

Fixed Compensation:	700000 INR
Variable Compensation:	300000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1.Provident Fund

2.Income tax deducted at source at the rates applicable

3.Employment/Professional taxes



4. Dues to company including loans and advances

5.Or any other applicable statutory deductions

The income Tax liability with regards your salary and perks and will be governed by the tax laws of the country as applicable from time to time.

1.You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2.You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

3.You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Friday**, **April 30**, **2021**, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

This is system generated offer letter and does not require authorised signature.



# <u>Annexure A</u>

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

<u>Code of Conduct:</u>Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

**Business Conduct:** Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

## Annexure B

- 1. 10th Mark sheet
- 2. 12th Mark sheet
- 3. Graduation/Post Graduation Mark sheet-All semester mark sheet
- 4. Graduation/Post Graduation-Degree Certificate
- 5. Resume
- 6. BYJU'S Offer Letter
- 7. Pan Card
- 8. Aadhaar Card



- 9. Voter ID/Passport/Driving License
- 10. Cancelled Cheque/Bank Statement/Bank Passbook
- 11. Passport Size Photograph
- 12. All current & previous companies relieving/experience letter(Only for experienced candidate)
- 13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:





#### **OFFER LETTER**

To Aditya Kaushik Employee ID - PB144506 Date: 21-Jan-2021

We are delighted to offer you a position with SPNN Business Services Private Limited (from herein referred to as Company) deputation under Pagarbook India. We feel that your skills and background will be valued assets to our organization.

In this position, you will be designated as "Field Sales Associate". You will be receiving monthly take home of INR 29,383 including petrol amount.0, variable incentives based on performance up to Rs 100000 per annum

The start of your employment at PagarBook is 19-Apr-2021 Please confirm the date of joining along with your acceptance.

Your work location will be based out of Bangalore, Karnataka.

The Company reserves the right to withdraw the offer made to you, before your acceptance, without providing any reasons to you. Further, the Company also reserves the right to withdraw the offer made to you even after the acceptance of such offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company.

Request you to kindly send self attested scan documents mentioned below to complete your Joining Formalities.

- Aadhaar Card (with DOB **DD/MM/YYYY** format) front and back
- PAN Card
- Previous Organization Appointment Letter Copy (if experience)
- 3 Months Payslips (if experience)
- 5 Passport size photograph
- Education Certificates (10th Mandatory)
- Canceled Cheque or Passbook Copy
- Joining Kit (attached Separately)

\*We do not retain original documents.

Please note that your appointment letter will be issued to you on the completion of your joining formalities.

By e-signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than (2days from DOJ)

SPNN Business Services Pvt.Ltd.

Registered Office: Ground Floor, Flat No. 45a, Pocket-1, Sector 7, Dwarka, New Delhi - 110075 CIN No: U74999DL2016PTC309702 Corporate Office: Unit No - 742 - 743, JMD Megapolis, Sector 48, 122018, Gurugram, Haryana





Note: The Payment Cycle of the Company runs from 21 st day of the month to 20 th of the succeeding month and the salary will be credited end of the month. For any clarification feel free to call on the below-mentioned mobile no.s

Yours sincerely, For **SPNN Business Services Pvt. Ltd**,



Navneet Singh CEO

I accept the above terms and conditions, and, agree to abide by them. Name: **Aditya Kaushik** 

Signature

Date:



Registered Office: Ground Floor, Flat No. 45a, Pocket-1, Sector 7, Dwarka, New Delhi - 110075 CIN No: U74999DL2016PTC309702 SPNN Business Services Pvt.Ltd. Corporate Office: #1178, Rudrash Unit No - 742 - 743, JMD Megapolis, Sector 7, HSR La Sector 48, 122018, Gurugram, Haryana Karnataka - 560



#### **OFFER LETTER**

To Khezia Sara Thomas Employee ID - PB144507 Date: 21-Jan-2021

We are delighted to offer you a position with SPNN Business Services Private Limited (from herein referred to as Company) deputation under Pagarbook India. We feel that your skills and background will be valued assets to our organization.

In this position, you will be designated as "Field Sales Associate". You will be receiving monthly take home of INR 29,383 including petrol amount.0, variable incentives based on performance up to Rs 100000 per annum

The start of your employment at PagarBook is 19-Apr-2021 Please confirm the date of joining along with your acceptance.

Your work location will be based out of Bangalore, Karnataka.

The Company reserves the right to withdraw the offer made to you, before your acceptance, without providing any reasons to you. Further, the Company also reserves the right to withdraw the offer made to you even after the acceptance of such offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company.

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- 5 Passport size photograph
- Education Certificates (10th Mandatory)
- Canceled Cheque or Passbook Copy
- Joining Kit (attached Separately)

\*We do not retain original documents.

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SPNN Business Services Pvt.Ltd.

Registered Office: Ground Floor, Flat No. 45a, Pocket-1, Sector 7, Dwarka, New Delhi - 110075 CIN No: U74999DL2016PTC309702 Corporate Office: Unit No - 742 - 743, JMD Megapolis, Sector 48, 122018, Gurugram, Haryana





Note: The Payment Cycle of the Company runs from 21 st day of the month to 20 th of the succeeding month and the salary will be credited end of the month. For any clarification feel free to call on the below-mentioned mobile no.s

Yours sincerely, For **SPNN Business Services Pvt. Ltd**,



Navneet Singh CEO

I accept the above terms and conditions, and, agree to abide by them. Name: **Khezia Sara Thomas** 

Signature

Date:



Registered Office: Ground Floor, Flat No. 45a, Pocket-1, Sector 7, Dwarka, New Delhi - 110075 CIN No: U74999DL2016PTC309702 SPNN Business Services Pvt.Ltd. Corporate Office: #1178, Rudrash Unit No - 742 - 743, JMD Megapolis, Sector 7, HSR La Sector 48, 122018, Gurugram, Haryana Karnataka - 560



#### **OFFER LETTER**

To Minakshi Khan Employee ID - PB144508 Date: 21-Jan-2021

We are delighted to offer you a position with SPNN Business Services Private Limited (from herein referred to as Company) deputation under Pagarbook India. We feel that your skills and background will be valued assets to our organization.

In this position, you will be designated as "Field Sales Associate". You will be receiving monthly take home of INR 29,383 including petrol amount.0, variable incentives based on performance up to Rs 100000 per annum

The start of your employment at PagarBook is 19-Apr-2021 Please confirm the date of joining along with your acceptance.

Your work location will be based out of Bangalore, Karnataka.

The Company reserves the right to withdraw the offer made to you, before your acceptance, without providing any reasons to you. Further, the Company also reserves the right to withdraw the offer made to you even after the acceptance of such offer by you, if the Company becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made by the Company.

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- Aadhaar Card (with DOB **DD/MM/YYYY** format) front and back
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- 5 Passport size photograph
- Education Certificates (10th Mandatory)
- Canceled Cheque or Passbook Copy
- Joining Kit (attached Separately)

\*We do not retain original documents.

Please note that your appointment letter will be issued to you on the completion of your joining formalities.

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SPNN Business Services Pvt.Ltd.

Registered Office: Ground Floor, Flat No. 45a, Pocket-1, Sector 7, Dwarka, New Delhi - 110075 CIN No: U74999DL2016PTC309702 Corporate Office: Unit No - 742 - 743, JMD Megapolis, Sector 48, 122018, Gurugram, Haryana





Note: The Payment Cycle of the Company runs from 21 st day of the month to 20 th of the succeeding month and the salary will be credited end of the month. For any clarification feel free to call on the below-mentioned mobile no.s

Yours sincerely, For **SPNN Business Services Pvt. Ltd**,



Navneet Singh CEO

I accept the above terms and conditions, and, agree to abide by them. Name: **Minakshi Khan** 

Signature

Date:



Registered Office: Ground Floor, Flat No. 45a, Pocket-1, Sector 7, Dwarka, New Delhi - 110075 CIN No: U74999DL2016PTC309702 SPNN Business Services Pvt.Ltd.
Corporate Office: #1178. Rudrash

 Corporate Office:
 #1178, Rudrash Sync Space, 5<sup>th</sup> Main,

 Unit No - 742 - 743, JMD Megapolis,
 Sector 7, HSR Layout, Bangalore,

 Sector 48, 122018, Gurugram, Haryana
 Karnataka - 560102, India

Letter ID: PRE10542



#### **OFFER LETTER**

To Shraddha Arya Employee ID - PB144509 Date: 21-Jan-2021

We are delighted to offer you a position with SPNN Business Services Private Limited (from herein referred to as Company) deputation under Pagarbook India. We feel that your skills and background will be valued assets to our organization.

In this position, you will be designated as "Field Sales Associate". You will be receiving monthly take home of INR 29,383 including petrol amount.0, variable incentives based on performance up to Rs 100000 per annum

The start of your employment at PagarBook is 19-Apr-2021 Please confirm the date of joining along with your acceptance.

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- Canceled Cheque or Passbook Copy
- Joining Kit (attached Separately)

\*We do not retain original documents.

Please note that your appointment letter will be issued to you on the completion of your joining formalities.

By e-signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than (2days from DOJ)

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Yours sincerely, For **SPNN Business Services Pvt. Ltd**,



Navneet Singh CEO

I accept the above terms and conditions, and, agree to abide by them. Name: **Shraddha Arya** 

Signature

Date:



Registered Office: Ground Floor, Flat No. 45a, Pocket-1, Sector 7, Dwarka, New Delhi - 110075 CIN No: U74999DL2016PTC309702 SPNN Business Services Pvt.Ltd.
Corporate Office: #1178. Rudrash

Corporate Office: #1178 Unit No – 742 – 743, JMD Megapolis, Sector Sector 48, 122018, Gurugram, Haryana Karna



#### **OFFER LETTER**

To Chiden Dukpa Employee ID - PB144510 Date: 21-Jan-2021

We are delighted to offer you a position with SPNN Business Services Private Limited (from herein referred to as Company) deputation under Pagarbook India. We feel that your skills and background will be valued assets to our organization.

In this position, you will be designated as "Field Sales Associate". You will be receiving monthly take home of INR 29,383 including petrol amount.0, variable incentives based on performance up to Rs 100000 per annum

The start of your employment at PagarBook is **19-Apr-2021** Please confirm the date of joining along with your acceptance.

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- Aadhaar Card (with DOB **DD/MM/YYYY** format) front and back
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SPNN Business Services Pvt.Ltd.

Registered Office: Ground Floor, Flat No. 45a, Pocket-1, Sector 7, Dwarka, New Delhi - 110075 CIN No: U74999DL2016PTC309702 Corporate Office: Unit No - 742 - 743, JMD Megapolis, Sector 48, 122018, Gurugram, Haryana





Note: The Payment Cycle of the Company runs from 21 st day of the month to 20 th of the succeeding month and the salary will be credited end of the month. For any clarification feel free to call on the below-mentioned mobile no.s

Yours sincerely, For **SPNN Business Services Pvt. Ltd**,



Navneet Singh CEO

I accept the above terms and conditions, and, agree to abide by them. Name: **Chiden Dukpa** 

Signature

Date:



Registered Office: Ground Floor, Flat No. 45a, Pocket-1, Sector 7, Dwarka, New Delhi - 110075 CIN No: U74999DL2016PTC309702 SPNN Business Services Pvt.Ltd.
Corporate Office: #1178. Rudrash

Corporate Office: #1178, F Unit No – 742 – 743, JMD Megapolis, Sector 7 Sector 48, 122018, Gurugram, Haryana Karnata



#### **OFFER LETTER**

To Manjunath V M Employee ID - PB144511 Date: 21-Jan-2021

We are delighted to offer you a position with SPNN Business Services Private Limited (from herein referred to as Company) deputation under Pagarbook India. We feel that your skills and background will be valued assets to our organization.

In this position, you will be designated as "Field Sales Associate". You will be receiving monthly take home of INR 29,383 including petrol amount.0, variable incentives based on performance up to Rs 100000 per annum

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SPNN Business Services Pvt.Ltd.

Registered Office: Ground Floor, Flat No. 45a, Pocket-1, Sector 7, Dwarka, New Delhi - 110075 CIN No: U74999DL2016PTC309702 Corporate Office: Unit No - 742 - 743, JMD Megapolis, Sector 48, 122018, Gurugram, Haryana





Note: The Payment Cycle of the Company runs from 21 st day of the month to 20 th of the succeeding month and the salary will be credited end of the month. For any clarification feel free to call on the below-mentioned mobile no.s

Yours sincerely, For **SPNN Business Services Pvt. Ltd**,



Navneet Singh CEO

I accept the above terms and conditions, and, agree to abide by them. Name:  $Manjunath \; V \; M$ 

Signature

Date:



Registered Office: Ground Floor, Flat No. 45a, Pocket-1, Sector 7, Dwarka, New Delhi - 110075 CIN No: U74999DL2016PTC309702 SPNN Business Services Pvt.Ltd. Corporate Office: #1178, Rudrash Unit No - 742 - 743, JMD Megapolis, Sector 7, HSR La Sector 48, 122018, Gurugram, Haryana Karnataka - 560



Date : April 05, 2021 Ref No.: SBIGIC/HR/OF/21-22/0155

Mr. Shyam Prasad Allam Presidency University, Bangalore 9491403406

Dear Sir,

## Offer Letter:

With reference to your recent interview with us, we are pleased to offer you the position of **Relationship Manager - Bancassurance in the grade of Executive** in SBI General Insurance Co. Ltd. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to you successfully completing your probation.

1. During the period of your probation and upon any subsequent confirmation, your remuneration will be at the fixed rate Rs.300000/- (Rupees Three Lakhs Only) per annum. This will be an all-inclusive on a cost to the company (CTC) for availing your services. The components of this all-in cost to company have been mentioned further in the letter.

2. We will communicate your posting location, date of joining and other details in due course. However, the company reserves the right to utilize your services at any other place within or outside the country and at its sole discretion, reserves the right to extend the joining date in case of an exigency.

3. This is a provisional offer. We will issue a Letter of Appointment subject to completion of following formalities:

i. Actual production of Final Year (MBA) mark-sheet and degree certificate upon your joining the Company or latest by 30th October 2021.

ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity, and references, detailed in application form. Please refer to the annexure for the complete list of testimonials.

4. The Company shall carry out background verification before expiry of the probation

period described in the Letter of Appointment and your appointment shall be voidable

at the sole discretion of the company in case the outcome of the background verification

is not satisfactory to the Company.



#### SBI General Insurance Company Limited

Corporate & Registered Office: V 'Natraj', 301, Junction of Western Express Highway & Madherr (E), Mumbai - 400 069 I CIN: U66000MH2009PLC190546 I C Tel.: +91 22 42412000 I www.soigeneral in Logo displayed belongs to State Bank of India and is used by SBI General Insurance Co. Ltd. under license MDAI Registration Number 144



5. Your service continuation with SBI General will be subject to the clearance of your final exam in the first attempt, failing to which your services will be terminated with immediate effect.

6. The remuneration offered to you is confidential in nature. This should not be disclosed to any other employee of SBI General, nor should it be discussed with them. In case of breach of confidentiality of remuneration, the offer made by us will be voidable at our sole discretion irrespective of its acceptance at your end.

7. While in service, you will not work for anybody else for remuneration, honorarium or for any other consideration without the written permission of the company.

8. Notice period for separation during probation period shall be one month for you as well as the Company.

9. The company shall not be liable to pay any performance pay/bonus/ex gratia/incentives in the event you have resigned/terminated and are serving notice period at the date of such payment.

10. The normal age of superannuation shall be 60 years.

11. Please submit the duly signed copy of this letter to the official at the time of your joining.

Yours faithfully,



Niranjan Parida Lead – HR Operations

I have read the above terms and conditions and hereby accept the offer.

Expected date of joining: .....

Signature: .....

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#### SBI General Insurance Company Limited

Corporate & Registered Office: V 'Natraj', 301, Junction of Western Express Highway & Masherk (Under Red), Andheri (E), Mumbai - 400 069 I CIN: U66000MH2009PLC190546 I C Tel.: +91 22 42412000 I www.sbigeneral n I Logo displayed belongs to State Bank of India and is used by SBI General Insurance Co. Ltd. under license RDAI Registration Number 144



### Salary Annexure of Mr. Shyam Prasad Allam

## CTC Structure

CTC Component	Amt in Rs. (Monthly Gross)	Amt in Rs. (Annual)
Basic	10582	126984
HRA	5291	63492
Statutory Bonus	882	10578
Transport Allowance	1600	19200
Additional Personal Allowance	4337	52041
Employer Provident Fund		21600
Gratuity Provision		6105
Total CTC	22692	300000

## (Other benefits table will change as per grade offered)

Other Benefits *		Eligible Cover
Mediclaim Insurance Cover:		
i)	Hospitalization expense which require 24 hours hospitalization for Self, Spouse, Parents (partial contribution from the employee) & up to 2 dependent children (below 25 years of age) is payable on a family floater basis.	Do 2 50 lo1/h /
ii)	Specified Day Care Treatment which does not require 24 hours hospitalization is also payable.	Rs.2.50 lakh/-
iii)	Maternity Benefit, new born baby and Pre-existing illnesses covered from the day of joining.	
Grou All er	D 001111/	
in the	e event of bodily injury due to an accident. It also covers temporary or permanent pility caused due to the accident.	Rs.30 lakh/-
Grou	<u>1p Term Life Insurance cover:</u>	
	IP Term Life is payable to the nominee of the deceased employee in case of rtunate event of natural death.	Rs.20 lakh/-

\* These benefits are available to all the employees of the company as per HR Policy as in force



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# Instructions on the Day of Joining

Kindly note, due to pandemic Covid-19 situation, we will process your joining virtually. You will get an Email from HR Ops team for detailed process.

# <u>Please submit the following documents when you visit the branch (original and 1 set of photocopy):</u>

- A. Education Qualifications:
- 1. SSC & HSC Mark-sheet
- 2. Graduation & Post Graduation Mark-sheet & Passing Certificate
- 3. Any Other Additional Qualifications' Mark-sheet & Certificate (if any)
- B. Proof of Birth Identity & Address
- 1. PAN Card (Mandatory)
- 2. Aadhar Card (Mandatory)
- 3. Passport / Driving License / Election ID / Ration Card / Utility Bill or any other appropriate document issued by competent authority

C. Three Passport size colour photographs

D. Acknowledgment copy of SBI General Offer Letter

# You are requested to contact the following official(s) for necessary advices regarding submission and scrutiny of your documents:

- Name : Ms. Ratikesh Dattaram Kamble Address : SBI General Insurance Company limited (HR Department), 301 "Natraj", Junction of Western Express Highway, Andheri Kurla Road, Andheri (East), Mumbai - 400 069
- E Mail ID : Ratikesh.Kamble@sbigeneral.in

\* Once you join us, immediately open an Account with State Bank of India and advise your A/c No. to HR at the earliest.

#### SBI General Insurance Company Limited

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Date : April 05, 2021 Ref No.: SBIGIC/HR/OF/21-22/0123

Mr. Shaik Habeeb Presidency University, Bangalore 9100695548

Dear Sir,

### Offer Letter:

With reference to your recent interview with us, we are pleased to offer you the position of **Relationship Manager - Bancassurance in the grade of Executive** in SBI General Insurance Co. Ltd. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to you successfully completing your probation.

1. During the period of your probation and upon any subsequent confirmation, your remuneration will be at the fixed rate Rs.300000/- (Rupees Three Lakhs Only) per annum. This will be an all-inclusive on a cost to the company (CTC) for availing your services. The components of this all-in cost to company have been mentioned further in the letter.

2. We will communicate your posting location, date of joining and other details in due course. However, the company reserves the right to utilize your services at any other place within or outside the country and at its sole discretion, reserves the right to extend the joining date in case of an exigency.

3. This is a provisional offer. We will issue a Letter of Appointment subject to completion of following formalities:

i. Actual production of Final Year (MBA) mark-sheet and degree certificate upon your joining the Company or latest by 30th October 2021.

ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity, and references, detailed in application form. Please refer to the annexure for the complete list of testimonials.

4. The Company shall carry out background verification before expiry of the probation

period described in the Letter of Appointment and your appointment shall be voidable

at the sole discretion of the company in case the outcome of the background verification

is not satisfactory to the Company.



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#### SBI General Insurance Company Limited

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5. Your service continuation with SBI General will be subject to the clearance of your final exam in the first attempt, failing to which your services will be terminated with immediate effect.

6. The remuneration offered to you is confidential in nature. This should not be disclosed to any other employee of SBI General, nor should it be discussed with them. In case of breach of confidentiality of remuneration, the offer made by us will be voidable at our sole discretion irrespective of its acceptance at your end.

7. While in service, you will not work for anybody else for remuneration, honorarium or for any other consideration without the written permission of the company.

8. Notice period for separation during probation period shall be one month for you as well as the Company.

9. The company shall not be liable to pay any performance pay/bonus/ex gratia/incentives in the event you have resigned/terminated and are serving notice period at the date of such payment.

10. The normal age of superannuation shall be 60 years.

11. Please submit the duly signed copy of this letter to the official at the time of your joining.

Yours faithfully,



Niranjan Parida Lead – HR Operations

I have read the above terms and conditions and hereby accept the offer.

Expected date of joining: .....

Signature: .....

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#### SBI General Insurance Company Limited

Corporate & Registered Office: Vivatraj', 301, Junction of Western Express Highway & Monthern (Guidanted), Andheri (E), Mumbai - 400 069 I CIN: U66000MH2009PLC190546 I C Tel.: +91 22 42412000 I www.soigeneral in I Logo displayed belongs to State Bank of India and is used by SBI General Insurance Co. Ltd. Under license RDAI Registration Number 144



#### Salary Annexure of Mr. Shaik Habeeb

## CTC Structure

CTC Component	Amt in Rs. (Monthly Gross)	Amt in Rs. (Annual)
Basic	10582	126984
HRA	5291	63492
Statutory Bonus	882	10578
Transport Allowance	1600	19200
Additional Personal Allowance	4337	52041
Employer Provident Fund		21600
Gratuity Provision		6105
Total CTC	22692	300000

## (Other benefits table will change as per grade offered)

Other Benefits *		Eligible Cover
Med		
i)	Hospitalization expense which require 24 hours hospitalization for Self, Spouse, Parents (partial contribution from the employee) & up to 2 dependent children (holew 25 more of eac) is normally on a family floater hasis	
ii)	(below 25 years of age) is payable on a family floater basis. Specified Day Care Treatment which does not require 24 hours hospitalization is also payable.	Rs.2.50 lakh/-
iii)	Maternity Benefit, new born baby and Pre-existing illnesses covered from the day of joining.	
Group Personal Accident Insurance cover: All employees are covered 24 hours, under this policy. The policy covers an employee in the event of bodily injury due to an accident. It also covers temporary or permanent disability caused due to the accident.		Rs.30 lakh/-
Grou	<b>ap Term Life Insurance cover:</b> ap Term Life is payable to the nominee of the deceased employee in case of rtunate event of natural death.	Rs.20 lakh/-

\* These benefits are available to all the employees of the company as per HR Policy as in force

### SBI General Insurance Company Limited

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# Instructions on the Day of Joining

Kindly note, due to pandemic Covid-19 situation, we will process your joining virtually. You will get an Email from HR Ops team for detailed process.

# <u>Please submit the following documents when you visit the branch (original and 1 set</u> of photocopy):

- A. Education Qualifications:
- 1. SSC & HSC Mark-sheet
- 2. Graduation & Post Graduation Mark-sheet & Passing Certificate
- 3. Any Other Additional Qualifications' Mark-sheet & Certificate (if any)
- B. Proof of Birth Identity & Address
- 1. PAN Card (Mandatory)
- 2. Aadhar Card (Mandatory)
- 3. Passport / Driving License / Election ID / Ration Card / Utility Bill or any other appropriate document issued by competent authority

C. Three Passport size colour photographs

D. Acknowledgment copy of SBI General Offer Letter

# You are requested to contact the following official(s) for necessary advices regarding submission and scrutiny of your documents:

Name	: Ms. Ratikesh Dattaram Kamble
Address	: SBI General Insurance Company limited (HR Department),
	301 "Natraj", Junction of Western Express Highway,
	Andheri Kurla Road, Andheri (East), Mumbai - 400 069

E - Mail ID : Ratikesh.Kamble@sbigeneral.in

\* Once you join us, immediately open an Account with State Bank of India and advise your A/c No. to HR at the earliest.

#### SBI General Insurance Company Limited

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Date : April 05, 2021 Ref No.: SBIGIC/HR/OF/21-22/0156

Mr. Kapil Venkat Raman Presideny University, Bangalore 9844778432

Dear Sir,

## Offer Letter:

With reference to your recent interview with us, we are pleased to offer you the position of **Relationship Manager - Agency in the grade of Executive** in SBI General Insurance Co. Ltd. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to you successfully completing your probation.

1. During the period of your probation and upon any subsequent confirmation, your remuneration will be at the fixed rate Rs.300000/- (Rupees Three Lakhs Only) per annum. This will be an all-inclusive on a cost to the company (CTC) for availing your services. The components of this all-in cost to company have been mentioned further in the letter.

2. We will communicate your posting location, date of joining and other details in due course. However, the company reserves the right to utilize your services at any other place within or outside the country and at its sole discretion, reserves the right to extend the joining date in case of an exigency.

3. This is a provisional offer. We will issue a Letter of Appointment subject to completion of following formalities:

i. Actual production of Final Year (MBA) mark-sheet and degree certificate upon your joining the Company or latest by 30th October 2021.

ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity, and references, detailed in application form. Please refer to the annexure for the complete list of testimonials.

4. The Company shall carry out background verification before expiry of the probation period described in the Letter of Appointment and your appointment shall be voidable at the sole discretion of the company in case the outcome of the background verification is not satisfactory to the Company.

#### SBI General Insurance Company Limited

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5. Your service continuation with SBI General will be subject to the clearance of your final exam in the first attempt, failing to which your services will be terminated with immediate effect.

6. The remuneration offered to you is confidential in nature. This should not be disclosed to any other employee of SBI General, nor should it be discussed with them. In case of breach of confidentiality of remuneration, the offer made by us will be voidable at our sole discretion irrespective of its acceptance at your end.

7. While in service, you will not work for anybody else for remuneration, honorarium or for any other consideration without the written permission of the company.

8. Notice period for separation during probation period shall be one month for you as well as the Company.

9. The company shall not be liable to pay any performance pay/bonus/ex gratia/incentives in the event you have resigned/terminated and are serving notice period at the date of such payment.

10. The normal age of superannuation shall be 60 years.

11. Please submit the duly signed copy of this letter to the official at the time of your joining.

Yours faithfully,



Niranjan Parida Lead – HR Operations

I have read the above terms and conditions and hereby accept the offer.

Expected date of joining: .....

Signature: .....

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### SBI General Insurance Company Limited

Corporate & Registered Office: V 'Natraj', 301, Junction of Western Express Highway & Masherk (Under Red), Andheri (E), Mumbai - 400 069 I CIN: U66000MH2009PLC190546 I C Tel.: +91 22 42412000 I www.sbigeneral n I Logo displayed belongs to State Bank of India and is used by SBI General Insurance Co. Ltd. under license RDAI Registration Number 144



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### Salary Annexure of Mr. Kapil Venkat Raman

### CTC Structure

CTC Component	Amt in Rs. (Monthly Gross)	Amt in Rs. (Annual)
Basic	10582	126984
HRA	5291	63492
Statutory Bonus	882	10578
Transport Allowance	1600	19200
Additional Personal Allowance	4337	52041
Employer Provident Fund		21600
Gratuity Provision		6105
Total CTC	22692	300000

### (Other benefits table will change as per grade offered)

	Other Benefits *	Eligible Cover
Med		
i)	Hospitalization expense which require 24 hours hospitalization for Self, Spouse,	
	Parents (partial contribution from the employee) & up to 2 dependent children	
ii)	(below 25 years of age) is payable on a family floater basis. Specified Day Care Treatment which does not require 24 hours hospitalization is also payable.	Rs.2.50 lakh/-
iii)	Maternity Benefit, new born baby and Pre-existing illnesses covered from the day of joining.	
Grou	1p Personal Accident Insurance cover:	
All e in the disat	Rs.30 lakh/-	
Group Term Life Insurance cover: Group Term Life is payable to the nominee of the deceased employee in case of unfortunate event of natural death.		Rs.20 lakh/-

\* These benefits are available to all the employees of the company as per HR Policy as in force



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### Instructions on the Day of Joining

Kindly note, due to pandemic Covid-19 situation, we will process your joining virtually. You will get an Email from HR Ops team for detailed process.

# <u>Please submit the following documents when you visit the branch (original and 1 set of photocopy):</u>

- A. Education Qualifications:
- 1. SSC & HSC Mark-sheet
- 2. Graduation & Post Graduation Mark-sheet & Passing Certificate
- 3. Any Other Additional Qualifications' Mark-sheet & Certificate (if any)
- B. Proof of Birth Identity & Address
- 1. PAN Card (Mandatory)
- 2. Aadhar Card (Mandatory)
- 3. Passport / Driving License / Election ID / Ration Card / Utility Bill or any other appropriate document issued by competent authority

C. Three Passport size colour photographs

D. Acknowledgment copy of SBI General Offer Letter

# You are requested to contact the following official(s) for necessary advices regarding submission and scrutiny of your documents:

- Name : Ms. Ratikesh Dattaram Kamble Address : SBI General Insurance Company limited (HR Department), 301 "Natraj", Junction of Western Express Highway, Andheri Kurla Road, Andheri (East), Mumbai - 400 069
- E Mail ID : Ratikesh.Kamble@sbigeneral.in

\* Once you join us, immediately open an Account with State Bank of India and advise your A/c No. to HR at the earliest.

### SBI General Insurance Company Limited

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From: **Waseem Pasha** <<u>waseem.pasha@nobroker.in</u>> Date: Tue, Jan 18, 2022, 9:00 PM Subject: Welcome Onboard for an amazing career@NoBroker To: <<u>201920300296@presidencyuniversity.in</u>>

Hi Reshma,

### Hearty Congratulations !!

NoBroker team is looking forward to you being part of the NoBroker family as **"Sales Executive -**L1". Your confirmed date of joining is **"19-Jan-22"** 

Your annual CTC will be 4,96,596 /- per annum (without meal allowance & Gratuity)

CTC Breakup		
Annual CTC	4,96,596	
Fixed CTC	2,56,596	
	2,40,000	
	(20,000	
	monthly	
	performance-	
	based	
Variable CTC	incentive)	
PF	3600	
PT	200	
Take Home		
(Approx.)	17,583	

Your PDF Offer Letter will be shared via darwinbox in a separate email within your joining date. PFA file to accept the same FYR.

As part of the process, you need to accept the offer by acknowledging this email.

Please find the checklist documents to be kept ready (**Soft Copy only**) **before your DOJ** for smooth onboarding.

- 1. Education Documents (10th, 12th, Graduation/Post Graduation)
- 2. Employment Documents (If Applicable)
- Relieving Letter / Experience Letter of all Companies
- Last Company 3 months Salary Slip / Bank Transaction.
- 3. Cancelled Cheque / Bank Pass book Front page
- 4. ID Proof (Aadhaar, PAN, Voter ID & Driving License)



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### **Important Note:**

- 1. No leaves will be provided during training.
- 2. NoBroker follows a 6-day working policy, Week Offs will be Rotational and Fridays, Saturdays and Sundays are compulsory work-days.
- 3. A meal allowance is a benefit extended by the company free of cost as part of the employee benefits program. For accounting purposes, a value of INR 2500 is additionally added to the gross salary of the employee over and above the gross salary agreed upon with the respective employee. Employee's take-home remains the same as committed to them prior to onboarding.
- 4. As per your confirmation, you have a Laptop/Desktop with strong Internet connectivity, which won't be a hindrance during the Work process.
- 5. In case any employee resigns then he/she needs to serve 1 month notice period to the company, or payment in lieu of notice is applicable.
- 6. Any kind of documents found missing / non-reliable will lead to immediate revoke of the offer letter.
- 7. You are supposed to resume from the Office for Onboarding formalities on the day of your joining and for your training and OJT. Our onboarding meeting starts at 10:00 AM sharp on the date of joining. If failed to report on time, your onboarding will be considered on hold and it will be rescheduled to the next available day as per the confirmation received from the concerned HR.Later on you need to come to Office for your training and work purpose.
- 8. Employees are expected to follow the dress code policy: Mon-Thur - Formals are compulsory.

Thanks & Regards Waseem P Manager - Human Resource



2/2



Date: January 29, 2021

### Strictly Private & Confidential

Akhilesh Pillai

Dear Akhilesh Pillai,

### **Re: Offer Letter**

Congratulations! Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the role of **Associate Analyst.** The role will be based in our office at **Jaipur** (the exact address will be communicated to you via an e-mail) with the joining date of **February 09, 2021.** Please note that in accordance with the needs of the business or due to any unforeseen circumstances, you may be required, from time to time, to work from other locations in India or out of India. In case, you are required to work from other location due to whatsoever reason(s), all the terms and conditions mentioned in this offer letter / service agreement will remain same including the monetary terms. However, discretion to change / add / delete / amend any of the term including monetary terms in such a scenario will exclusively vest with the Company.

Your Gross CTC (Cost to Company) and the related important terms have been detailed in the Annexure A to this letter.

#### Please note that this offer is subject to following conditions:

- a. You satisfactorily clear the background check as per the company policy.
- b. You do not have any contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company.
- c. You do not have any health restrictions that might interfere with your ability to perform the inherent job requirements and job demands of the above-mentioned role.

#### You are requested to note the important Terms:

- 1. Your employment will be governed by the rules, regulations & policies of the Company. All the benefits are as per the Company's policies, which are subject to change from time to time.
- 2. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with XL Dynamics.
- 3. You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.





- 4. You will serve a probationary period of 6 months. On successful completion of the probation, your employment with the Company will stand confirmed subject to the terms and conditions as per Company policies.
- 5. Non-compliances with the below mentioned policies/ rules and regulations will result in disciplinary action which may include, depending on the circumstances, the termination of employment:
  - HR, IT, Compliance & Corporate Policies.
  - No leaves (planned or unplanned) during the first three months of probation period.
  - Meeting the performance standards as laid down by the Company during your entire tenure.
- 6. Notice Period

Notice period to end the service agreement:

- If the tenure of employment is less than or equal to 90 days, then the notice period is 1 day for either party.
- If the tenure of employment is between 90 days and completion of probationary period, then the notice period is 30 days for either party.
- On successful completion of probation, the notice period is 60 days for either party.

It is at the absolute discretion of the Company whether the period / part of notice shall run concurrently with the period of any leave, which may be due or may be granted to you. However, in case of your resignation, the Company reserves the right to relieve you immediately / earlier than the aforesaid notice period without payment of any balance notice period compensation.

The Company reserves the right to terminate your employment without notice or pay in lieu of notice in the case of:

- absence for a continuous period of two days without prior approval of your supervisor during probation.
- absconding from and abandonment service or responsibilities for a period of 2 days without prior notice or handover; even if you return to work after absconding.
- breach of terms & conditions contained in the Appointment Letter, Employee Confidentiality &Non-Disclosure Agreement.
- breach of the terms as stated in the HR Policy Handbook/ Company Policies and Procedures Manual.
- breach of Health and Safety policies.
- breach of Code of Conduct resulting in gross misconduct which includes but is not limited to dishonesty, fraud, breach of Company confidentiality, pilferage and theft, attending work under the influence of alcohol, drugs or other intoxicating substances, serious breach of health and safety or Company rules and policy, disobedience of reasonable orders from superiors, causing actual or threatening physical harm and causing damage to Company property and breach of security. Consumption of alcohol, drugs, narcotics, intoxicants or any banned substance while

REGISTRAR

Registrar



on a Company Project or in a Company provided accommodation is prohibited and ground for immediate dismissal.

- Found guilty of a crime by a court of competent jurisdiction, that would bring to question your character, integrity or your respect for the Law.
- misuse of Company Property or Resources. Examples include but are not limited to making reimbursement claims with false or unauthorized invoices, using the company internet for personal use, using company laptops or equipment for unauthorized uses such as trading in shares, etc.

An Experience letter will not be provided to employees who exit the Company during their probationary period or in the event of the termination of the service agreement for all cases mentioned above.

- 7. Defaults on any current financial obligations (loans, credit cards, etc.) would negatively affect the company's decision to employ you.
- 8. This agreement shall be governed by & construed in accordance with laws of India and the parties hereto submit to the exclusive jurisdiction of the courts of Mumbai.
- 9. Taxes will be deducted or levied as applicable on the amounts payable / receivable upon your separation from the organization.

### 10. Return of Company Property

On request by the Company or in the event of the termination of the service agreement by either party for whatsoever reason, you are to mandatorily, return to the Company, at your own cost, within 2 days, all the Company belongings / properties issued to you during your tenure with the Company, which includes cash/funds, Company credit / debit cards, your ID Card, access card, mobile/SIM, PCs, Laptops, keys, computer hard and software, all kinds of electronic storage devices including disks and all documentation in whatever form including notes and minutes of meetings, client lists, diaries and address books, computer printouts, plans, projections, together with all copies which are in your possession or under your control and all other item(s) issued to you but not mentioned here in above.

In case of Separation, the Full and Final Settlement will be done once the Company belongings / properties are returned back to the company.

The ownership of all such property and documents will at all times remain vested with the Company.

### 11. IT Security and Data Integrity and Theft Policy

You are strictly prohibited from:Allowing household members to view the work being done at XL Dynamics.

- 1. Allowing household members to view confidential Borrower or Client information.
- 2. Sharing login details with household members or any person.
- 3. Allowing others to access and use any XL Dynamics Company Equipment.
- 4. Sharing client information with any third parties.
- 5. Leaving the PC unlocked when away from the system or on break.

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- 6. Not taking sufficient precautions to ensure no one can peek into or eavesdrop on information being worked on by the employee through the window or other such viewpoints.
- 7. Tampering with the systems, attempting to disable security protocols, etc.
- 8. Any other acts of carelessness which exposes Confidential Information to misuse.
- 9. Taking / clicking picture / video of the data from the computer / laptop screen.

Any such breach of IT Policy, Data Integrity and Data Theft Policy would not only result in immediate Termination of the services with the Company, but also Penal and Criminal action(s) against the Employee under the Cyber Crime Prevention statutes in the Indian Penal Code, Information Technology Act (IT Act) and The Copyright Act.

### 12. Refundable Security Deductions against Company Property

A specific amount per month will be deducted from your CTC during the initial 12 months of your service with the Company as refundable security deductions towards the company property(ies) issued / will be issued to you. The amount so deducted will be interest free. This cumulative amount of such deductions will be paid to you at the time of your separation from the Company / return of such company belongings / properties to the Company, as the case may be, in good condition, at your own cost, as was/were issued to you. The cumulative refundable amount will be refunded to you as per the below details:

- 1. In case the company belongings / properties are returned to the company during the tenure of the employment then the applicable refundable amount will be paid in the next payable salary.
- 2. In case of Separation, the applicable refundable amount will be paid along with your full and final settlement.
- 3. In case of non-submission of the company belongings / properties, the cumulative refundable amount will not be refunded back.
- 4. In case of damage / loss to/of any of the Company belonging / property issued to you, the recovery of such damage / loss will be made good from such cumulative amount deducted from your CTC.

The decision of the Company will be final and binding on you for the amount to be forfeited from your ibid cumulative amount lying with the Company, in order to make good, the loss incurred by the Company towards damage / loss to its property / belonging issued to you. Please refer Point no. "i" of the Important Points under Annexure "A" of this letter for the applicable amount.

### 13. Use of Company Equipment

You are solely responsible for the safe keep and integrity of all the Company equipment issued to you or which you are / will be carrying along with you, as well as its safe (in as it is working & good condition) return once the company ask you to return or at the time of Separation, whichever is earlier. In case any of the Company property is damaged / lost during your tenure due to whatsoever reason, you hereby indemnify & agree to pay a flat penalty / damage charges as per clause 12. You also indemnity, undertake & agree that the decision of the Company in this regard will be final & concluding and will be binding upon you.

### 14. Training & Training recovery cost





You will be required to undergo an initial training provided by the Company for its work. The duration of the training will be specified to you as per your domain / stream at the time of your joining and will be imparted to you during any of the shift (i.e. day / night / rotational) as per Company's need, irrespective of the shift you have been offered. You are required to complete the training within stipulated time frame or else the duration of the training may be extended further for 7 days or till the time you meet the qualifying criteria, whichever is earlier. You might have to attend the training session on weekend (i.e. Saturday / Sunday) to complete the training within timeliness, for which, you will be intimated by your trainer in advance. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

Since, the above training provided to you by the Company involves a substantial cost to the company, you are hence expected to serve employment of the company for at least a period of three months from the date of your appointment. In case you leave your employment with the Company within the aforesaid period of 3 months, you are required to reimburse the cost of training imparted to you which is quantified at Rs. 15,000/- (Fifteen Thousand Only).

### 15. Obligations during employment

You agree that during your employment, you will:

- 1. not undertake / hold any kind of employment / substantial responsibility / position / entrepreneurship with any other company, institution, organization, factory, establishment, enterprise, industry, shop, etc.
- 2. not carry out / indulge / involve yourself in any kind of business activity in any capacity / manner.
- 3. not do / carry out any kind of activity outside the company wherein you may be required to vest / devote your time & attention, which is really required to be vested for meeting the duties & responsibilities of the Company.

Kindly note the terms of this offer letter shall remain confidential and are not to be disclosed to any third party. All queries and concerns about this offer letter should be addressed ONLY to offers.india@xldynamics.com

Welcome to XL Dynamics. We wish you a long, rewarding and fulfilling career and look forward to your joining us. To confirm your acceptance of our offer, you need to sign, scan and return one copy of this offer letter by return email within 2 working days of receiving this offer letter.

Yours sincerely,

Dipika Pawar Authorized Signatory





I have read, understood and agree to the terms and conditions as set forth in this offer letter and Annexure A. I also understand that non adherence to the terms listed above may result in withdrawal of my offer letter with XL Dynamics with immediate effect.

<u>Signed :</u> <u>Signed:</u> Date :

Print Name : Akhilesh Pillai





Annexure A	
Candidate's Name	Akhilesh Pillai
Position Offered	Associate Analyst
Shift	Night
Contract	NA
Joining Date	February 09, 2021

**Salary Details** 

Fixed Components	Monthly	Annual
Basic	15000	180000
HRA	6000	72000
Medical Reimbursement	1250	15000
Conveyance	1600	19200
COLA	164	1968
Variance Components (See notes)		
Monthly Performance Incentive	5334	64008
Annual Bonus	1333	15996
Medical Benefits (See notes)		
Mediclaim	130	1560
Retirements Benefits (See notes)		
Provident Fund (Company Contribution)	1800	21600
Gratuity	722	8664
Total CTC	33333	399996

### Important Terms with respect to your CTC:

- a. Shift Allowance:
  - 1. An additional Shift Allowance of Rs. 1,00,000/- Per Annum is applicable for all employees who are working in a Night Shift.
  - 2. An additional Shift Allowance of Rs. 50,000/- Per Annum is applicable for all employees who are working in a Mid Shift.
- b. Your monthly take home salary will consist of the components contained in the "Monthly Column" under "Fixed Components" of the Annexure, which includes Basic, HRA, Medical Reimbursement, Conveyance, COLA, and Shift Allowance (if applicable).
- c. Monthly Performance Incentive will be applicable post completion of your training once you start working/ contributing on productive tasks for the company's objectives. This may vary every month based on your performance during the month.

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- d. Annual Bonus if applicable will be paid once in a year depending on many factors including but not limited to the Employee's Individual performance, Team performance, Company performance, Market conditions, KRAs and Company Policies and Strategies at the time of Annual Bonus disbursement.
- e. Medical benefits will be applicable to you for self only from the day of your joining with XL Dynamics. This covers cashless hospitalization facility in case of listed hospitals or reimbursement of hospitalization expenses in case of non-listed hospitals. Accidental cover will also be provided to you for self from the date of your joining to the company.
- f. "Provident Fund" (Company Contribution) and "Gratuity" components are paid by XL Dynamics to concerned Government authorities. Your eligibility and the pay outs of Provident Fund & Gratuity amounts will be determined in strict accordance with the provisions of "The Employees Provident Fund Act, 1952" & "The Payment of Gratuity Act, 1972" respectively, including but not limited to the minimum service periods set forth therein.
- g. Deductions from your monthly salary would include, "Professional Tax", "Income Tax" and "Provident Fund" (Employee Contribution).
- h. Your Gross Monthly Salary would be the total of "Fixed Components" + "Monthly Performance Incentive" as applicable.
- i. Rs. 3500/- will be deducted from your monthly salary towards Interest free refundable security deposit against the company property/ies issued to you. This retained security deposit will be refunded to you as described in the clause No. 12 specified above in this letter.

Signed : Da

Date :

Print Name : Akhilesh Pillai





Date: January 29, 2021

Strictly Private & Confidential

Mahadevaswamy C N

Dear Mahadevaswamy C N,

### **Re: Offer Letter**

Congratulations! Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the role of **Associate Analyst.** The role will be based in our office at **Jaipur** (the exact address will be communicated to you via an e-mail) with the joining date of **February 09, 2021.** Please note that in accordance with the needs of the business or due to any unforeseen circumstances, you may be required, from time to time, to work from other locations in India or out of India. In case, you are required to work from other location due to whatsoever reason(s), all the terms and conditions mentioned in this offer letter / service agreement will remain same including the monetary terms. However, discretion to change / add / delete / amend any of the term including monetary terms in such a scenario will exclusively vest with the Company.

Your Gross CTC (Cost to Company) and the related important terms have been detailed in the Annexure A to this letter.

#### Please note that this offer is subject to following conditions:

- a. You satisfactorily clear the background check as per the company policy.
- b. You do not have any contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company.
- c. You do not have any health restrictions that might interfere with your ability to perform the inherent job requirements and job demands of the above-mentioned role.

#### You are requested to note the important Terms:

- 1. Your employment will be governed by the rules, regulations & policies of the Company. All the benefits are as per the Company's policies, which are subject to change from time to time.
- 2. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with XL Dynamics.
- 3. You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.





- 4. You will serve a probationary period of 6 months. On successful completion of the probation, your employment with the Company will stand confirmed subject to the terms and conditions as per Company policies.
- 5. Non-compliances with the below mentioned policies/ rules and regulations will result in disciplinary action which may include, depending on the circumstances, the termination of employment:
  - HR, IT, Compliance & Corporate Policies.
  - No leaves (planned or unplanned) during the first three months of probation period.
  - Meeting the performance standards as laid down by the Company during your entire tenure.
- 6. Notice Period

Notice period to end the service agreement:

- If the tenure of employment is less than or equal to 90 days, then the notice period is 1 day for either party.
- If the tenure of employment is between 90 days and completion of probationary period, then the notice period is 30 days for either party.
- On successful completion of probation, the notice period is 60 days for either party.

It is at the absolute discretion of the Company whether the period / part of notice shall run concurrently with the period of any leave, which may be due or may be granted to you. However, in case of your resignation, the Company reserves the right to relieve you immediately / earlier than the aforesaid notice period without payment of any balance notice period compensation.

The Company reserves the right to terminate your employment without notice or pay in lieu of notice in the case of:

- absence for a continuous period of two days without prior approval of your supervisor during probation.
- absconding from and abandonment service or responsibilities for a period of 2 days without prior notice or handover; even if you return to work after absconding.
- breach of terms & conditions contained in the Appointment Letter, Employee Confidentiality &Non-Disclosure Agreement.
- breach of the terms as stated in the HR Policy Handbook/ Company Policies and Procedures Manual.
- breach of Health and Safety policies.
- breach of Code of Conduct resulting in gross misconduct which includes but is not limited to dishonesty, fraud, breach of Company confidentiality, pilferage and theft, attending work under the influence of alcohol, drugs or other intoxicating substances, serious breach of health and safety or Company rules and policy, disobedience of reasonable orders from superiors, causing actual or threatening physical harm and causing damage to Company property and breach of security. Consumption of alcohol, drugs, narcotics, intoxicants or any banned substance while

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on a Company Project or in a Company provided accommodation is prohibited and ground for immediate dismissal.

- Found guilty of a crime by a court of competent jurisdiction, that would bring to question your character, integrity or your respect for the Law.
- misuse of Company Property or Resources. Examples include but are not limited to making reimbursement claims with false or unauthorized invoices, using the company internet for personal use, using company laptops or equipment for unauthorized uses such as trading in shares, etc.

An Experience letter will not be provided to employees who exit the Company during their probationary period or in the event of the termination of the service agreement for all cases mentioned above.

- 7. Defaults on any current financial obligations (loans, credit cards, etc.) would negatively affect the company's decision to employ you.
- 8. This agreement shall be governed by & construed in accordance with laws of India and the parties hereto submit to the exclusive jurisdiction of the courts of Mumbai.
- 9. Taxes will be deducted or levied as applicable on the amounts payable / receivable upon your separation from the organization.

### 10. Return of Company Property

On request by the Company or in the event of the termination of the service agreement by either party for whatsoever reason, you are to mandatorily, return to the Company, at your own cost, within 2 days, all the Company belongings / properties issued to you during your tenure with the Company, which includes cash/funds, Company credit / debit cards, your ID Card, access card, mobile/SIM, PCs, Laptops, keys, computer hard and software, all kinds of electronic storage devices including disks and all documentation in whatever form including notes and minutes of meetings, client lists, diaries and address books, computer printouts, plans, projections, together with all copies which are in your possession or under your control and all other item(s) issued to you but not mentioned here in above.

In case of Separation, the Full and Final Settlement will be done once the Company belongings / properties are returned back to the company.

The ownership of all such property and documents will at all times remain vested with the Company.

### 11. IT Security and Data Integrity and Theft Policy

You are strictly prohibited from:Allowing household members to view the work being done at XL Dynamics.

- 1. Allowing household members to view confidential Borrower or Client information.
- 2. Sharing login details with household members or any person.
- 3. Allowing others to access and use any XL Dynamics Company Equipment.
- 4. Sharing client information with any third parties.
- 5. Leaving the PC unlocked when away from the system or on break.

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- 6. Not taking sufficient precautions to ensure no one can peek into or eavesdrop on information being worked on by the employee through the window or other such viewpoints.
- 7. Tampering with the systems, attempting to disable security protocols, etc.
- 8. Any other acts of carelessness which exposes Confidential Information to misuse.
- 9. Taking / clicking picture / video of the data from the computer / laptop screen.

Any such breach of IT Policy , Data Integrity and Data Theft Policy would not only result in immediate Termination of the services with the Company, but also Penal and Criminal action(s) against the Employee under the Cyber Crime Prevention statutes in the Indian Penal Code, Information Technology Act (IT Act) and The Copyright Act.

### 12. Refundable Security Deductions against Company Property

A specific amount per month will be deducted from your CTC during the initial 12 months of your service with the Company as refundable security deductions towards the company property(ies) issued / will be issued to you. The amount so deducted will be interest free. This cumulative amount of such deductions will be paid to you at the time of your separation from the Company / return of such company belongings / properties to the Company, as the case may be, in good condition, at your own cost, as was/were issued to you. The cumulative refundable amount will be refunded to you as per the below details:

- 1. In case the company belongings / properties are returned to the company during the tenure of the employment then the applicable refundable amount will be paid in the next payable salary.
- 2. In case of Separation, the applicable refundable amount will be paid along with your full and final settlement.
- 3. In case of non-submission of the company belongings / properties, the cumulative refundable amount will not be refunded back.
- 4. In case of damage / loss to/of any of the Company belonging / property issued to you, the recovery of such damage / loss will be made good from such cumulative amount deducted from your CTC.

The decision of the Company will be final and binding on you for the amount to be forfeited from your ibid cumulative amount lying with the Company, in order to make good, the loss incurred by the Company towards damage / loss to its property / belonging issued to you. Please refer Point no. "i" of the Important Points under Annexure "A" of this letter for the applicable amount.

### 13. Use of Company Equipment

You are solely responsible for the safe keep and integrity of all the Company equipment issued to you or which you are / will be carrying along with you, as well as its safe (in as it is working & good condition) return once the company ask you to return or at the time of Separation, whichever is earlier. In case any of the Company property is damaged / lost during your tenure due to whatsoever reason, you hereby indemnify & agree to pay a flat penalty / damage charges as per clause 12. You also indemnity, undertake & agree that the decision of the Company in this regard will be final & concluding and will be binding upon you.

### 14. Training & Training recovery cost





You will be required to undergo an initial training provided by the Company for its work. The duration of the training will be specified to you as per your domain / stream at the time of your joining and will be imparted to you during any of the shift (i.e. day / night / rotational) as per Company's need, irrespective of the shift you have been offered. You are required to complete the training within stipulated time frame or else the duration of the training may be extended further for 7 days or till the time you meet the qualifying criteria, whichever is earlier. You might have to attend the training session on weekend (i.e. Saturday / Sunday) to complete the training within timeliness, for which, you will be intimated by your trainer in advance. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

Since, the above training provided to you by the Company involves a substantial cost to the company, you are hence expected to serve employment of the company for at least a period of three months from the date of your appointment. In case you leave your employment with the Company within the aforesaid period of 3 months, you are required to reimburse the cost of training imparted to you which is quantified at Rs. 15,000/- (Fifteen Thousand Only).

### 15. Obligations during employment

You agree that during your employment, you will:

- 1. not undertake / hold any kind of employment / substantial responsibility / position / entrepreneurship with any other company, institution, organization, factory, establishment, enterprise, industry, shop, etc.
- 2. not carry out / indulge / involve yourself in any kind of business activity in any capacity / manner.
- 3. not do / carry out any kind of activity outside the company wherein you may be required to vest / devote your time & attention, which is really required to be vested for meeting the duties & responsibilities of the Company.

Kindly note the terms of this offer letter shall remain confidential and are not to be disclosed to any third party. All queries and concerns about this offer letter should be addressed ONLY to offers.india@xldynamics.com

Welcome to XL Dynamics. We wish you a long, rewarding and fulfilling career and look forward to your joining us. To confirm your acceptance of our offer, you need to sign, scan and return one copy of this offer letter by return email within 2 working days of receiving this offer letter.

Yours sincerely,

Dipika Pawar Authorized Signatory





I have read, understood and agree to the terms and conditions as set forth in this offer letter and Annexure A. I also understand that non adherence to the terms listed above may result in withdrawal of my offer letter with XL Dynamics with immediate effect.

<u>Signed :</u> <u>Signed:</u> Date :

Print Name : Mahadevaswamy C N





Annexure A	
Candidate's Name	Mahadevaswamy C N
Position Offered	Associate Analyst
Shift	Night
Contract	NA
Joining Date	February 09, 2021

**Salary Details** 

Fixed Components	Monthly	Annual
Basic	15000	180000
HRA	6000	72000
Medical Reimbursement	1250	15000
Conveyance	1600	19200
COLA	164	1968
Variance Components (See notes)		
Monthly Performance Incentive	5334	64008
Annual Bonus	1333	15996
Medical Benefits (See notes)		
Mediclaim	130	1560
Retirements Benefits (See notes)		
Provident Fund (Company Contribution)	1800	21600
Gratuity	722	8664
Total CTC	33333	399996

### Important Terms with respect to your CTC:

- a. Shift Allowance:
  - 1. An additional Shift Allowance of Rs. 1,00,000/- Per Annum is applicable for all employees who are working in a Night Shift.
  - 2. An additional Shift Allowance of Rs. 50,000/- Per Annum is applicable for all employees who are working in a Mid Shift.
- b. Your monthly take home salary will consist of the components contained in the "Monthly Column" under "Fixed Components" of the Annexure, which includes Basic, HRA, Medical Reimbursement, Conveyance, COLA, and Shift Allowance (if applicable).
- c. Monthly Performance Incentive will be applicable post completion of your training once you start working/ contributing on productive tasks for the company's objectives. This may vary every month based on your performance during the month.





- d. Annual Bonus if applicable will be paid once in a year depending on many factors including but not limited to the Employee's Individual performance, Team performance, Company performance, Market conditions, KRAs and Company Policies and Strategies at the time of Annual Bonus disbursement.
- e. Medical benefits will be applicable to you for self only from the day of your joining with XL Dynamics. This covers cashless hospitalization facility in case of listed hospitals or reimbursement of hospitalization expenses in case of non-listed hospitals. Accidental cover will also be provided to you for self from the date of your joining to the company.
- f. "Provident Fund" (Company Contribution) and "Gratuity" components are paid by XL Dynamics to concerned Government authorities. Your eligibility and the pay outs of Provident Fund & Gratuity amounts will be determined in strict accordance with the provisions of "The Employees Provident Fund Act, 1952" & "The Payment of Gratuity Act, 1972" respectively, including but not limited to the minimum service periods set forth therein.
- g. Deductions from your monthly salary would include, "Professional Tax", "Income Tax" and "Provident Fund" (Employee Contribution).
- h. Your Gross Monthly Salary would be the total of "Fixed Components" + "Monthly Performance Incentive" as applicable.
- i. Rs. 3500/- will be deducted from your monthly salary towards Interest free refundable security deposit against the company property/ies issued to you. This retained security deposit will be refunded to you as described in the clause No. 12 specified above in this letter.

Signed : Da

Date :

Print Name : Mahadevaswamy C N





PROTECTING INVESTING FINANCING ADVISING

29 May 2021

**Leela Y** Qr no 177 new type III,near football ground, kirandul, dantewada, Chhattisgarh - 494556

Dear Leela Y,

### Subject: Offer cum Appointment Letter

We take this opportunity to thank you for exploring an opportunity with Aditya Birla Health Insurance Company Ltd. (hereafter referred to as "Company"). On basis of our discussions and understanding we are pleased to appoint you with the Company as **"Senior Direct Sales Executive**".

The terms and conditions of your appointment are as follows:

- Your Fixed Pay will be Rs. 2,50,000/- (Two Lakhs And Fifty Thousand Only) per annum. Further, you will be entitled to Benefits as applicable in your grade. The components of your Fixed Pay and details of Benefits are provided in Annexure 'A' and will be governed by Company policies as amended from time to time.
- 2. In addition to your Fixed Pay above, you will be covered for Sales Incentive Scheme. The payout will be based on your performance and dependent on the parameters that are defined under the Sales Incentive Plan as declared by the Company from time to time.
- 3. You will be governed as per Company's Sales Progression Plan, as applicable in your grade and will be communicated to you.
- 4. Your appointment is subject to you providing all documents and information as set forth under Annexure 'B' to the company.

Aditya Birla Health Insurance Co. Limited (T) +91 22 6225 7600, (F) +91 22 6225 7700 care.healthinsurance@adityabirlacapital.com | www.adityabirlahealthinsurance.com Trademark/Logo Aditya Birla Capital logo is owned by Aditya Birla Management Corporation Private Limited and is used by Aditya Birla Health Insurance Co. Limited under licensed user agreement(s).

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PROTECTING INVESTING FINANCING ADVISING

- 5. Your date of joining with the Company will be on or before **01 June 2021**.
- 6. Your initial place of work will be **Bangalore** the Company is a part of the Aditya Birla Group and the organizations in the Aditya Birla Group are affiliates of the Company. The Company will have the right to transfer/second you, as the case may be, to any function or business group, any other location within India or overseas, or to its affiliate and subsidiary organizations, at any time in the future. While on transfer, you will be governed by the rules, regulations and service conditions of that business and location.
- 7. On joining, your services will deem to be under probationary review. Your services will be confirmed on successful completion of Confirmation Goal sheet, as applicable in your grade and will be communicated to you on your joining. Unless your services are confirmed in writing by the Company, you will continue to be on probation. Please refer to Annexure C for further details. Please also note that you may be terminated basis non-performance in your current role as per norms defined in the Company's Sales Progression Plan, as applicable in your grade.
- 8. Your services may be terminated by either party, giving notice in writing for Fifteen (15) days (during probation period) and Thirty (30) days (post confirmation) or payment of notice pay for the balance period in lieu thereof. The Company reserves the right not to accept notice pay in lieu of notice and enforce completion of full or partial notice period. For the purpose of calculation, notice pay would refer to "Basic Salary" only.
- 9. The Company reserves the right to terminate your employment immediately without notice, at any time, in case:
  - You are found guilty of misconduct, dishonesty or you fail to observe the Company's Code of Conduct, business, disciplinary and ethical code guidelines and policies.
  - You are absent from the services for a period of Three (3) days (including overstay of sanctioned leave/training) without prior intimation and approval. You will then be deemed to have abandoned employment voluntarily and the provisions of clause 8 above will apply in respect of the notice payable by you.
- 10. You will retire from the services of the Company on attaining the superannuation age of Sixty (60) years or even earlier if you are not found physically and mentally fit. Your date of birth as recorded at the time of your appointment with the Company will be considered as the authenticated date for all relevant purposes throughout your employment.

Aditya Birla Health Insurance Co. Limited +91 22 6225 7600, (F) +91 22 6225 7700 care.healthinsurance@adityabirlacapital.com | www.adityabirlahealthinsurance.com Correspondence & Registered Office: 10<sup>th</sup> Floor, R – Tech Park, Nirlon Compound, Off Western Express Highway, Goregaon (E), Mumbai – 400 063 CIN: U66000MH2015PLC263677





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- 11. Your appointment is subject to being certified medically fit by the Company doctor. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, you shall bring this to the notice of the Management as soon as you possibly can and furnish the Management with all the information relating thereto as it may reasonably require. If called upon, you shall submit yourself to an examination by a qualified registered medical practitioner appointed or agreed to by the Management and you may be required to produce a certificate of medical fitness before you resume work. Absence from work or disability in performing your duties beyond the period of sick leave to which you are entitled under the rules shall be, at the discretion of the Management, without salary.
- 12. You will be entitled to leaves and other paid holidays as per Company policy subject to prior approval by your supervisor(s). Accumulation / carry-forward of leave will be governed as per the existing Company policy on the subject.
- 13. Whilst employed by the Company:
  - You will work exclusively for, and in the interest of the Company. You will not engage yourself in any other business/profession (part-time or otherwise) without written permission from the Company.
  - You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities.
  - You will maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee. You will be governed under the Company's Code of Conduct. It is your responsibility to read and understand it. If you have any questions, please contact your supervisor or Human Resources representative.
  - You may have access to or acquire client information and other business information from the Company or from its employees, clients or customers that is unique and which cannot be lawfully duplicated or easily acquired. You understand and agree that you have a continuing obligation not to use, publish or otherwise disclose either during or after your employment with the Company, any trade secrets, confidential or proprietary information belonging to, or concerning or referring to the Company, or any client or customer of the Company. You acknowledge that should you breach this provision, the Company will suffer immediate and

Aditya Birla Health Insurance Co. Limited +91 22 6225 7600, (F) +91 22 6225 7700 care.healthinsurance@adityabirlacapital.com | www.adityabirlahealthinsurance.com Correspondence & Registered Office: 10<sup>th</sup> Floor, R – Tech Park, Nirlon Compound, Off Western Express Highway, Goregaon (E), Mumbai – 400 063 CIN: U66000MH2015PLC263677





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irreparable harm and that money damages will be inadequate relief. Therefore, you agree that should you breach this provision; the Company will be entitled to injunctive relief to enforce this paragraph.

- You confirm that there is no litigation /conviction against you before any Court of law which involves criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests, whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- At ABHI we believe strongly in leveraging technology to enhance customer experience & thereby increasing sales productivity. As a part of our sales process, we have developed sales tools to achieve the above objective & facilitate you in achievement of your goals. You will need to pre-own or purchase a tablet for the above purpose. In case you do not pre own the same, the Company will provide you with a new tablet, the cost of which will be recovered from you through a process of deduction which will be intimated to you separately.
- In case of cessation of your employment with the company for reason(s) whatsoever, before the complete deduction of the full recovery amount as mentioned in the above clause, if any amount is still balance and pending, you shall be liable to pay the balance amount left to be deducted on the date of cessation. Your will be liable to pay the balance amount to the Company in case the full & final amount falls short in covering the same.
- 14. During the period of your employment with the Company and Six (6) months thereafter, you agree:
  - Not to directly or indirectly induce or solicit any person employed or engaged by the Company
    or its affiliate companies (whether as an employee, consultant, advisor or in any other
    manner) to terminate their contractual relationship with the Company; and become an
    employee of, or directly or indirectly offer services in any form or manner to any other
    company, person or entity.
  - To keep the Company indemnified in respect of any loss that may be caused to it as a result of breach of this covenant by you.

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- To refrain from directly or indirectly soliciting any customer to remove its business from or reduce its business with the Company or its affiliates.
- 15. In the event of separation from the services of the Company, you will immediately return all the Company property in your possession to the Company. You will be relieved from services only after a satisfactory handover of responsibilities, settlement of outstanding dues, service of notice period, and clearance from your immediate supervisor.
- 16. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may, in its sole discretion as it deems fit, revoke or change such policies.
- 17. The terms of this appointment will be governed by and construed in accordance with the laws of India, and the courts in Mumbai will have jurisdiction in relation to any dispute or difference that may arise under the terms of this employment.
- 18. The terms of this offer must be kept strictly confidential. You agree not to disclose it to any person and entity except as required by law or legal process and except for disclosure to your attorneys, accountants, and immediate family.
- 19. This appointment is contingent upon all information, facts and figures provided by you to the Company's representatives at any point in time, being accurate and true. The Company will, at its discretion, conduct background and reference checks as per Company policy. In the event the results of such background and/or reference checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days of the issuance of the letter else this appointment letter stands automatically withdrawn.

We wish you an enjoyable and rewarding association with Aditya Birla Health Insurance Company Ltd.

Sincerely,

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Niren Srivastava Head - HR & Administration

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Agreed & Accepted



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### Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
Mobile Allowance	12000	1000
Education Allowance	2400	200
Special Allowance	15184	1265
Advance Against Statutory Bonus	16800	1400
Provident Fund (Employer's Contribution)	16606	1384
Gratuity	5810	484
Total	250000	

- The payment of Salary and Benefits will be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable legislation in force from time to time.
- All figures mentioned are annualized value and prorated according based on your date of joining.
- Advance against Statutory Bonus is paid monthly in lieu of Statutory Bonus as per the provisions
- Gratuity is payable as per the provision of applicable Gratuity Act.
- Company reserves the right to amend the Compensation structure as it may deem fit.

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#### Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of Latest Resume
- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
- Copy of Aadhar Card
- SSC / HSC certificates with Mark-Sheets
- Graduation / post-graduation Degree / Diploma with Mark-Sheets
- Professional Degree / Diploma with mark-sheets
- Proof of Age (Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- Resignation acceptance letter need to be submitted, if you require time to produce the relieving letter

Note: Relieving Letter is a must and needs to be submitted within 30 days from your date of joining failing which your appointment will stand cancelled.

- Affidavit for Gap in employment (in case the gap is greater than or equal to 6 months)
- Proof of your last drawn Salary with details (Last 3 months salary slip/ Salary Annexure from previous employer/ Bank Statement as a proof of salary credit/ Affidavit for Salary Declaration)
- Four passport Size Colored photographs
- Three professional references (with complete address and telephone number)

On joining you will also be required to furnish the following:

- PF Nomination Form
- Family dependent details
- Any other relevant information that may be required.

Please Note that Submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible and thus consequently delay/impact:

- The generation of Employee Code and Salary pay-out
- Your coverage under mediclaim, Group Protection Cover, etc.
- Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in Company's record. You are required to inform the Company about any change in your address and telephone numbers.

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### Annexure C

#### **Confirmation Goal Sheet**

On your joining, you will be governed by ABHI FLS Goal sheet, and your confirmation would be as per following performance norms

6 Months Norm	Evaluation Period	On Achievement
<ul> <li>60% of Gross</li> <li>Premium as per ABHI</li> <li>FLS Goal Sheet for</li> <li>first six (6) months</li> </ul>	6 months	Confirmation in the services of the company

Please note the below:

- 1) Annual goal sheet targets and targets for first 6 months of employment will be governed by the Sales Career Progression Plan as designed & communicated by the Company from time to time.
- 2) In case you fail to achieve the confirmation norms as defined above; you will be given two more months to achieve the communicated goals, with extension of probation period. Failure in achieving the targets as communicated will lead to termination of your services effective the last date of applicable evaluation period.

#### I hereby accept the above mentioned terms and conditions

**Employee Signature.** 

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PROTECTING INVESTING FINANCING ADVISING

29 May 2021

Manoj G #12 sai baba nagar near sai baba temple andrahalli main road vishwaneedam post, Bangalore, Karnataka - 560091

Dear Manoj G,

### Subject: Offer cum Appointment Letter

We take this opportunity to thank you for exploring an opportunity with Aditya Birla Health Insurance Company Ltd. (hereafter referred to as "Company"). On basis of our discussions and understanding we are pleased to appoint you with the Company as **"Senior Direct Sales Executive**".

The terms and conditions of your appointment are as follows:

- Your Fixed Pay will be Rs. 2,50,000/- (Two Lakhs And Fifty Thousand Only) per annum. Further, you will be entitled to Benefits as applicable in your grade. The components of your Fixed Pay and details of Benefits are provided in Annexure 'A' and will be governed by Company policies as amended from time to time.
- 2. In addition to your Fixed Pay above, you will be covered for Sales Incentive Scheme. The payout will be based on your performance and dependent on the parameters that are defined under the Sales Incentive Plan as declared by the Company from time to time.
- 3. You will be governed as per Company's Sales Progression Plan, as applicable in your grade and will be communicated to you.
- 4. Your appointment is subject to you providing all documents and information as set forth under Annexure 'B' to the company.

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R Texted are AB (1) (Keen Nin) (Compound, Off Western Express Highway, Goregaon East, Mumbai - 400 063 CIN: U66000MH2015PLC263677 IRDAI Registration No. 153



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- 5. Your date of joining with the Company will be on or before **01 June 2021**.
- 6. Your initial place of work will be **Bangalore** the Company is a part of the Aditya Birla Group and the organizations in the Aditya Birla Group are affiliates of the Company. The Company will have the right to transfer/second you, as the case may be, to any function or business group, any other location within India or overseas, or to its affiliate and subsidiary organizations, at any time in the future. While on transfer, you will be governed by the rules, regulations and service conditions of that business and location.
- 7. On joining, your services will deem to be under probationary review. Your services will be confirmed on successful completion of Confirmation Goal sheet, as applicable in your grade and will be communicated to you on your joining. Unless your services are confirmed in writing by the Company, you will continue to be on probation. Please refer to Annexure C for further details. Please also note that you may be terminated basis non-performance in your current role as per norms defined in the Company's Sales Progression Plan, as applicable in your grade.
- 8. Your services may be terminated by either party, giving notice in writing for Fifteen (15) days (during probation period) and Thirty (30) days (post confirmation) or payment of notice pay for the balance period in lieu thereof. The Company reserves the right not to accept notice pay in lieu of notice and enforce completion of full or partial notice period. For the purpose of calculation, notice pay would refer to "Basic Salary" only.
- 9. The Company reserves the right to terminate your employment immediately without notice, at any time, in case:
  - You are found guilty of misconduct, dishonesty or you fail to observe the Company's Code of Conduct, business, disciplinary and ethical code guidelines and policies.
  - You are absent from the services for a period of Three (3) days (including overstay of sanctioned leave/training) without prior intimation and approval. You will then be deemed to have abandoned employment voluntarily and the provisions of clause 8 above will apply in respect of the notice payable by you.
- 10. You will retire from the services of the Company on attaining the superannuation age of Sixty (60) years or even earlier if you are not found physically and mentally fit. Your date of birth as recorded at the time of your appointment with the Company will be considered as the authenticated date for all relevant purposes throughout your employment.

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- 11. Your appointment is subject to being certified medically fit by the Company doctor. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, you shall bring this to the notice of the Management as soon as you possibly can and furnish the Management with all the information relating thereto as it may reasonably require. If called upon, you shall submit yourself to an examination by a qualified registered medical practitioner appointed or agreed to by the Management and you may be required to produce a certificate of medical fitness before you resume work. Absence from work or disability in performing your duties beyond the period of sick leave to which you are entitled under the rules shall be, at the discretion of the Management, without salary.
- 12. You will be entitled to leaves and other paid holidays as per Company policy subject to prior approval by your supervisor(s). Accumulation / carry-forward of leave will be governed as per the existing Company policy on the subject.
- 13. Whilst employed by the Company:
  - You will work exclusively for, and in the interest of the Company. You will not engage yourself in any other business/profession (part-time or otherwise) without written permission from the Company.
  - You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities.
  - You will maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee. You will be governed under the Company's Code of Conduct. It is your responsibility to read and understand it. If you have any questions, please contact your supervisor or Human Resources representative.
  - You may have access to or acquire client information and other business information from the Company or from its employees, clients or customers that is unique and which cannot be lawfully duplicated or easily acquired. You understand and agree that you have a continuing obligation not to use, publish or otherwise disclose either during or after your employment with the Company, any trade secrets, confidential or proprietary information belonging to, or concerning or referring to the Company, or any client or customer of the Company. You acknowledge that should you breach this provision, the Company will suffer immediate and

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irreparable harm and that money damages will be inadequate relief. Therefore, you agree that should you breach this provision; the Company will be entitled to injunctive relief to enforce this paragraph.

- You confirm that there is no litigation /conviction against you before any Court of law which involves criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests, whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- At ABHI we believe strongly in leveraging technology to enhance customer experience & thereby increasing sales productivity. As a part of our sales process, we have developed sales tools to achieve the above objective & facilitate you in achievement of your goals. You will need to pre-own or purchase a tablet for the above purpose. In case you do not pre own the same, the Company will provide you with a new tablet, the cost of which will be recovered from you through a process of deduction which will be intimated to you separately.
- In case of cessation of your employment with the company for reason(s) whatsoever, before the complete deduction of the full recovery amount as mentioned in the above clause, if any amount is still balance and pending, you shall be liable to pay the balance amount left to be deducted on the date of cessation. Your will be liable to pay the balance amount to the Company in case the full & final amount falls short in covering the same.
- 14. During the period of your employment with the Company and Six (6) months thereafter, you agree:
  - Not to directly or indirectly induce or solicit any person employed or engaged by the Company
    or its affiliate companies (whether as an employee, consultant, advisor or in any other
    manner) to terminate their contractual relationship with the Company; and become an
    employee of, or directly or indirectly offer services in any form or manner to any other
    company, person or entity.
  - To keep the Company indemnified in respect of any loss that may be caused to it as a result of breach of this covenant by you.

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- To refrain from directly or indirectly soliciting any customer to remove its business from or reduce its business with the Company or its affiliates.
- 15. In the event of separation from the services of the Company, you will immediately return all the Company property in your possession to the Company. You will be relieved from services only after a satisfactory handover of responsibilities, settlement of outstanding dues, service of notice period, and clearance from your immediate supervisor.
- 16. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may, in its sole discretion as it deems fit, revoke or change such policies.
- 17. The terms of this appointment will be governed by and construed in accordance with the laws of India, and the courts in Mumbai will have jurisdiction in relation to any dispute or difference that may arise under the terms of this employment.
- 18. The terms of this offer must be kept strictly confidential. You agree not to disclose it to any person and entity except as required by law or legal process and except for disclosure to your attorneys, accountants, and immediate family.
- 19. This appointment is contingent upon all information, facts and figures provided by you to the Company's representatives at any point in time, being accurate and true. The Company will, at its discretion, conduct background and reference checks as per Company policy. In the event the results of such background and/or reference checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days of the issuance of the letter else this appointment letter stands automatically withdrawn.

We wish you an enjoyable and rewarding association with Aditya Birla Health Insurance Company Ltd.

Sincerely,

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Niren Srivastava Head - HR & Administration

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Agreed & Accepted



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### Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
Mobile Allowance	12000	1000
Education Allowance	2400	200
Special Allowance	15184	1265
Advance Against Statutory Bonus	16800	1400
Provident Fund (Employer's Contribution)	16606	1384
Gratuity	5810	484
Total	250000	

- The payment of Salary and Benefits will be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable legislation in force from time to time.
- All figures mentioned are annualized value and prorated according based on your date of joining.
- Advance against Statutory Bonus is paid monthly in lieu of Statutory Bonus as per the provisions
- Gratuity is payable as per the provision of applicable Gratuity Act.
- Company reserves the right to amend the Compensation structure as it may deem fit.

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#### Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of Latest Resume
- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
- Copy of Aadhar Card
- SSC / HSC certificates with Mark-Sheets
- Graduation / post-graduation Degree / Diploma with Mark-Sheets
- Professional Degree / Diploma with mark-sheets
- Proof of Age (Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- Resignation acceptance letter need to be submitted, if you require time to produce the relieving letter

Note: Relieving Letter is a must and needs to be submitted within 30 days from your date of joining failing which your appointment will stand cancelled.

- Affidavit for Gap in employment (in case the gap is greater than or equal to 6 months)
- Proof of your last drawn Salary with details (Last 3 months salary slip/ Salary Annexure from previous employer/ Bank Statement as a proof of salary credit/ Affidavit for Salary Declaration)
- Four passport Size Colored photographs
- Three professional references (with complete address and telephone number)

On joining you will also be required to furnish the following:

- PF Nomination Form
- Family dependent details
- Any other relevant information that may be required.

Please Note that Submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible and thus consequently delay/impact:

- The generation of Employee Code and Salary pay-out
- Your coverage under mediclaim, Group Protection Cover, etc.
- Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in Company's record. You are required to inform the Company about any change in your address and telephone numbers.

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## HEALTH INSURANCE Aditya Birla Health Insurance Co. Limited



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#### Annexure C

#### **Confirmation Goal Sheet**

On your joining, you will be governed by ABHI FLS Goal sheet, and your confirmation would be as per following performance norms

6 Months Norm	Evaluation Period	On Achievement
<ul> <li>60% of Gross</li> <li>Premium as per ABHI</li> <li>FLS Goal Sheet for</li> <li>first six (6) months</li> </ul>	6 months	Confirmation in the services of the company

Please note the below:

- 1) Annual goal sheet targets and targets for first 6 months of employment will be governed by the Sales Career Progression Plan as designed & communicated by the Company from time to time.
- 2) In case you fail to achieve the confirmation norms as defined above; you will be given two more months to achieve the communicated goals, with extension of probation period. Failure in achieving the targets as communicated will lead to termination of your services effective the last date of applicable evaluation period.

#### I hereby accept the above mentioned terms and conditions

**Employee Signature.** 

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Oracle India Private Limited India Development Center Oracle Technology Park 3, Bannerghatta Road Bangalore - 560 029, India Phone +91 80 4107 6000 Fax +91 80 2552 6124 Registered office address: F-01/02, First Floor, Salcon Rasvilas Plot no. D-1, District Centre, Saket, New Delhi – 110 017 Phone: 91-11- 46509000 Fax: 91-11-40574722 CIN: U74899DL1993PTC051764

Reference ID: 21000LE9

12 May 2021

#### Ayesha Marwah

Dear Ayesha,

We are pleased to offer you employment in the position of Project Accounting Analyst with Oracle India Private Limited, IDC ("Oracle"). Your base of operation is Bengaluru, India. This offer of employment is made based on India laws.

We offer you a starting compensation at an annual rate of INR 350,000.00 payable over twelve (12) months. In addition, you will be eligible to participate in the standard bonus compensation plan relevant to your role and line of business.

The break-up of Total Gross compensation is given below:

Components	Amount (INR) p.a
A. Basic salary	181,200.00
B. Flexible Benefit Plan (FBP) **	138,340.00
C. Annual Gross Pay AGP (A+B)	319,540.00
D. Company's contribution to PF	21,744.00
E. Company's contribution to Gratuity	8,716.00
Total Gross (C+D+E)	350,000.00

\*\* - Details of Flexible Benefit Plan is provided in the Annexure "Employment Agreement & Employment Benefits"

The Company may, at any time, review and/or restructure the Compensation Package.

This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement & Employment Benefits, Proprietary Agreement and Disclosure of interest.

In addition to these terms and conditions stated in the above documents, there are other company



**Oracle India Private Limited India Development Center Oracle Technology Park** 3, Bannerghatta Road Bangalore - 560 029, India Phone +91 80 4107 6000 Fax +91 80 2552 6124

**Registered office address:** F-01/02, First Floor, Salcon Rasvilas Plot no. D-1. **District Centre, Saket,** New Delhi - 110 017 Phone: 91-11- 46509000 Fax: 91-11-40574722 CIN: U74899DL1993PTC051764

policies and procedures which you agree to observe and follow during your employment with Oracle. These company policies and procedures may be varied from time to time.

International transfers may be subject to a background check, depending on their function and location, and applicable laws and regulations, provided they did not go through the screening process when they were originally hired at Oracle. In some countries, local laws and regulations and local Oracle policy may prohibit the screening of merger and acquisition employees.

This offer of employment is contingent upon no adverse information being obtained during reference checking with previous employers, approval of your employment / immigration pass application (if applicable) and satisfactory completion of Oracle's pre-employment background screening process. If you fail any of the above checks, validation or approval, or do not cooperate or provide assistance in undergoing such checks, validation or approval process, this offer will immediately lapse without any claim against, or liability to Oracle.

Once all the information has been obtained and you have satisfactorily completed and passed Oracle's pre-employment background screening process, you will be advised of your commencement date. Upon commencement with Oracle, a final background check will be undertaken in respect of your former employment as may be applicable. In the event that you have provided incorrect, false or misleading information in relation to your former employment, your employment with Oracle will immediately be terminated without any notice.

In the event that you have commenced working for Oracle prior to completion of the background screening process, and have subsequently fail any of the checks, validation or approval, or have not co-operated or provided assistance in undergoing such checks, validation or approval process, your employment will be terminated with immediate effect without any claim against, or liability to Oracle.

By accepting this offer you confirm that there are no contractual or other legal impediments which may prevent you commencing employment with the Company. Upon acceptance by you, this offer shall form the employment agreement between you and the Company.

New employees are inducted every Monday/ Thursday beginning 9.30am. You may therefore choose to commence on any Monday or Thursday based on prior confirmation. On your day of commencement you will be required to sign in all pages including Employment Agreement for our records, a copy of the offer and the Proprietary Information Agreement.

The letter of offer is valid for 2 weeks from the date hereof for conveying your acceptance and conditional on confirmation by you that you will commence employment on the date specified by your Manager Prasanth Francis (unless agreed otherwise by your Manager).

REGISTRAR

Registra

This offer will automatically lapse if not accepted within 2 weeks from the date herecomme



Oracle India Private Limited India Development Center Oracle Technology Park 3, Bannerghatta Road Bangalore - 560 029, India Phone +91 80 4107 6000 Fax +91 80 2552 6124 Registered office address: F-01/02, First Floor, Salcon Rasvilas Plot no. D-1, District Centre, Saket, New Delhi – 110 017 Phone: 91-11- 46509000 Fax: 91-11-40574722 CIN: U74899DL1993PTC051764

Yours Sincerely, For and on behalf of Oracle India Private Limited, IDC

Srihari Beldona Vice President - Human Resources, India

### **OFFER LETTER ACCEPTANCE:**

I acknowledge that I have read and understood the terms of this offer letter. I understand that as a pre-condition of my employment by Oracle, I will also be required to review and accept

- An Employment Agreement which, together with this offer letter, will constitute my formal contract of employment; and
- A separate Proprietary Information Agreement.

In addition to the terms and conditions stated in the above documents, there are other company policies and procedures which I agree to observe and follow during my employment with Oracle. These company policies and procedures may be varied from time to time at Oracle's discretion.



From: Sent:	Offers Orchids <offers@orchids.edu.in> Friday, February 5, 2021 3:37 PM</offers@orchids.edu.in>
Subject:	Attn - Gamimi Sai Naga V Monica Sundari - Offer for Appointment -Assistant Manager
Attachments:	Sales- K12 Techno Services Pvt. Ltd (Bengaluru)!! NJ Tracker.xlsx

Dear Gamimi Sai Naga V Monica Sundari,

## Congratulations!!

This is with reference to your application and subsequent interviews you had with us. We would like to offer you the position of Assistant Manager - Sales with K12 Techno Services Pvt Ltd, Bengaluru.

This offer (subject to you joining us) will carry a fixed annual CTC of INR 3,72,000 (Rupees Three Lakh Seventy Two Thousand Only), the offer break-up is provided below.

Salary Details	Per month	Per Annum
Fixed Gross	30,272	3,63,264
Basic Allowance	15,136	1,81,632
HRA	9,082	1,08,984
Conveyance	4,043	48,516
Medical Allowance	750	9,000
Statutory Bonus	1,261	15,132
Gross Salary	30,272	3,63,264
Employee contribution to PF	-	-
Employee contribution to ESIC	-	-
Profession Tax	200	2,400
Net Salary	30,072	3,60,864
Employer contribution to PF	-	-
Employer contribution to ESIC	-	-
Gratuity	728	8,736
Cost To Company	31,000	3,72,000

This is a full-time position and there will be a probationary period of **Six Months** and notice period will be **One Month**. Your date of joining will be on **11th February 2021**. Please revert with a confirmation of your acceptance of the offer and date of joining by **5th February 2021** with the filled in NJ Tracker Attached.

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- · PG certificate / Mark sheet copies If any
- $\cdot$ Aadhaar card copy
- · Pan Card copy
- · Appraisal/Promotion/increment letter of last organisation both Original and Photocopy If Any
- · Appointment letter of previous company



- Relieving letter of the previous company
- · 4 passport size photos
- · Cancelled Cheque/bank account details proof (Joint account not allowed)
- · Last 3 Months Payslips and Bank Statement- Photocopy
- · Universal Account Number (Related to PF, if applicable)
- · Employee State Insurance details from last organisation (if applicable)
- · Latest Resume
- . Permanent Address Proof
- . Correspondence Address Proof

### 1. All Saturday and Sundays will be working. Week off will be given (on rotation) between Mon-Fri.

2. Your net salary will be subject to income tax deductible at source. At the time of joining, we request you to submit your investment/tax deduction declaration in our employee HR portal (GreytHR) to ensure that TDS applicable is correctly calculated.

3. By joining the organization, you confirm and agree that you will go through organization policies and employee handbook upon joining and will follow the same. The policies will be available with the branch EA and your employee portal (GreytHR) and will come into effect from the day you report to the branch

4. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the documents, certificates or information given by you, we retain the right to terminate the employment with immediate effect with no liability for any compensation towards you

5. You provide us with the right to conduct background checks to validate your educational and professional credentials

6. K12 Techno Services Pvt Ltd reserves the right to alter the salary structure and components as per its requirement at any time. However, in case such alteration is made, the gross salary of the employee will not be reduced.

7. All employees joining by 30<sup>th</sup> of September of a calendar year are eligible for increment and appraisal in the next calendar year of joining. Employees joining on or after 1<sup>st</sup> of October will NOT be eligible for increments and appraisal in the next appraisal cycle, but will be eligible for increments in the appraisal cycle that comes after that.

8. In case you have PF deduction in your salary and if you do not have an updated Aadhaar Card you will be moved to retainer payroll and will not be considered as a regular employee. In such a case you will be on retainer payroll for a maximum of 2 months and if the updated Aadhaar soft copy is not provided until then, you will be removed from the organization and notice period payment can be recovered from you.

9. In case your work location is a school premises, it is mandatory to get the police verification done at your end within one month of joining the organization to get your salary processed. The branch EA/HR can guide you on this in case you need any help.

10. REFURBISHED laptop and other required resources will be provided by the company.

## Contact person from HR team after joining: Neha (Neha.Kumari@orchids.edu.in)

<u>Contact person in case there is any issue with joining formalities, induction session or any other HR related concern</u> <u>after joining- Escalation 1- nandini@orchids.edu.in</u>

## Congratulations and Wishing you a Successful Career at K12 Techno Services Pvt Ltd!







From:	Offers Orchids <offers@orchids.edu.in></offers@orchids.edu.in>
Sent:	Friday, February 5, 2021 3:37 PM
Subject:	Attn - Naveen Joshua- Offer for Appointment -Assistant Manager - Sales- K12 Techno
	Services Pvt. Ltd (Bengaluru)!!
Attachments:	NJ Tracker.xlsx

Dear Naveen Joshua,

## Congratulations!!

This is with reference to your application and subsequent interviews you had with us. We would like to offer you the position of Assistant Manager - Sales with K12 Techno Services Pvt Ltd, Bengaluru.

This offer (subject to you joining us) will carry a fixed annual CTC of INR 3,72,000 (Rupees Three Lakh Seventy Two Thousand Only), the offer break-up is provided below.

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Profession Tax	200	2,400
Net Salary	30,072	3,60,864
Employer contribution to PF	-	-
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Gratuity	728	8,736
Cost To Company	31,000	3,72,000

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- Relieving letter of the previous company
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6. K12 Techno Services Pvt Ltd reserves the right to alter the salary structure and components as per its requirement at any time. However, in case such alteration is made, the gross salary of the employee will not be reduced.

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## Contact person from HR team after joining: Neha (Neha.Kumari@orchids.edu.in)

<u>Contact person in case there is any issue with joining formalities, induction session or any other HR related concern</u> <u>after joining- Escalation 1- nandini@orchids.edu.in</u>

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From:	Offers Orchids <offers@orchids.edu.in></offers@orchids.edu.in>
Sent:	Friday, February 5, 2021 3:37 PM
Subject:	Attn - Nupur Nath - Offer For Appointment -Assistant Manager - Sales- K12 Techno Services Pvt. Ltd (Bengaluru)!!
Attachments:	NJ Tracker.xlsx

Dear Nupur Nath,

## Congratulations!!

This is with reference to your application and subsequent interviews you had with us. We would like to offer you the position of Assistant Manager - Sales with K12 Techno Services Pvt Ltd, Bengaluru.

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Statutory Bonus	1,261	15,132
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Employee contribution to PF	-	-
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Profession Tax	200	2,400
Net Salary	30,072	3,60,864
Employer contribution to PF	-	-
Employer contribution to ESIC	-	-
Gratuity	728	8,736
Cost To Company	31,000	3,72,000

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- Relieving letter of the previous company
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- · Cancelled Cheque/bank account details proof (Joint account not allowed)
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## Contact person from HR team after joining: Neha (Neha.Kumari@orchids.edu.in)

<u>Contact person in case there is any issue with joining formalities, induction session or any other HR related concern</u> <u>after joining- Escalation 1- nandini@orchids.edu.in</u>

## Congratulations and Wishing you a Successful Career at K12 Techno Services Pvt Ltd!







From:	Offers Orchids <offers@orchids.edu.in></offers@orchids.edu.in>
Sent:	Friday, February 5, 2021 3:37 PM
Subject:	Attn - Sourva M Jayan - Offer for Appointment -Assistant Manager - Sales- K12 Techno
	Services Pvt. Ltd (Bengaluru)!!
Attachments:	NJ Tracker.xlsx

Dear Sourav M Jayan,

## Congratulations!!

This is with reference to your application and subsequent interviews you had with us. We would like to offer you the position of Assistant Manager - Sales with K12 Techno Services Pvt Ltd, Bengaluru.

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Employer contribution to PF	-	-
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Gratuity	728	8,736
Cost To Company	31,000	3,72,000

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- Relieving letter of the previous company
- · 4 passport size photos
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## Contact person from HR team after joining: Neha (Neha.Kumari@orchids.edu.in)

<u>Contact person in case there is any issue with joining formalities, induction session or any other HR related concern</u> <u>after joining- Escalation 1- nandini@orchids.edu.in</u>

## Congratulations and Wishing you a Successful Career at K12 Techno Services Pvt Ltd!







From:	Offers Orchids <offers@orchids.edu.in></offers@orchids.edu.in>
Sent:	Friday, February 5, 2021 3:37 PM
Subject:	Attn - Supriya Naik - Offer for Appointment -Assistant Manager - Sales- K12 Techno
	Services Pvt. Ltd (Bengaluru)!!
Attachments:	NJ Tracker.xlsx

Dear Supriya Naik,

## Congratulations!!

This is with reference to your application and subsequent interviews you had with us. We would like to offer you the position of Assistant Manager - Sales with K12 Techno Services Pvt Ltd, Bengaluru.

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From:	Offers Orchids <offers@orchids.edu.in></offers@orchids.edu.in>
Sent:	Friday, February 5, 2021 3:37 PM
Subject:	Attn - Ranjitha G V - Offer for Appointment -Assistant Manager - Sales- K12 Techno
	Services Pvt. Ltd (Bengaluru)!!
Attachments:	NJ Tracker.xlsx

Dear Ranjitha G V,

## Congratulations!!

This is with reference to your application and subsequent interviews you had with us. We would like to offer you the position of Assistant Manager - Sales with K12 Techno Services Pvt Ltd, Bengaluru.

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9. In case your work location is a school premises, it is mandatory to get the police verification done at your end within one month of joining the organization to get your salary processed. The branch EA/HR can guide you on this in case you need any help.

10. REFURBISHED laptop and other required resources will be provided by the company.

## Contact person from HR team after joining: Neha (Neha.Kumari@orchids.edu.in)

<u>Contact person in case there is any issue with joining formalities, induction session or any other HR related concern</u> <u>after joining- Escalation 1- nandini@orchids.edu.in</u>

## Congratulations and Wishing you a Successful Career at K12 Techno Services Pvt Ltd!







From:	Offers Orchids <offers@orchids.edu.in></offers@orchids.edu.in>
Sent:	Friday, February 5, 2021 3:37 PM
Subject:	Attn - Shreenidhi Ravi Koti - Offer for Appointment -Assistant Manager Sales- K12 Techno
	Services Pvt. Ltd (Bengaluru)!!
Attachments:	NJ Tracker.xlsx

Dear Shreenidhi Ravi Koti,

## Congratulations!!

This is with reference to your application and subsequent interviews you had with us. We would like to offer you the position of Assistant Manager - Sales with K12 Techno Services Pvt Ltd, Bengaluru.

This offer (subject to you joining us) will carry a fixed annual CTC of INR 3,72,000 (Rupees Three Lakh Seventy Two Thousand Only), the offer break-up is provided below.

Salary Details	Per month	Per Annum
Fixed Gross	30,272	3,63,264
Basic Allowance	15,136	1,81,632
HRA	9,082	1,08,984
Conveyance	4,043	48,516
Medical Allowance	750	9,000
Statutory Bonus	1,261	15,132
Gross Salary	30,272	3,63,264
Employee contribution to PF	-	-
Employee contribution to ESIC	-	-
Profession Tax	200	2,400
Net Salary	30,072	3,60,864
Employer contribution to PF	-	-
Employer contribution to ESIC	-	-
Gratuity	728	8,736
Cost To Company	31,000	3,72,000

This is a full-time position and there will be a probationary period of **Six Months** and notice period will be **One Month**. Your date of joining will be on **11th February 2021**. Please revert with a confirmation of your acceptance of the offer and date of joining by **5th February 2021** with the filled in NJ Tracker Attached.

- · 10th & 12th Passing Certificates/ Mark Sheets Originals and Photocopy
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- · Aadhaar card copy
- · Pan Card copy
- · Appraisal/Promotion/increment letter of last organisation both Original and Photocopy If Any
- · Appointment letter of previous company



- Relieving letter of the previous company
- · 4 passport size photos
- · Cancelled Cheque/bank account details proof (Joint account not allowed)
- · Last 3 Months Payslips and Bank Statement- Photocopy
- · Universal Account Number (Related to PF, if applicable)
- · Employee State Insurance details from last organisation (if applicable)
- · Latest Resume
- . Permanent Address Proof
- . Correspondence Address Proof

### 1. All Saturday and Sundays will be working. Week off will be given (on rotation) between Mon-Fri.

2. Your net salary will be subject to income tax deductible at source. At the time of joining, we request you to submit your investment/tax deduction declaration in our employee HR portal (GreytHR) to ensure that TDS applicable is correctly calculated.

3. By joining the organization, you confirm and agree that you will go through organization policies and employee handbook upon joining and will follow the same. The policies will be available with the branch EA and your employee portal (GreytHR) and will come into effect from the day you report to the branch

4. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the documents, certificates or information given by you, we retain the right to terminate the employment with immediate effect with no liability for any compensation towards you

5. You provide us with the right to conduct background checks to validate your educational and professional credentials

6. K12 Techno Services Pvt Ltd reserves the right to alter the salary structure and components as per its requirement at any time. However, in case such alteration is made, the gross salary of the employee will not be reduced.

7. All employees joining by 30<sup>th</sup> of September of a calendar year are eligible for increment and appraisal in the next calendar year of joining. Employees joining on or after 1<sup>st</sup> of October will NOT be eligible for increments and appraisal in the next appraisal cycle, but will be eligible for increments in the appraisal cycle that comes after that.

8. In case you have PF deduction in your salary and if you do not have an updated Aadhaar Card you will be moved to retainer payroll and will not be considered as a regular employee. In such a case you will be on retainer payroll for a maximum of 2 months and if the updated Aadhaar soft copy is not provided until then, you will be removed from the organization and notice period payment can be recovered from you.

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10. REFURBISHED laptop and other required resources will be provided by the company.

## Contact person from HR team after joining: Neha (Neha.Kumari@orchids.edu.in)

<u>Contact person in case there is any issue with joining formalities, induction session or any other HR related concern</u> <u>after joining- Escalation 1- nandini@orchids.edu.in</u>

## Congratulations and Wishing you a Successful Career at K12 Techno Services Pvt Ltd!









Candidate Name:-Institute Name:-

BHOOMIKA G.M RESIDENCY UNIVERSITY Subject: Letter of Offer from the Kotak Life Insurance

We are happy to inform that you have been selected as a Management Trainee by the Kotak Mahindra Group for;

#### \* Kotak Life

Your remuneration per annum is Rs. 3.5 LPA CTC plus annual incentives. Your Offer letter giving details of your compensation break-up, benefits & other terms & conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you along with your offer letter. Your appointment is however subject to being certified medically fit by a doctor at the time of your joining.

In case of any queries, do get in touch with us at the email id of the HR Relationship manager for the Company you have been recruited for.

Balaji S	Kotak Life	
Sarthak Das Pattanayak	Kotak Life	

Kindly sign a copy of this offer letter conveying your acceptance.

Our best wishes & looking forward to seeing you on board early next year.

For the Kotak Mahindra Group

Signature of the candidate

Bhoomika. Gt

Kotak Mahindra Life Insurance Company Limited CIN: U66030MH2000PLC128503 **Registered Office:** 2nd Floor, Plot # C- 12, G-Block, BKC, Bandra (E), Mumbai - 400 051.

Corporate Office: 7th Floor, Kotak Infiniti, Bldg. No. 21, Infinity Park, Off W. E. Highway, General AK Vaidya Marg, Malad (E), Mumbai - 400 097, India.

T +91 22 6605 7777 F+91 22 6725 6166 http://insurance.kotak.com

Mero REGISTRAR hamesha Gai. 0)

From:	Offers Orchids <offers@orchids.edu.in></offers@orchids.edu.in>
Sent:	Friday, February 5, 2021 3:37 PM
Subject:	Attn - A N ASHIKA - Offer for Appointment -Assistant Manager - Sales- K12 Techno
	Services Pvt. Ltd (Bengaluru)!!
Attachments:	NJ Tracker.xlsx

Dear A N Ashika,

## Congratulations!!

This is with reference to your application and subsequent interviews you had with us. We would like to offer you the position of Assistant Manager - Sales with K12 Techno Services Pvt Ltd, Bengaluru.

This offer (subject to you joining us) will carry a fixed annual CTC of INR 3,72,000 (Rupees Three Lakh Seventy Two Thousand Only), the offer break-up is provided below.

Salary Details	Per month	Per Annum
Fixed Gross	30,272	3,63,264
Basic Allowance	15,136	1,81,632
HRA	9,082	1,08,984
Conveyance	4,043	48,516
Medical Allowance	750	9,000
Statutory Bonus	1,261	15,132
Gross Salary	30,272	3,63,264
Employee contribution to PF	-	-
Employee contribution to ESIC	-	-
Profession Tax	200	2,400
Net Salary	30,072	3,60,864
Employer contribution to PF	-	-
Employer contribution to ESIC	-	-
Gratuity	728	8,736
Cost To Company	31,000	3,72,000

This is a full-time position and there will be a probationary period of **Six Months** and notice period will be **One Month**. Your date of joining will be on **11th February 2021**. Please revert with a confirmation of your acceptance of the offer and date of joining by **5th February 2021** with the filled in NJ Tracker Attached.

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- · PG certificate / Mark sheet copies If any
- · Aadhaar card copy
- · Pan Card copy
- · Appraisal/Promotion/increment letter of last organisation both Original and Photocopy If Any
- · Appointment letter of previous company



- Relieving letter of the previous company
- · 4 passport size photos
- · Cancelled Cheque/bank account details proof (Joint account not allowed)
- · Last 3 Months Payslips and Bank Statement- Photocopy
- · Universal Account Number (Related to PF, if applicable)
- · Employee State Insurance details from last organisation (if applicable)
- · Latest Resume
- . Permanent Address Proof
- . Correspondence Address Proof

### 1. All Saturday and Sundays will be working. Week off will be given (on rotation) between Mon-Fri.

2. Your net salary will be subject to income tax deductible at source. At the time of joining, we request you to submit your investment/tax deduction declaration in our employee HR portal (GreytHR) to ensure that TDS applicable is correctly calculated.

3. By joining the organization, you confirm and agree that you will go through organization policies and employee handbook upon joining and will follow the same. The policies will be available with the branch EA and your employee portal (GreytHR) and will come into effect from the day you report to the branch

4. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the documents, certificates or information given by you, we retain the right to terminate the employment with immediate effect with no liability for any compensation towards you

5. You provide us with the right to conduct background checks to validate your educational and professional credentials

6. K12 Techno Services Pvt Ltd reserves the right to alter the salary structure and components as per its requirement at any time. However, in case such alteration is made, the gross salary of the employee will not be reduced.

7. All employees joining by 30<sup>th</sup> of September of a calendar year are eligible for increment and appraisal in the next calendar year of joining. Employees joining on or after 1<sup>st</sup> of October will NOT be eligible for increments and appraisal in the next appraisal cycle, but will be eligible for increments in the appraisal cycle that comes after that.

8. In case you have PF deduction in your salary and if you do not have an updated Aadhaar Card you will be moved to retainer payroll and will not be considered as a regular employee. In such a case you will be on retainer payroll for a maximum of 2 months and if the updated Aadhaar soft copy is not provided until then, you will be removed from the organization and notice period payment can be recovered from you.

9. In case your work location is a school premises, it is mandatory to get the police verification done at your end within one month of joining the organization to get your salary processed. The branch EA/HR can guide you on this in case you need any help.

10. REFURBISHED laptop and other required resources will be provided by the company.

## Contact person from HR team after joining: Neha (Neha.Kumari@orchids.edu.in)

<u>Contact person in case there is any issue with joining formalities, induction session or any other HR related concern</u> <u>after joining- Escalation 1- nandini@orchids.edu.in</u>

## Congratulations and Wishing you a Successful Career at K12 Techno Services Pvt Ltd!







From:	Offers Orchids <offers@orchids.edu.in></offers@orchids.edu.in>
Sent:	Friday, February 5, 2021 3:37 PM
Subject:	Attn - Architha A - Offer for Appointment - Assistant Manager - Sales- K12 Techno
	Services Pvt. Ltd (Bengaluru)!!
Attachments:	NJ Tracker.xlsx

Dear Architha A,

## Congratulations!!

This is with reference to your application and subsequent interviews you had with us. We would like to offer you the position of Assistant Manager - Sales with K12 Techno Services Pvt Ltd, Bengaluru.

This offer (subject to you joining us) will carry a fixed annual CTC of INR 3,72,000 (Rupees Three Lakh Seventy Two Thousand Only), the offer break-up is provided below.

Salary Details	Per month	Per Annum
Fixed Gross	30,272	3,63,264
Basic Allowance	15,136	1,81,632
HRA	9,082	1,08,984
Conveyance	4,043	48,516
Medical Allowance	750	9,000
Statutory Bonus	1,261	15,132
Gross Salary	30,272	3,63,264
Employee contribution to PF	-	-
Employee contribution to ESIC	-	-
Profession Tax	200	2,400
Net Salary	30,072	3,60,864
Employer contribution to PF	-	-
Employer contribution to ESIC	-	-
Gratuity	728	8,736
Cost To Company	31,000	3,72,000

This is a full-time position and there will be a probationary period of **Six Months** and notice period will be **One Month**. Your date of joining will be on **11th February 2021**. Please revert with a confirmation of your acceptance of the offer and date of joining by **5th February 2021** with the filled in NJ Tracker Attached.

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- · PG certificate / Mark sheet copies If any
- · Aadhaar card copy
- · Pan Card copy
- · Appraisal/Promotion/increment letter of last organisation both Original and Photocopy If Any
- · Appointment letter of previous company



- Relieving letter of the previous company
- · 4 passport size photos
- · Cancelled Cheque/bank account details proof (Joint account not allowed)
- · Last 3 Months Payslips and Bank Statement- Photocopy
- · Universal Account Number (Related to PF, if applicable)
- · Employee State Insurance details from last organisation (if applicable)
- · Latest Resume
- . Permanent Address Proof
- . Correspondence Address Proof

### 1. All Saturday and Sundays will be working. Week off will be given (on rotation) between Mon-Fri.

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3. By joining the organization, you confirm and agree that you will go through organization policies and employee handbook upon joining and will follow the same. The policies will be available with the branch EA and your employee portal (GreytHR) and will come into effect from the day you report to the branch

4. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the documents, certificates or information given by you, we retain the right to terminate the employment with immediate effect with no liability for any compensation towards you

5. You provide us with the right to conduct background checks to validate your educational and professional credentials

6. K12 Techno Services Pvt Ltd reserves the right to alter the salary structure and components as per its requirement at any time. However, in case such alteration is made, the gross salary of the employee will not be reduced.

7. All employees joining by 30<sup>th</sup> of September of a calendar year are eligible for increment and appraisal in the next calendar year of joining. Employees joining on or after 1<sup>st</sup> of October will NOT be eligible for increments and appraisal in the next appraisal cycle, but will be eligible for increments in the appraisal cycle that comes after that.

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9. In case your work location is a school premises, it is mandatory to get the police verification done at your end within one month of joining the organization to get your salary processed. The branch EA/HR can guide you on this in case you need any help.

10. REFURBISHED laptop and other required resources will be provided by the company.

## Contact person from HR team after joining: Neha (Neha.Kumari@orchids.edu.in)

<u>Contact person in case there is any issue with joining formalities, induction session or any other HR related concern</u> <u>after joining- Escalation 1- nandini@orchids.edu.in</u>

## Congratulations and Wishing you a Successful Career at K12 Techno Services Pvt Ltd!







From:	Offers Orchids <offers@orchids.edu.in></offers@orchids.edu.in>
Sent:	Friday, February 5, 2021 3:37 PM
Subject:	Attn - Mithesh V - Offer for Appointment - Assistant Manager - Sales- K12 Techno
	Services Pvt. Ltd (Bengaluru)!!
Attachments:	NJ Tracker.xlsx

Dear Mithesh V,

## Congratulations!!

This is with reference to your application and subsequent interviews you had with us. We would like to offer you the position of Assistant Manager - Sales with K12 Techno Services Pvt Ltd, Bengaluru.

This offer (subject to you joining us) will carry a fixed annual CTC of INR 3,72,000 (Rupees Three Lakh Seventy Two Thousand Only), the offer break-up is provided below.

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Gross Salary	30,272	3,63,264
Employee contribution to PF	-	-
Employee contribution to ESIC	-	-
Profession Tax	200	2,400
Net Salary	30,072	3,60,864
Employer contribution to PF	-	-
Employer contribution to ESIC	-	-
Gratuity	728	8,736
Cost To Company	31,000	3,72,000

This is a full-time position and there will be a probationary period of **Six Months** and notice period will be **One Month**. Your date of joining will be on **11th February 2021**. Please revert with a confirmation of your acceptance of the offer and date of joining by **5th February 2021** with the filled in NJ Tracker Attached.

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- · Appraisal/Promotion/increment letter of last organisation both Original and Photocopy If Any
- · Appointment letter of previous company



- Relieving letter of the previous company
- · 4 passport size photos
- · Cancelled Cheque/bank account details proof (Joint account not allowed)
- · Last 3 Months Payslips and Bank Statement- Photocopy
- · Universal Account Number (Related to PF, if applicable)
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- . Permanent Address Proof
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### 1. All Saturday and Sundays will be working. Week off will be given (on rotation) between Mon-Fri.

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4. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the documents, certificates or information given by you, we retain the right to terminate the employment with immediate effect with no liability for any compensation towards you

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6. K12 Techno Services Pvt Ltd reserves the right to alter the salary structure and components as per its requirement at any time. However, in case such alteration is made, the gross salary of the employee will not be reduced.

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10. REFURBISHED laptop and other required resources will be provided by the company.

## Contact person from HR team after joining: Neha (Neha.Kumari@orchids.edu.in)

<u>Contact person in case there is any issue with joining formalities, induction session or any other HR related concern</u> <u>after joining- Escalation 1- nandini@orchids.edu.in</u>

## Congratulations and Wishing you a Successful Career at K12 Techno Services Pvt Ltd!







From:	Offers Orchids <offers@orchids.edu.in></offers@orchids.edu.in>
Sent:	Friday, February 5, 2021 3:37 PM
Subject:	Attn - Samson David T- Offer for Appointment -Assistant Manager - Sales- K12 Techno
	Services Pvt. Ltd (Bengaluru)!!
Attachments:	NJ Tracker.xlsx

Dear Samson David T,

## Congratulations!!

This is with reference to your application and subsequent interviews you had with us. We would like to offer you the position of Assistant Manager - Sales with K12 Techno Services Pvt Ltd, Bengaluru.

This offer (subject to you joining us) will carry a fixed annual CTC of INR 3,72,000 (Rupees Three Lakh Seventy Two Thousand Only), the offer break-up is provided below.

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Employer contribution to PF	-	-
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Gratuity	728	8,736
Cost To Company	31,000	3,72,000

This is a full-time position and there will be a probationary period of **Six Months** and notice period will be **One Month**. Your date of joining will be on **11th February 2021**. Please revert with a confirmation of your acceptance of the offer and date of joining by **5th February 2021** with the filled in NJ Tracker Attached.

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- Relieving letter of the previous company
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# **Important Points:**

# 1. All Saturday and Sundays will be working. Week off will be given (on rotation) between Mon-Fri.

2. Your net salary will be subject to income tax deductible at source. At the time of joining, we request you to submit your investment/tax deduction declaration in our employee HR portal (GreytHR) to ensure that TDS applicable is correctly calculated.

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# Contact person from HR team after joining: Neha (Neha.Kumari@orchids.edu.in)

<u>Contact person in case there is any issue with joining formalities, induction session or any other HR related concern</u> <u>after joining- Escalation 1- nandini@orchids.edu.in</u>

# Congratulations and Wishing you a Successful Career at K12 Techno Services Pvt Ltd!



Kinjal Agarwal K12 Techno Services Pvt. Ltd. <u>+91 6366413189</u> | <u>kinjal@orchids.edu.in</u> <u>k12technoservices.com</u> | <u>orchidsinternationalschool.com</u>







Candidate Name:-	PRADEEP	К,	Institute Name:-	PRESIDENCY
	Subjects Letter of	Offer from the Veter Life Lower		INTVERSITY

Subject: Letter of Offer from the Kotak Life Insurance

We are happy to inform that you have been selected as a Management Trainee by the Kotak Mahindra Group for;

# Kotak Life

Your *remuneration* per annum is **Rs. 3.5 LPA** CTC plus annual incentives. Your Offer letter giving details of your compensation break-up, benefits & other terms & conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you along with your offer letter. Your appointment is however subject to being certified medically fit by a doctor at the time of your joining.

In case of any queries, do get in touch with us at the email id of the HR Relationship manager for the Company you have been recruited for.

<u>Balaji S</u>	Kotak Life	
Sarthak Das Pattanayak	Kotak Life	

Kindly sign a copy of this offer letter conveying your acceptance.

Our best wishes & looking forward to seeing you on board early next year.

For the Kotak Mahindra Group

Signature of the candidate

me REGISTRAR Registra Koi hai... hamesha

 Kotak Mahindra Life Insurance Company Limited

 CIN: U66030MH2000PLC128503

 Registered Office:
 Corporate Office:

 2nd Floor,
 7th Floor, Kotak Infiniti, Bldg. No. 21,

 Plot # C- 12,
 Infinity Park, Off W. E. Highway,

 G- Block, BKC, Bandra (E),
 General AK Vaidya Marg, Malad (E),

 Mumbai - 400 051.
 Mumbai - 400 097, India.

T +91 22 6605 7777 F +91 22 6725 6166 http://insurance.kotak.com



#### YASHASHWINI.V. Candidate Name:-

Institute Name:- PRE SIDENS UNIVERSITY

# Subject: Letter of Offer from the Kotak Life Insurance

We are happy to inform that you have been selected as a Management Traince by the Kotak Mahindra Group for;

### Kotak Life

Your remuneration per annum is Rs. 3.5 LPA CTC plus annual incentives. Your Offer letter giving details of your compensation break-up, benefits & other terms & conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you along with your offer letter. Your appointment is however subject to being certified medically fit by a doctor at the time of your joining.

In case of any queries, do get in touch with us at the email id of the HR Relationship manager for the Company you have been recruited for.

Balaji S	Kotak Life	
Sarthak Das Pattanayak	Kotak Life	1

Kindly sign a copy of this offer letter conveying your acceptance.

Our best wishes & looking forward to seeing you on board early next year.

For the Kotak Mahindra Group

Signature of the candidate ashashwini.v

Kotak Mahindra Life Insurance Company Limited CIN: U66030MH2000PLC128503 **Registered Office:** Znd Floor, Plot # C- 12, G-Block, BKC, Bandra (E), Mumbai - 400 051.

Corporate Office: 7th Floor, Kotak Infiniti, Bldg. No. 21, Infinity Park, Off W. E. Highway, General AK Vaidya Marg, Malad (E), Mumbai - 400 097, India.

T+91 22 6605 7777 F +91 22 6725 6166 http://insurance.kotak.com



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Date: February 12, 2021

**Strictly Private & Confidential** 

**Rakshitha N** 

Dear Rakshitha N,

#### Re: Offer Letter

Congratulations! Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the role of Associate Analyst. The role will be based in our office at Bangalore (the exact address will be communicated to you via an e-mail) with the joining date of Feb 23, 2021. Please note that in accordance with the needs of the business or due to any unforeseen circumstances, you may be required, from time to time, to work from other locations in India or out of India. In case, you are required to work from other location due to whatsoever reason(s), all the terms and conditions mentioned in this offer letter / service agreement will remain same including the monetary terms. However, discretion to change / add / delete / amend any of the term including monetary terms in such a scenario will exclusively vest with the Company.

Your Gross CTC (Cost to Company) and the related important terms have been detailed in the Annexure A to this letter.

# Please note that this offer is subject to following conditions:

- a. You satisfactorily clear the background check as per the company policy.
- b. You do not have any contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company.
- c. You do not have any health restrictions that might interfere with your ability to perform the inherent job requirements and job demands of the above-mentioned role.

#### You are requested to note the important Terms:

- Your employment will be governed by the rules, regulations & policies of the Company. All the benefits are as per the Company's policies, which are subject to change from time to time.
- On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with XL Dynamics.
- You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

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- 4. You will serve a probationary period of 6 months. On successful completion of the probation, your employment with the Company will stand confirmed subject to the terms
- and conditions as per Company policies. 5. Non-compliances with the below mentioned policies/ rules and regulations will result in disciplinary action which may include, depending on the circumstances, the termination of

employment:

- HR, IT, Compliance & Corporate Policies.
- No leaves (planned or unplanned) during the first three months of probation period.
- Meeting the performance standards as laid down by the Company during your entire tenure.
- 6. Notice Period

Notice period to end the service agreement:

- If the tenure of employment is less than or equal to 90 days, then the notice period is 1 day for either party.
- If the tenure of employment is between 90 days and completion of probationary period, then the notice period is 30 days for either party.
- On successful completion of probation, the notice period is 60 days for either party.

It is at the absolute discretion of the Company whether the period / part of notice shall run concurrently with the period of any leave, which may be due or may be granted to you. However, in case of your resignation, the Company reserves the right to relieve you immediately / earlier than the aforesaid notice period without payment of any balance notice period compensation.

The Company reserves the right to terminate your employment without notice or pay in lieu of notice in the case of:

- absence for a continuous period of two days without prior approval of your supervisor during probation.
- absconding from and abandonment service or responsibilities for a period of 2 days without prior notice or handover; even if you return to work after absconding.
- breach of terms & conditions contained in the Appointment Letter, Employee Confidentiality & Non-Disclosure Agreement.
- breach of the terms as stated in the HR Policy Handbook/ Company Policies and Procedures Manual.
- breach of Health and Safety policies.
- breach of Code of Conduct resulting in gross misconduct which includes but is not limited to dishonesty, fraud, breach of Company confidentiality, pilferage and theft, attending work under the influence of alcohol, drugs or other intoxicating substances, serious breach of health and safety or Company rules and policy, disobedience of reasonable orders from superiors, causing actual or threatening physical harm and causing damage to Company property and breach of security. Consumption of alcohol, drugs, narcotics, intoxicants or any banned substance while



on a Company Project or in a Company provided accommodation is prohibited and ground for immediate dismissal.

- Found guilty of a crime by a court of competent jurisdiction, that would bring to guestion your character, integrity or your respect for the Law.
- misuse of Company Property or Resources. Examples include but are not limited to making reimbursement claims with false or unauthorized invoices, using the company internet for personal use, using company laptops or equipment forunauthorized uses such as trading in shares, etc.

An Experience letter will not be provided to employees who exit the Company during their probationary period or in the event of the termination of the service agreement for all cases mentioned above.

- 7. Defaults on any current financial obligations (loans, credit cards, etc.) would negatively affect the company's decision to employ you.
- This agreement shall be governed by & construed in accordance with laws of India and the parties hereto submit to the exclusive jurisdiction of the courts of Mumbai.
- Taxes will be deducted or levied as applicable on the amounts payable / receivable upon your separation from the organization.

#### 10. Return of Company Property

On request by the Company or in the event of the termination of the service agreement by either party for whatsoever reason, you are to mandatorily, return to the Company, at your own cost, within 2 days, all the Company belongings / properties issued to you during your tenure with the Company, which includes cash/funds, Company credit / debit cards, your ID Card, access card, mobile/SIM, PCs, Laptops, keys, computer hard and software, all kinds of electronic storage devices including disks and all documentation in whatever form including notes and minutes of meetings, client lists, diaries and address books, computer printouts, plans, projections, together with all copies which are in your possession or under your control and all other item(s) issued to you but not mentioned here in above.

In case of Separation, the Full and Final Settlement will be done once the Company belongings / properties are returned back to the company.

The ownership of all such property and documents will at all times remain vested with the Company.

### 11. IT Security and Data Integrity and Theft Policy

You are strictly prohibited from: Allowing household members to view the work being done at XL Dynamics.

- 1. Allowing household members to view confidential Borrower or Client information.
- 2. Sharing login details with household members or any person.
- 3. Allowing others to access and use any XL Dynamics Company Equipment.
- 4. Sharing client information with any third parties.
- 5. Leaving the PC unlocked when away from the system or on break.

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- 6. Not taking sufficient precautions to ensure no one can peek into or eavesdrop on information being worked on by the employee through the window or other such
- 7. Tampering with the systems, attempting to disable security protocols, etc.
- 8. Any other acts of carelessness which exposes Confidential Information to misuse.
- Taking / clicking picture / video of the data from the computer / laptop screen.

Any such breach of IT Policy , Data Integrity and Data Theft Policy would not only result in immediate Termination of the services with the Company, but also Penal and Criminal action(s) against the Employee under the Cyber Crime Prevention statutes in the Indian Penal Code, Information Technology Act (IT Act) and The Copyright Act.

# 12. Refundable Security Deductions against Company Property

A specific amount per month will be deducted from your CTC during the initial 12 months of your service with the Company as refundable security deductions towards the company property(ies) issued / will be issued to you. The amount so deducted will be interest free. This cumulative amount of such deductions will be paid to you at the time of your separation from the Company / return of such company belongings / properties to the Company, as the case may be, in good condition, at your own cost, as was/were issued to you. The cumulative refundable amount will be refunded to you as per the below details:

- 1. In case the company belongings / properties are returned to the company during the tenure of the employment then the applicable refundable amount will be paid in the next payable salary.
- 2. In case of Separation, the applicable refundable amount will be paid along with your full and final settlement.
- 3. In case of non-submission of the company belongings / properties, the cumulative refundable amount will not be refunded back.
- 4. In case of damage / loss to/of any of the Company belonging / property issued to you, the recovery of such damage / loss will be made good from such cumulative amount deducted from your CTC.

The decision of the Company will be final and binding on you for the amount to be forfeited from your ibid cumulative amount lying with the Company, in order to make good, the loss incurred by the Company towards damage / loss to its property / belonging issued to you. Please refer Point no. "i" of the Important Points under Annexure "A" of this letter for the applicable amount.

# 13. Use of Company Equipment

You are solely responsible for the safe keep and integrity of all the Company equipment issued to you or which you are / will be carrying along with you, as well as its safe (in as it is working & good condition) return once the company ask you to return or at the time of Separation, whichever is earlier. In case any of the Company property is damaged / lost during your tenure due to whatsoever reason, you hereby indemnify & agree to pay a flat penalty / damage charges as per clause 12. You also indemnity, undertake & agree that the decision of the Company in this regard will be final & concluding and will be binding upon you.

# 14. Training & Training recovery cost

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You will be required to undergo an initial training provided by the Company for its work. The duration of the training will be specified to you as per your domain / stream at the time of your joining and will be imparted to you during any of the shift (i.e. day / night / rotational) as per Company's need, irrespective of the shift you have been offered. You are required to complete the training within stipulated time frame or else the duration of the training may be extended further for 7 days or till the time you meet the qualifying criteria, whichever is earlier. You might have to attend the training session on weekend (i.e. Saturday / Sunday) to complete the training within timeliness, for which, you will be intimated by your trainer in advance. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

XL Dynamics

Since, the above training provided to you by the Company involves a substantial cost to the company, you are hence expected to serve employment of the company for at least a period of three months from the date of your appointment. In case you leave your employment with the Company within the aforesaid period of 3 months, you are required to reimburse the cost of training imparted to you which is quantified at Rs. 15,000/- (Fifteen Thousand Only).

# 15. Obligations during employment

You agree that during your employment, you will:

- not undertake / hold any kind of employment / substantial responsibility / position / entrepreneurship with any other company, institution, organization, factory, establishment, enterprise, industry, shop, etc.
- not carry out / indulge / involve yourself in any kind of business activity in any capacity / manner.
- not do / carry out any kind of activity outside the company wherein you may be required to vest / devote your time & attention, which is really required to be vested for meeting the duties & responsibilities of the Company.

Kindly note the terms of this offer letter shall remain confidential and are not to be disclosed to any third party. All queries and concerns about this offer letter should be addressed ONLY to offers.india@xldynamics.com

Welcome to XL Dynamics. We wish you a long, rewarding and fulfilling career and look forward to your joining us. To confirm your acceptance of our offer, you need to sign, scan and return one copy of this offer letter by return email within 2 working days of receiving this offer letter.

Yours sincerely,

Dipika Pawar Authorized Signatory

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XL Dynamics

I have read, understood and agree to the terms and conditions as set forth in this offer letter and Annexure A. I also understand that non adherence to the terms listed above may result in withdrawal of my offer letter with

XL Dynamics with immediate effect. Rakslithe N

Signed:

Date: 13 02 2021

Signed :

Print Name :

Rakshitha N

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Annexure A		
Candidate's Name	Rakshitha N       Associate Analyst	
Position Offered		
Shift	Night	
	NA	
Contract	Feb 23, 2021	
Joining Date		

Salary Details	Monthly	Annual
Fixed Components		180000
Basic	15000	
	6000	72000
HRA	1250	15000
Medical Reimbursement	1600	19200
Conveyance	164	1968
COLA		
Variance Components (See notes)		C1008
	5334	64008
Monthly Performance Incentive	1333	15996
Annual Bonus		a to
Medical Benefits (See notes)		1500
	130	1560
Mediclaim		
Retirements Benefits (See notes)	1800	21600
Provident Fund (Company Contribution)		8664
Gratuity	722	0004
	33333	399996
otal CTC		A REAL PROPERTY AND INCOMENTS

Important Terms with respect to your CTC:

- a. Shift Allowance:
  - An additional Shift Allowance of Rs. 1,00,000/- Per Annum is applicable for all employees who are working in a Night Shift.
  - An additional Shift Allowance of Rs. 50,000/- Per Annum is applicable for all employees who are working in a Mid Shift.
- b. Your monthly take home salary will consist of the components contained in the "Monthly Column" under "Fixed Components" of the Annexure, which includes Basic, HRA, Medical Reimbursement, Conveyance, COLA, and Shift Allowance (if applicable).
- c. Monthly Performance Incentive will be applicable post completion of your training once you start working/ contributing on productive tasks for the company's objectives. This may vary every month based on your performance during the month.

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- d. Annual Bonus if applicable will be paid once in a year depending on many factors including but not limited to the Employee's Individual performance, Team performance, Company performance, Market conditions, KRAs and Company Policies and Strategies at the time of Annual Bonus disbursement.
- e. Medical benefits will be applicable to you for self only from the day of your joining with XL Dynamics. This covers cashless hospitalization facility in case of listed hospitals or reimbursement of hospitalization expenses in case of non-listed hospitals. Accidental cover will also be provided to you for self from the date of your joining to the company.
- f. "Provident Fund" (Company Contribution) and "Gratuity" components are paid by XL Dynamics to concerned Government authorities. Your eligibility and the pay outs of Provident Fund & Gratuity amounts will be determined in strict accordance with the provisions of "The Employees Provident Fund Act, 1952" & "The Payment of Gratuity Act, 1972" respectively, including but not limited to the minimum service periods set forth therein.
- g. Deductions from your monthly salary would include, "Professional Tax", "Income Tax" and "Provident Fund" (Employee Contribution).
- h. Your Gross Monthly Salary would be the total of "Fixed Components" + "Monthly Performance Incentive" as applicable.
- i. Rs. 3500/- will be deducted from your monthly salary towards Interest free refundable security deposit against the company property/ies issued to you. This retained security deposit will be refunded to you as described in the clause No. 12 specified above in this letter.

Signed :

fakslith N

Date :

2021

XL Dynamics

Print Name : Rakshitha N

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WINSPARK INNOVATIONS LEARNING PVT LTD. 1108-1109, 11<sup>th</sup> floor, JMD Megapolis, Sohna Road, Gurgaon http://www.planetspark.in

# Letter of Intent

Date: 25/02/2021

To,

# **BIJOY ANTONY C**

Employee Code: \_PS01112

Dear Bijoy,

# Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from 2nd March 2021. You will be based out of PlanetSpark office at 1108-1109,11<sup>th</sup> Floor.JMD Megapolis, Sohna Road, Gurgaon. Shift Timings- 08:00pm to 05:00am.

You will be paid a Stipend of 10000INR during the 14 Days Training and eligible for the gross emoluments and incentives detailed in Annexure – A, post successful completion/clearance of training. A formal offer letter will be shared with you post successful training completion.

Your employment with us post the training clearance will be governed by the Terms & Conditions as detailed in Annexure -B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth. Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY



## Annexure – A

## Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15000	180000
House Rent Allowance	7500	90000
Medical Allowance	2000	24000
Special Allowance	9000	108000
Night Shift Allowance	5000	60000
Gross Salary	38500	462000
Variables(At Target Incentives)	20000	240000
Employer PF Contribution	1800	21600
Total CTC	60300	723600

## Annexure -B

## **1. Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

## 2. Probation

You will be in probation period of three month from the date of joining.

# 3. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Trainee** will be assigned and explained to you from time to time.

## 4. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

# 5. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the



company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

# 6. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

# 7. Annual Leave:

You will be entitled to 4 annual leaves for every completed quarter at the company.

# 8. Termination of Service:

Either party can terminate this employment by serving a notice of one week on the other.

# 9. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time. Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



"I hereby accept this offer and I Confirm that I have signed out of the placement process"



Signature

Date





WINSPARK INNOVATIONS LEARNING PVT LTD. 1108-1109, 11<sup>th</sup> floor, JMD Megapolis, Sohna Road, Gurgaon http://www.planetspark.in

# Letter of Intent

Date: 25/02/2021

To,

# Hana Khan

Employee Code: \_PS01121

Dear Hana,

# Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from 2nd March 2021. You will be based out of PlanetSpark office at 1108-1109,11<sup>th</sup> Floor.JMD Megapolis, Sohna Road, Gurgaon. Shift Timings- 08:00pm to 05:00am.

You will be paid a Stipend of 10000INR during the 14 Days Training and eligible for the gross emoluments and incentives detailed in Annexure – A, post successful completion/clearance of training. A formal offer letter will be shared with you post successful training completion.

Your employment with us post the training clearance will be governed by the Terms & Conditions as detailed in Annexure -B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth. Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY



## Annexure – A

## Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15000	180000
House Rent Allowance	7500	90000
Medical Allowance	2000	24000
Special Allowance	9000	108000
Night Shift Allowance	5000	60000
Gross Salary	38500	462000
Variables(At Target Incentives)	20000	240000
Employer PF Contribution	1800	21600
Total CTC	60300	723600

Annexure - B

# **1. Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

# 2. Probation

You will be in probation period of three month from the date of joining.

# 3. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Trainee** will be assigned and explained to you from time to time.

# 4. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

# 5. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company theorem.

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company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

# 6. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

# 7. Annual Leave:

You will be entitled to 4 annual leaves for every completed quarter at the company.

# 8. Termination of Service:

Either party can terminate this employment by serving a notice of one week on the other.

# 9. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely, For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



"I hereby accept this offer and I Confirm that I have signed out of the placement process

Signature

Date







### LETTER OF APPOINTMENT

27-Mar-21 **ASHIK A D** Bangalore 201920300018@presidencyuniversity.in Company ID: 160466

Dear ASHIK A D,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as "Senior Officer" within Retail Banking - Retail Liabilities at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before 19/Apr/2021 ("Date of Joining"). Your Total Fixed Pay ("TFP") will be INR. 3,75,000/- (Rs.Three Lakh Seventy Five Thousand only) per annum. The position is currently based at Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization / Undertaking / Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein

You are requested to complete the joining formalities, on the authorized online portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s

Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- Code of Conduct •
- Code of Conduct for Prohibition of Insider Trading for the Bank

Please note that you are required to keep the salary & other perguisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

This Appointment Letter shall be effective from your actual date of joining with the Bank. You are required to submit a signed copy of this Appointment Letter on/before the actual date of joining, failing which the appointment stands withdrawn without any further communication.

Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You, For IDFC FIRST Bank Limited

Digitally Signed by

Deepika Mahajan Head Talent Acquisition & Employer Branding







I, ASHIK A D, son/daughter of \_\_\_\_\_\_ the following: \_ do hereby accept the above and confirm /certify

- Date of Joining the Bank: 19/Apr/2021
- Email ID: 201920300018@presidencyuniversity.in

Signature:

Date:

Authenticated by







#### Annexure 1

### **COMPENSATION DETAILS**

Employee Name	ASHIK A D
Grade	Senior Officer
Business Unit	Retail Banking - Retail Liabilities
Location	Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)

Component	Per Month(In INR.)	Per Annum (in INR.)
Basic Salary	6,250	75,000
Flexible Benefit Plan	23,200	2,78,400
Annual Guaranteed Cash (AGC)	29,450	3,53,400
Employer PF	1,800	21,600
Total Fixed Pay (TFP)	31,250	3,75,000

\* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

#### Notes:

- <sup>1</sup>Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme or any other plan applicable as per Bank's policy. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- In addition to TFP, Insurance premium is paid by the bank towards your life, accident & medical insurance. This is a notional premium amount & is not paid in cash to you
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.
- If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back a minimum amount of Rs.15,000 /- back to the company towards joining and training expenses incurred by IDFC FIRST Bank.







### Annexure 2

#### **GENERAL TERMS AND CONDITIONS**

#### LOCATION

Your joining location will be **Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)**. However, during your employment you may be posted / transferred, as per the sole discretion of the Bank to any of the offices / locations/ projects/ divisions/ departments/ units/ subsidiaries/ sister concerns of the Bank, in the interest of the Bank , without any additional remuneration, with/ without assigning any reasons.

### HOURS OF WORK

Actual hours may vary and will be subject to change from time to time; depending on the nature of your work and the department you work in.

### LEAVE ENTITLEMENT

You shall be eligible for holidays and leave as per the Bank's leave policy, as may be amended from time to time.

### TOTAL FIXED PAY (TFP):

The entitlements of your Total Fixed Pay are subject to the Bank's policy, procedure or guidelines that may be issued from time to time. All perquisites and benefits including reimbursements are subject to applicable Income Tax and other related/applicable laws.

### PERFORMANCE BONUS/ INCENTIVE PAYMENTS/ INDICATIVE TARGET BONUS

The Bank may, in its absolute discretion, pay you a bonus/ incentive of such amount, at such intervals and subject to such conditions as determined from time to time, in accordance with the Bank's Policy.

### STATUTORY PAYMENTS / DEDUCTIONS

All statutory payments / deductions will be as per the applicable law and maybe changed from time to time based on changes in the law of the land.

### DEDUCTIONS FROM TOTAL FIXED PAY/ANNUAL GROSS REMUNERATION PACKAGE

You agree that, at any time during your employment, or after the effective date of employment, the Bank may deduct, from your Total Fixed Pay /Annual Gross Remuneration Package/ Bank Account any overpayment made or amounts owed by you, this includes, but is not limited to, any excess (leave), outstanding loans, advances, relocation expenses, joining bonus, and the cost of repairing any damage or loss to Bank's property or equipment caused by you. You agree that, at any time during your employment, or after the effective date of employment, the Bank may recover any shortfall /loss on account of any negligence or any act of commission by you, while executing your responsibilities.

### TAX

You will be fully liable for the payment of Income Tax (or any other applicable taxes) on your total remuneration including bonuses/ variable pay to the Income Tax authorities including other applicable statutory dues/taxes and this will be your personal responsibility. The Bank shall deduct any statutory dues/taxes from amounts paid to your save er applicable laws.





### **MEDICAL FITNESS & VERIFICATION OF PARTICULARS**

Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop a critical/chronic illness which restricts you from performing your official duties or in any way put your other colleagues at risk, you are required to inform Human Resource Department of the Bank (HR) about the same. Your employment is also subject to your clearing the Personal and Professional Background Verification as per the norms of the Bank, including your antecedents and document submitted. In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre-employment declaration or any such document are found false or unsatisfactory, your employment would be liable for termination at the Bank's discretion at any time without any notice or any compensation in lieu thereof.

#### RETIREMENT

Normal Retirement Age: You will automatically retire from the employment of the Bank, as the case may be, on attaining the retirement age of 58 years or as decided by the Bank and unless concluded earlier as per the discretion of the Bank . By virtue of this clause, you shall not claim a right of employment with the Bank, as your employment is subject to the terms and conditions laid down by the Bank, as amended from time to time.

#### COMPLIANCE

In your role at the Bank, it is expected that you will abide and ensure all aspects of compliances, in letter and spirit, staying true to the law of the land. You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of your employment with the Bank, you are expected to comply with the Bank's policies, practices and procedure.

#### NOTICE PERIOD

Either party may terminate this employment by giving three (3) months' notice ("Notice Period") in writing or payment of three (3) months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of the Notice Period or proportionate payment thereof in lieu of any shortfall in the Notice Period, acceptance or waiver, which will be at the sole discretion of the Bank. The Bank reserves the right, in its sole discretion, to waive all or part of this three (3) months' Notice Period and terminate the employee's employment or relieve the employee from the employment prior to the conclusion of Notice Period, and in such cases, the employee is liable to make payment of Total Fixed Pay for the waived off/unserved Notice Period as decided by the Bank. Notwithstanding anything foregoing, in case of waiver of the Notice Period as per the discretion of the Bank, the Bank shall not be liable to make any payment of salary (in accordance with the definition of Total Fixed Pay) to the employee in lieu of the waived off Notice Period. To the extent the Bank does not waive all or part of the Notice Period, the employee shall remain employed throughout the Notice Period (or portion thereof), or payment in lieu of any unserved Notice Period will be recovered from the employee and might attract applicable taxes. All applicable taxes once deducted will not be reversed under any circumstances. In case the last date as per the Notice Period of three (3) months falls on a weekly off or a holiday, the previous working day will be considered as the Last Working Day ("LWD"), further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.

#### **TERMINATION OF EMPLOYMENT**



If you absent yourself without authorized leave for continuous five (5) days, or as per norms of the park which

may change from time to time, or remain absent beyond the period of leave originally granted or subsequently IDFC FIRST Bank Limited (formerly IDFC Bank Limited)





extended by five (5) days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you at the discretion of the Bank , including termination of your employment or considering it as voluntarily abandonment of employment by you and concluding your employment thereof. In case your employment is terminated or concluded under this clause, the Bank shall be entitled to recover from you such amounts as specified in above Clause (**Notice Period**) in lieu of the Notice Period. In addition to the above, the Bank may also claim damages and other reliefs to which it is entitled under contract, law or equity.

- The Bank reserves the right to terminate your employment/ Appointment Letter if your performance is determined to be unsatisfactory (as per the Bank's standards), by giving you a three months (3) prior written notice. In such event, you shall be paid applicable Total Fixed Pay less retirals to which you are entitled as per this Appointment Letter up to the effective date of termination.
- Your services are liable to be terminated without any notice or payment in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, fraud, disloyalty, sexual harassment or any such act of breach of yours that brings disrepute to the Bank, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or make any composition or arrangement with your creditors or non-compliance of any law on your part.
- In the event your employment is terminated by reason of an eventuality caused by (your) death, your beneficiaries will receive further compensation as deemed fit by the Bank which shall be paid to your designated beneficiary/nominee provided. However; in cases, where the nominee details are not provided, the spouse of the employee is considered as the sole nominee for married employees, and parents, as the sole nominee for unmarried employees. Any further settlement from the Bank would be drawn in the nominee's name.
- The Bank has the right to terminate your employment for any reasons other than mentioned in the General Terms and Conditions by giving notice of three (3) months in writing or payment of (3) three months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of Three (3) months' notice.
- You will be covered by the employment rules and regulations including conduct, discipline and administrative
  orders and any such other rules or orders of the Bank that may come in force from time to time. The Bank shall
  have absolute discretion to reject or refuse to accept your resignation in case of staff accountability or
  disciplinary action proceedings are contemplated or pending against you.

### NON CONFLICT OF INTEREST AND NO EXTERNAL EMPLOYMENT

You will not, during your employment with the Bank, except with the specific approval of the Bank, undertake other full time or part time work for remuneration or work that adversely affect your professional image and integrity as an employee of the Bank.

#### **RECEIPT OF PAYMENTS AND BENEFITS FROM THIRD PARTIES**

Subject to the Bank regulations issued and amended from time to time, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of a public interest of transacted (whether or not) by you or on behalf of the Bank. If you or, any member of your family or housiness entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate





commission or other benefit you will forthwith account to the Bank for the amount received or the value of the benefit so obtained.

#### INFORMATION, ASSETS AND SYSTEMS

- When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Bank policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction
- Information Security Compliance: All employees are expected to be aware of their responsibility relating to protection of Information Assets of IDFC FIRST Bank. Accordingly, you are required to familiarise yourself with the Information Security Policies and Procedures at IDFC FIRST Bank and abide by it in spirit and practice.

#### CODE OF CONDUCT AND EXPECTED EMPLOYEE CONDUCT

You are bound by the Bank's Code of Conduct and the bank may implement disciplinary procedure if you fail to comply with the Code of Conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal. You are expected to work, while in the employment with the Bank, punctually and diligently employing your best efforts with honesty and integrity to protect the interest of the Bank and observing at all times the Bank's terms and conditions of employment and the applicable guidelines and regulations.

You are expected to be well groomed and formally dressed at work.

#### **PROFESSIONAL ETHICS & CONFIDENTIALITY:**

- You acknowledge that the business of the Bank is highly competitive and that any information concerning the Bank's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, services and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Bank's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Bank.
- Unauthorized disclosure and use of confidential information constitutes a serious misconduct & the Bank shall be entitled to take appropriate disciplinary and other actions against you including termination of your employment. The disclosure and use of confidential information of the Bank after the termination of your relationship with the Bank shall entitle the Bank to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction". Where disclosure of confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Bank either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.
- You hereby agree that you will not, at any time during or after your employment with the Bank make any unauthorized disclosure of any confidential business information or trade secrets of the Bank, or make any thereof, except for the benefit of and on behalf of, the Bank. Any disclosure which has not been expressly





authorized by the Bank shall be called unauthorized disclosure'.

• During the period of your association with the Bank you will safeguard all matters, documents, manuals etc. relating to the Bank's operations and you will not be permitted to undertake any other business, work of public office, honorary or remunerative, except with the written permission of the Bank in each case.

### DATA PROTECTION

- The Bank may be required to process, transfer and store your personal and sensitive data in any of the other locations used by the Bank/any of the locations as specified by the Bank.
- By signing this contract, you acknowledge and agree that the Bank is permitted to hold personal information about you as part of our personnel and other business records and that the Bank may use such information in the course of its business.
- You agree that the Bank may disclose such information to third parties in the event that such disclosure is, in our view, required for the proper conduct of our business or that of any associated company. This clause applies to information held, used or disclosed in any medium.

#### INTELLECTUAL PROPERTY:

- For the purposes of this clause, Intellectual property means intellectual property of all kinds including, in
  particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including
  copyright in computer software), confidential information and know-how, database rights, applications for any of
  the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in
  any part of the world.
- If you (whether alone or with others) shall, during your employment with the Bank, make or create an idea, method, invention, discovery, design or develop any and all other work either in the course of providing your services or relating to or capable of being used in those aspects of the businesses of the Bank (hereinafter called "Works") you shall promptly disclose full details thereof to the Bank and irrespective of disclosure or non-disclosure by you, all Works, shall belong exclusively to the Bank and you hereby irrevocably assign the ownership, right, title, interest, ownership of copyrights of such Works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such Works identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works (whether now existing or brought into being in the future).
- The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.
- You shall not (except as provided in this Appointment Letter or as may be necessary in the course of your duties for the Bank) disclose or make use of any Works without the Bank's prior written consent.

#### INDEMNITY

You shall indemnify the Bank against any loss, damage, proceeding which the Bank might suffer due to any wrongful

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acts, mala fide acts, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your employment on such count or the right of the Bank to seek other remedies which the Bank may have to make good the loss or damage.

### FORCE MAJEURE

Notwithstanding anything contained herein, if the regular operations of the Bank are suspended, in full or part, resulting from unforeseen circumstance or general economic conditions or regulatory, governmental or legal restriction /actions, or other general market effects or Acts of God or other cause of similar or different nature including war, outbreak of epidemic or pandemic beyond the control of the Bank, the Bank may suspend the performance of services by you and the payment of compensation herewith, during the continuation of such suspension of operations. In addition to the foregoing the Bank may, by written notice, terminate this Appointment Letter forthwith or change the terms and conditions of this agreement with no further liability whatsoever.

#### NON-SOLICITATION AND RESTRICTIVE COVENANT

- You are committed not to hire anyone or engage in any sort of discussion with an employee of IDFC FIRST Bank or any of its subsidiaries for at least one year from your last working date in IDFC FIRST Bank. This is applicable even during your period of employment whether approached by the employee or officers of IDFC FIRST Bank, or by you or by any other intermediary or by any other means whatsoever. This Covenant further specifically requires that employees or officers of IDFC FIRST Bank or any of its subsidiaries should not be solicited or encouraged to leave IDFC FIRST Bank or any of its subsidiaries to join the organization which you may join in any capacity or any of its subsidiaries, joint ventures, affiliates or associates, for a period of one year from the date of separation from the Bank.
- You agree that during your period of employment with the Bank and for a period of one year from termination or expiration of your employment with the Bank, you shall not solicit or entice, by any means whatsoever any client of the Bank. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person.to transfer from the Bank to you or to your new employer or to any other person or entity; or to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Bank.
- You agree that for a period of six (6) months from termination or expiration of your employment with the Bank, you shall not work at the capacity of Executive or Non-Executive member of the board or any management position of any supplier, vendor or partner of the Bank.

#### **REVOKING THE APPOINTMENT**

- The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.
- In the event of a criminal case being filed against you in your personal capacity, the Bank may, at its discretion, ask you to proceed on leave or suspend your employment till the issue is sorted out and you are acquitted. During this period, you will be paid as per applicable laws. If convicted, your employment with and with drawn. You may also be placed under suspension pending enquiry into the charges of misconducteds of the with edistration.





#### OTHER TERMS AND CONDITIONS:

- Your date of birth mentioned as per PAN card and any other acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.
- As a potential employee and subject to terms and conditions of the appointment, we assume that the submission of documents and details furnished as part of the documentation procedure which includes furnishing your personal, academic and professional details are authentic and self-attested duly The Bank will include these details as a part of your employment information/records as deemed confirmed by you with respect to accuracy and update of the information.
- As an employee you are responsible to provide correct email ID and phone number and all communication/information exchange will happen on the same. The email ID and phone number as provided by you will stand valid for all communication from IDFC FIRST Bank Limited. In case of change in communication information, you are liable to update the same with the Bank within Seven (7) days of such change. Failing which, any communication sent on your last recorded address shall be deemed to have been served on you. The email ID provided by you, until updated with the Bank, shall be considered as one of your unique identification ID.
- During your employment, you will be subject to the service/employment rules, regulations and policy of the Bank applicable from time to time.
- The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your employment.
- Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by the Terms and Conditions of Employment, HR Manual and other policies and procedures of the Bank as presently applicable and as may be introduced or amended from time to time.
- You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of the Bank.
- You shall not do anything or cause to do anything, which shall bring dishonor and/or disrepute to the Bank or engage in unlawful/immoral activities.
- If at any time you are involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Bank the details thereof.
- You shall not at any time use your association with the Bank to gain unfair advantage for personal purposes.
- You shall follow all directions, instructions, guidelines and policies of the Bank issued from time to time in discharge of your duties.
- In addition to the terms and conditions mentioned herein, you hereby agree that you have read and understood and shall be abided by the 'Terms and Conditions of Employment 'as available on the intranet portal and your joining portal and as may be amended from time to time by the Bank at its sole discretion.

### WARRANTY

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this letter.





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- The terms and conditions of the Appointment Letter are subject to revision and change by the Bank, without notice. The revised terms and conditions shall be applicable and abided by all the employees, effective from the date of revision or change.
- The present designation and terms of services including your emoluments are subject to change depending upon work assignment from time to time

### DURATION/VALIDITY OF THE APPOINTMENT LETTER:

- If this Appointment Letter is not accepted by applicant within Five (5) days of receiving the letter, it shall stand revoked, at the discretion of the Bank, and all terms and conditions considered null and void, and neither party shall have any obligation in relation thereto.
- It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.
- If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

### GOVERNING LAW

The interpretation and enforcement of this contract shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

### Accepted & Agreed:

Signature: Date:







Name: **ASHIK A D** Date: 27-Mar-2021 Company ID: 160466

### OUR EMPLOYEE VALUE PROPOSITION

Congratulations! We are delighted to welcome you to the IDFC FIRST Bank family.

At the IDFC FIRST Bank we aim at giving each employee an opportunity to succeed. You are an integral part of our growth story and our success stories are now intertwined.

There's a lot to learn with us, not only the work but also about our culture and values. Our employee value proposition below portrays the value and experience you will gain by working at our bank.

Be part of a winning team.

Drive change with cutting edge technology.

Join a work force that is high on integrity.

Be where growth is not just a number.

Make a social impact, make a difference to the society.

Be dynamic, agile, responsive, bold, disruptive.

We invite you to contribute to building the world's best bank right here in India!

We are excited about you joining the bank and wish you great success in your new role.

Warm Regards

Deepika Mahajan Head Talent Acquisition and Employer Branding Human Resource Department. IDFC FIRST BANK LTD.







#### Annexure 3

# PRE JOINING DOCUMENT CHECKLIST

### (TO BE UPLOADED ON THE IDFC FIRST BANK HR SYSTEM)

S.No	Document Name	Acceptable Proof
1	Permanent Address Proof	Passport/Driving License/Voters Id Card
2	Current Address Proof (if different from permanent address)	Passbook/Rent Agreement
3	Cancelled Cheque for Alternate Bank Account	If cheque book is not available, copy of the passbook with account number and address can be submitted
4	Employment Documents (Only for experienced candidates)	Relieving Letter/ Experience letter required for all the employments mentioned on the resume. Kindly note that, relieving letter for the last employment is required to be submitted within 45 days of joining.
5	Education Documents	Mark sheets and certificates for all relevant qualifications, as mentioned on the resume
6	Resignation proof for last employment (Only for experienced candidates)	Scanned copy of resignation proof/Resignation Email/ System Screenshot of resignation submission
7	Photo	High resolution clear passport size photograph with white background is required. This will be printed on your ID card
8	Driving License (Only for ca	Driving License copy can be uploaded
9	Insurance Book (Only for ca	Copy of the insurance book can be uploaded
10	RC Book (Only for candidat	RC Book copy can be uploaded. In case, you do not own a vehicle, an authority letter is to be Navigation: Me > Onboarding
11	Accepted Copy of the Appoint	I tment Letter with signature of the applicant and acceptance date







### LETTER OF APPOINTMENT

27-Mar-21 **MUKUL SHARMA** Bangalore 201920300153@presidencyuniversity.in Company ID: 160896

Dear MUKUL SHARMA,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as "Senior Officer" within *Retail Banking - Retail Liabilities* at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before 19/Apr/2021 ("Date of Joining"). Your Total Fixed Pay ("TFP") will be INR. 3,75,000/- (Rs.Three Lakh Seventy Five Thousand only) per annum. The position is currently based at Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization / Undertaking / Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein

You are requested to complete the joining formalities, on the authorized online portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s

Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- Code of Conduct
- Code of Conduct for Prohibition of Insider Trading for the Bank

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

This Appointment Letter shall be effective from your actual date of joining with the Bank. You are required to submit a signed copy of this Appointment Letter on/before the actual date of joining, failing which the appointment stands withdrawn without any further communication.

Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You, For **IDFC FIRST Bank Limited** 

Digitally Signed by

Deepika Mahajan Head Talent Acquisition & Employer Branding



IDFC FIRST Bank Limited (formerly IDFC Bank Limited)





I, **MUKUL SHARMA,** son/daughter of \_\_\_\_\_\_ confirm /certify the following:

- Date of Joining the Bank: 19/Apr/2021
- Email ID: 201920300153@presidencyuniversity.in

### Signature:

Date:

Authenticated by

do hereby accept the above and







#### Annexure 1

### **COMPENSATION DETAILS**

Employee Name	MUKUL SHARMA
Grade	Senior Officer
Business Unit	Retail Banking - Retail Liabilities
Location	Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)

Component	Per Month(In INR.)	Per Annum (in INR.)
Basic Salary	6,250	75,000
Flexible Benefit Plan	23,200	2,78,400
Annual Guaranteed Cash (AGC)	29,450	3,53,400
Employer PF	1,800	21,600
Total Fixed Pay (TFP)	31,250	3,75,000

\* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

#### Notes:

- <sup>1</sup>Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme or any other plan applicable as per Bank's policy. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- In addition to TFP, Insurance premium is paid by the bank towards your life, accident & medical insurance. This is a notional premium amount & is not paid in cash to you
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.
- If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back a minimum amount of Rs.15,000 /- back to the company towards joining and training expenses incurred by IDFC FIRST Bank.







#### **GENERAL TERMS AND CONDITIONS**

### LOCATION

Your joining location will be **Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)**. However, during your employment you may be posted / transferred, as per the sole discretion of the Bank to any of the offices / locations/ projects/ divisions/ departments/ units/ subsidiaries/ sister concerns of the Bank, in the interest of the Bank , without any additional remuneration, with/ without assigning any reasons.

### HOURS OF WORK

Actual hours may vary and will be subject to change from time to time; depending on the nature of your work and the department you work in.

### LEAVE ENTITLEMENT

You shall be eligible for holidays and leave as per the Bank's leave policy, as may be amended from time to time.

### TOTAL FIXED PAY (TFP):

The entitlements of your Total Fixed Pay are subject to the Bank's policy, procedure or guidelines that may be issued from time to time. All perquisites and benefits including reimbursements are subject to applicable Income Tax and other related/applicable laws.

### PERFORMANCE BONUS/ INCENTIVE PAYMENTS/ INDICATIVE TARGET BONUS

The Bank may, in its absolute discretion, pay you a bonus/ incentive of such amount, at such intervals and subject to such conditions as determined from time to time, in accordance with the Bank's Policy.

### STATUTORY PAYMENTS / DEDUCTIONS

All statutory payments / deductions will be as per the applicable law and maybe changed from time to time based on changes in the law of the land.

### DEDUCTIONS FROM TOTAL FIXED PAY/ANNUAL GROSS REMUNERATION PACKAGE

You agree that, at any time during your employment, or after the effective date of employment, the Bank may deduct, from your Total Fixed Pay /Annual Gross Remuneration Package/ Bank Account any overpayment made or amounts owed by you, this includes, but is not limited to, any excess (leave), outstanding loans, advances, relocation expenses, joining bonus, and the cost of repairing any damage or loss to Bank's property or equipment caused by you. You agree that, at any time during your employment, or after the effective date of employment, the Bank may recover any shortfall /loss on account of any negligence or any act of commission by you, while executing your responsibilities.

### TAX

You will be fully liable for the payment of Income Tax (or any other applicable taxes) on your total remuneration including bonuses/ variable pay to the Income Tax authorities including other applicable statutory dues/taxes and this will be your personal responsibility. The Bank shall deduct any statutory dues/taxes from amounts paid to your save er applicable laws.





### **MEDICAL FITNESS & VERIFICATION OF PARTICULARS**

Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop a critical/chronic illness which restricts you from performing your official duties or in any way put your other colleagues at risk, you are required to inform Human Resource Department of the Bank (HR) about the same. Your employment is also subject to your clearing the Personal and Professional Background Verification as per the norms of the Bank, including your antecedents and document submitted. In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre-employment declaration or any such document are found false or unsatisfactory, your employment would be liable for termination at the Bank's discretion at any time without any notice or any compensation in lieu thereof.

### RETIREMENT

Normal Retirement Age: You will automatically retire from the employment of the Bank, as the case may be, on attaining the retirement age of 58 years or as decided by the Bank and unless concluded earlier as per the discretion of the Bank . By virtue of this clause, you shall not claim a right of employment with the Bank, as your employment is subject to the terms and conditions laid down by the Bank, as amended from time to time.

#### COMPLIANCE

In your role at the Bank, it is expected that you will abide and ensure all aspects of compliances, in letter and spirit, staying true to the law of the land. You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of your employment with the Bank, you are expected to comply with the Bank's policies, practices and procedure.

#### NOTICE PERIOD

Either party may terminate this employment by giving three (3) months' notice ("Notice Period") in writing or payment of three (3) months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of the Notice Period or proportionate payment thereof in lieu of any shortfall in the Notice Period, acceptance or waiver, which will be at the sole discretion of the Bank. The Bank reserves the right, in its sole discretion, to waive all or part of this three (3) months' Notice Period and terminate the employee's employment or relieve the employee from the employment prior to the conclusion of Notice Period, and in such cases, the employee is liable to make payment of Total Fixed Pay for the waived off/unserved Notice Period as decided by the Bank. Notwithstanding anything foregoing, in case of waiver of the Notice Period as per the discretion of the Bank, the Bank shall not be liable to make any payment of salary (in accordance with the definition of Total Fixed Pay) to the employee in lieu of the waived off Notice Period. To the extent the Bank does not waive all or part of the Notice Period, the employee shall remain employed throughout the Notice Period (or portion thereof), or payment in lieu of any unserved Notice Period will be recovered from the employee and might attract applicable taxes. All applicable taxes once deducted will not be reversed under any circumstances. In case the last date as per the Notice Period of three (3) months falls on a weekly off or a holiday, the previous working day will be considered as the Last Working Day ("LWD"), further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.

#### **TERMINATION OF EMPLOYMENT**



If you absent yourself without authorized leave for continuous five (5) days, or as per norms of the park which

may change from time to time, or remain absent beyond the period of leave originally granted or subsequently IDFC FIRST Bank Limited (formerly IDFC Bank Limited)





extended by five (5) days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you at the discretion of the Bank , including termination of your employment or considering it as voluntarily abandonment of employment by you and concluding your employment thereof. In case your employment is terminated or concluded under this clause, the Bank shall be entitled to recover from you such amounts as specified in above Clause (**Notice Period**) in lieu of the Notice Period. In addition to the above, the Bank may also claim damages and other reliefs to which it is entitled under contract, law or equity.

- The Bank reserves the right to terminate your employment/ Appointment Letter if your performance is determined to be unsatisfactory (as per the Bank's standards), by giving you a three months (3) prior written notice. In such event, you shall be paid applicable Total Fixed Pay less retirals to which you are entitled as per this Appointment Letter up to the effective date of termination.
- Your services are liable to be terminated without any notice or payment in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, fraud, disloyalty, sexual harassment or any such act of breach of yours that brings disrepute to the Bank, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or make any composition or arrangement with your creditors or non-compliance of any law on your part.
- In the event your employment is terminated by reason of an eventuality caused by (your) death, your beneficiaries will receive further compensation as deemed fit by the Bank which shall be paid to your designated beneficiary/nominee provided. However; in cases, where the nominee details are not provided, the spouse of the employee is considered as the sole nominee for married employees, and parents, as the sole nominee for unmarried employees. Any further settlement from the Bank would be drawn in the nominee's name.
- The Bank has the right to terminate your employment for any reasons other than mentioned in the General Terms and Conditions by giving notice of three (3) months in writing or payment of (3) three months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of Three (3) months' notice.
- You will be covered by the employment rules and regulations including conduct, discipline and administrative
  orders and any such other rules or orders of the Bank that may come in force from time to time. The Bank shall
  have absolute discretion to reject or refuse to accept your resignation in case of staff accountability or
  disciplinary action proceedings are contemplated or pending against you.

### NON CONFLICT OF INTEREST AND NO EXTERNAL EMPLOYMENT

You will not, during your employment with the Bank, except with the specific approval of the Bank, undertake other full time or part time work for remuneration or work that adversely affect your professional image and integrity as an employee of the Bank.

#### **RECEIPT OF PAYMENTS AND BENEFITS FROM THIRD PARTIES**

Subject to the Bank regulations issued and amended from time to time, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of a public interest of transacted (whether or not) by you or on behalf of the Bank. If you or, any member of your family or housiness entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate





commission or other benefit you will forthwith account to the Bank for the amount received or the value of the benefit so obtained.

### INFORMATION, ASSETS AND SYSTEMS

- When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Bank policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction
- Information Security Compliance: All employees are expected to be aware of their responsibility relating to protection of Information Assets of IDFC FIRST Bank. Accordingly, you are required to familiarise yourself with the Information Security Policies and Procedures at IDFC FIRST Bank and abide by it in spirit and practice.

### CODE OF CONDUCT AND EXPECTED EMPLOYEE CONDUCT

You are bound by the Bank's Code of Conduct and the bank may implement disciplinary procedure if you fail to comply with the Code of Conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal. You are expected to work, while in the employment with the Bank, punctually and diligently employing your best efforts with honesty and integrity to protect the interest of the Bank and observing at all times the Bank's terms and conditions of employment and the applicable guidelines and regulations.

You are expected to be well groomed and formally dressed at work.

#### **PROFESSIONAL ETHICS & CONFIDENTIALITY:**

- You acknowledge that the business of the Bank is highly competitive and that any information concerning the Bank's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, services and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Bank's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Bank.
- Unauthorized disclosure and use of confidential information constitutes a serious misconduct & the Bank shall be entitled to take appropriate disciplinary and other actions against you including termination of your employment. The disclosure and use of confidential information of the Bank after the termination of your relationship with the Bank shall entitle the Bank to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction". Where disclosure of confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Bank either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.
- You hereby agree that you will not, at any time during or after your employment with the Bank make any unauthorized disclosure of any confidential business information or trade secrets of the Bank, or make any thereof, except for the benefit of and on behalf of, the Bank. Any disclosure which has not been expressly





authorized by the Bank shall be called unauthorized disclosure'.

• During the period of your association with the Bank you will safeguard all matters, documents, manuals etc. relating to the Bank's operations and you will not be permitted to undertake any other business, work of public office, honorary or remunerative, except with the written permission of the Bank in each case.

### DATA PROTECTION

- The Bank may be required to process, transfer and store your personal and sensitive data in any of the other locations used by the Bank/any of the locations as specified by the Bank.
- By signing this contract, you acknowledge and agree that the Bank is permitted to hold personal information about you as part of our personnel and other business records and that the Bank may use such information in the course of its business.
- You agree that the Bank may disclose such information to third parties in the event that such disclosure is, in our view, required for the proper conduct of our business or that of any associated company. This clause applies to information held, used or disclosed in any medium.

### INTELLECTUAL PROPERTY:

- For the purposes of this clause, Intellectual property means intellectual property of all kinds including, in
  particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including
  copyright in computer software), confidential information and know-how, database rights, applications for any of
  the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in
  any part of the world.
- If you (whether alone or with others) shall, during your employment with the Bank, make or create an idea, method, invention, discovery, design or develop any and all other work either in the course of providing your services or relating to or capable of being used in those aspects of the businesses of the Bank (hereinafter called "Works") you shall promptly disclose full details thereof to the Bank and irrespective of disclosure or non-disclosure by you, all Works, shall belong exclusively to the Bank and you hereby irrevocably assign the ownership, right, title, interest, ownership of copyrights of such Works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such Works identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works (whether now existing or brought into being in the future).
- The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.
- You shall not (except as provided in this Appointment Letter or as may be necessary in the course of your duties for the Bank) disclose or make use of any Works without the Bank's prior written consent.

#### INDEMNITY

You shall indemnify the Bank against any loss, damage, proceeding which the Bank might suffer due to any wrongful

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acts, mala fide acts, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your employment on such count or the right of the Bank to seek other remedies which the Bank may have to make good the loss or damage.

### FORCE MAJEURE

Notwithstanding anything contained herein, if the regular operations of the Bank are suspended, in full or part, resulting from unforeseen circumstance or general economic conditions or regulatory, governmental or legal restriction /actions, or other general market effects or Acts of God or other cause of similar or different nature including war, outbreak of epidemic or pandemic beyond the control of the Bank, the Bank may suspend the performance of services by you and the payment of compensation herewith, during the continuation of such suspension of operations. In addition to the foregoing the Bank may, by written notice, terminate this Appointment Letter forthwith or change the terms and conditions of this agreement with no further liability whatsoever.

#### NON-SOLICITATION AND RESTRICTIVE COVENANT

- You are committed not to hire anyone or engage in any sort of discussion with an employee of IDFC FIRST Bank or any of its subsidiaries for at least one year from your last working date in IDFC FIRST Bank. This is applicable even during your period of employment whether approached by the employee or officers of IDFC FIRST Bank, or by you or by any other intermediary or by any other means whatsoever. This Covenant further specifically requires that employees or officers of IDFC FIRST Bank or any of its subsidiaries should not be solicited or encouraged to leave IDFC FIRST Bank or any of its subsidiaries to join the organization which you may join in any capacity or any of its subsidiaries, joint ventures, affiliates or associates, for a period of one year from the date of separation from the Bank.
- You agree that during your period of employment with the Bank and for a period of one year from termination or expiration of your employment with the Bank, you shall not solicit or entice, by any means whatsoever any client of the Bank. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person.to transfer from the Bank to you or to your new employer or to any other person or entity; or to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Bank.
- You agree that for a period of six (6) months from termination or expiration of your employment with the Bank, you shall not work at the capacity of Executive or Non-Executive member of the board or any management position of any supplier, vendor or partner of the Bank.

#### **REVOKING THE APPOINTMENT**

- The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.
- In the event of a criminal case being filed against you in your personal capacity, the Bank may, at its discretion, ask you to proceed on leave or suspend your employment till the issue is sorted out and you are acquitted. During this period, you will be paid as per applicable laws. If convicted, your employment with and with drawn. You may also be placed under suspension pending enquiry into the charges of misconducteds of the with edistration.





### OTHER TERMS AND CONDITIONS:

- Your date of birth mentioned as per PAN card and any other acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.
- As a potential employee and subject to terms and conditions of the appointment, we assume that the submission of documents and details furnished as part of the documentation procedure which includes furnishing your personal, academic and professional details are authentic and self-attested duly The Bank will include these details as a part of your employment information/records as deemed confirmed by you with respect to accuracy and update of the information.
- As an employee you are responsible to provide correct email ID and phone number and all communication/information exchange will happen on the same. The email ID and phone number as provided by you will stand valid for all communication from IDFC FIRST Bank Limited. In case of change in communication information, you are liable to update the same with the Bank within Seven (7) days of such change. Failing which, any communication sent on your last recorded address shall be deemed to have been served on you. The email ID provided by you, until updated with the Bank, shall be considered as one of your unique identification ID.
- During your employment, you will be subject to the service/employment rules, regulations and policy of the Bank applicable from time to time.
- The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your employment.
- Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by the Terms and Conditions of Employment, HR Manual and other policies and procedures of the Bank as presently applicable and as may be introduced or amended from time to time.
- You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of the Bank.
- You shall not do anything or cause to do anything, which shall bring dishonor and/or disrepute to the Bank or engage in unlawful/immoral activities.
- If at any time you are involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Bank the details thereof.
- You shall not at any time use your association with the Bank to gain unfair advantage for personal purposes.
- You shall follow all directions, instructions, guidelines and policies of the Bank issued from time to time in discharge of your duties.
- In addition to the terms and conditions mentioned herein, you hereby agree that you have read and understood and shall be abided by the 'Terms and Conditions of Employment 'as available on the intranet portal and your joining portal and as may be amended from time to time by the Bank at its sole discretion.

### WARRANTY

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this letter.





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- The terms and conditions of the Appointment Letter are subject to revision and change by the Bank, without notice. The revised terms and conditions shall be applicable and abided by all the employees, effective from the date of revision or change.
- The present designation and terms of services including your emoluments are subject to change depending upon work assignment from time to time

### DURATION/VALIDITY OF THE APPOINTMENT LETTER:

- If this Appointment Letter is not accepted by applicant within Five (5) days of receiving the letter, it shall stand revoked, at the discretion of the Bank, and all terms and conditions considered null and void, and neither party shall have any obligation in relation thereto.
- It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.
- If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

### GOVERNING LAW

The interpretation and enforcement of this contract shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

### Accepted & Agreed:

Signature: Date:







# Name: MUKUL SHARMA

Date: 27-Mar-2021 Company ID: 160896

### OUR EMPLOYEE VALUE PROPOSITION

Congratulations! We are delighted to welcome you to the IDFC FIRST Bank family.

At the IDFC FIRST Bank we aim at giving each employee an opportunity to succeed. You are an integral part of our growth story and our success stories are now intertwined.

There's a lot to learn with us, not only the work but also about our culture and values. Our employee value proposition below portrays the value and experience you will gain by working at our bank.

### Be part of a winning team.

Drive change with cutting edge technology.

Join a work force that is high on **integrity**.

Be where growth is not just a number.

Make a social impact, make a difference to the society.

Be dynamic, agile, responsive, bold, disruptive.

We invite you to contribute to building the world's best bank right here in India!

We are excited about you joining the bank and wish you great success in your new role.

Warm Regards

Deepika Mahajan Head Talent Acquisition and Employer Branding Human Resource Department. IDFC FIRST BANK LTD.







# PRE JOINING DOCUMENT CHECKLIST

### (TO BE UPLOADED ON THE IDFC FIRST BANK HR SYSTEM)

S.No	Document Name	Acceptable Proof
1	Permanent Address Proof	Passport/Driving License/Voters Id Card
2	Current Address Proof (if different from permanent address)	Passbook/Rent Agreement
3	Cancelled Cheque for Alternate Bank Account	If cheque book is not available, copy of the passbook with account number and address can be submitted
4	Employment Documents (Only for experienced candidates)	Relieving Letter/ Experience letter required for all the employments mentioned on the resume. Kindly note that, relieving letter for the last employment is required to be submitted within 45 days of joining.
5	Education Documents	Mark sheets and certificates for all relevant qualifications, as mentioned on the resume
6	Resignation proof for last employment (Only for experienced candidates)	Scanned copy of resignation proof/Resignation Email/ System Screenshot of resignation submission
7	Photo	High resolution clear passport size photograph with white background is required. This will be printed on your ID card
8	Driving License (Only for ca	Driving License copy can be uploaded
9	Insurance Book (Only for ca	Copy of the insurance book can be uploaded
10	RC Book (Only for candidat	RC Book copy can be uploaded. In case, you do not own a vehicle, an authority letter is to be Navigation: Me > Onboarding
11	Accepted Copy of the Appoint	I tment Letter with signature of the applicant and acceptance date







### LETTER OF APPOINTMENT

27-Mar-21 SOUMYA RANJAN PRADHAN Bangalore 201920300087@presidencyuniversity.in Company ID: 162567

Dear SOUMYA RANJAN PRADHAN,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as "Senior Officer" within Retail Banking - Retail Liabilities at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before 19/Apr/2021 ("Date of Joining"). Your Total Fixed Pay ("TFP") will be INR. 3,75,000/- (Rs.Three Lakh Seventy Five Thousand only) per annum. The position is currently based at Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization / Undertaking / Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein

You are requested to complete the joining formalities, on the authorized online portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s

Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- Code of Conduct •
- Code of Conduct for Prohibition of Insider Trading for the Bank

Please note that you are required to keep the salary & other perguisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

This Appointment Letter shall be effective from your actual date of joining with the Bank. You are required to submit a signed copy of this Appointment Letter on/before the actual date of joining, failing which the appointment stands withdrawn without any further communication.

Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You, For IDFC FIRST Bank Limited

Digitally Signed by

Deepika Mahajan Head Talent Acquisition & Employer Branding













### **COMPENSATION DETAILS**

Employee Name	SOUMYA RANJAN PRADHAN
Grade	Senior Officer
Business Unit	Retail Banking - Retail Liabilities
Location	Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)

Component	Per Month(In INR.)	Per Annum (in INR.)
Basic Salary	6,250	75,000
Flexible Benefit Plan	23,200	2,78,400
Annual Guaranteed Cash (AGC)	29,450	3,53,400
Employer PF	1,800	21,600
Total Fixed Pay (TFP)	31,250	3,75,000

\* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

#### Notes:

- <sup>1</sup>Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme or any other plan applicable as per Bank's policy. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- In addition to TFP, Insurance premium is paid by the bank towards your life, accident & medical insurance. This is a notional premium amount & is not paid in cash to you
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.
- If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back a minimum amount of Rs.15,000 /- back to the company towards joining and training expenses incurred by IDFC FIRST Bank.







#### **GENERAL TERMS AND CONDITIONS**

### LOCATION

Your joining location will be **Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)**. However, during your employment you may be posted / transferred, as per the sole discretion of the Bank to any of the offices / locations/ projects/ divisions/ departments/ units/ subsidiaries/ sister concerns of the Bank, in the interest of the Bank , without any additional remuneration, with/ without assigning any reasons.

### HOURS OF WORK

Actual hours may vary and will be subject to change from time to time; depending on the nature of your work and the department you work in.

### LEAVE ENTITLEMENT

You shall be eligible for holidays and leave as per the Bank's leave policy, as may be amended from time to time.

### TOTAL FIXED PAY (TFP):

The entitlements of your Total Fixed Pay are subject to the Bank's policy, procedure or guidelines that may be issued from time to time. All perquisites and benefits including reimbursements are subject to applicable Income Tax and other related/applicable laws.

### PERFORMANCE BONUS/ INCENTIVE PAYMENTS/ INDICATIVE TARGET BONUS

The Bank may, in its absolute discretion, pay you a bonus/ incentive of such amount, at such intervals and subject to such conditions as determined from time to time, in accordance with the Bank's Policy.

### STATUTORY PAYMENTS / DEDUCTIONS

All statutory payments / deductions will be as per the applicable law and maybe changed from time to time based on changes in the law of the land.

### DEDUCTIONS FROM TOTAL FIXED PAY/ANNUAL GROSS REMUNERATION PACKAGE

You agree that, at any time during your employment, or after the effective date of employment, the Bank may deduct, from your Total Fixed Pay /Annual Gross Remuneration Package/ Bank Account any overpayment made or amounts owed by you, this includes, but is not limited to, any excess (leave), outstanding loans, advances, relocation expenses, joining bonus, and the cost of repairing any damage or loss to Bank's property or equipment caused by you. You agree that, at any time during your employment, or after the effective date of employment, the Bank may recover any shortfall /loss on account of any negligence or any act of commission by you, while executing your responsibilities.

### TAX

You will be fully liable for the payment of Income Tax (or any other applicable taxes) on your total remuneration including bonuses/ variable pay to the Income Tax authorities including other applicable statutory dues/taxes and this will be your personal responsibility. The Bank shall deduct any statutory dues/taxes from amounts paid to your save er applicable laws.





### **MEDICAL FITNESS & VERIFICATION OF PARTICULARS**

Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop a critical/chronic illness which restricts you from performing your official duties or in any way put your other colleagues at risk, you are required to inform Human Resource Department of the Bank (HR) about the same. Your employment is also subject to your clearing the Personal and Professional Background Verification as per the norms of the Bank, including your antecedents and document submitted. In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre-employment declaration or any such document are found false or unsatisfactory, your employment would be liable for termination at the Bank's discretion at any time without any notice or any compensation in lieu thereof.

### RETIREMENT

Normal Retirement Age: You will automatically retire from the employment of the Bank, as the case may be, on attaining the retirement age of 58 years or as decided by the Bank and unless concluded earlier as per the discretion of the Bank . By virtue of this clause, you shall not claim a right of employment with the Bank, as your employment is subject to the terms and conditions laid down by the Bank, as amended from time to time.

#### COMPLIANCE

In your role at the Bank, it is expected that you will abide and ensure all aspects of compliances, in letter and spirit, staying true to the law of the land. You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of your employment with the Bank, you are expected to comply with the Bank's policies, practices and procedure.

#### NOTICE PERIOD

Either party may terminate this employment by giving three (3) months' notice ("Notice Period") in writing or payment of three (3) months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of the Notice Period or proportionate payment thereof in lieu of any shortfall in the Notice Period, acceptance or waiver, which will be at the sole discretion of the Bank. The Bank reserves the right, in its sole discretion, to waive all or part of this three (3) months' Notice Period and terminate the employee's employment or relieve the employee from the employment prior to the conclusion of Notice Period, and in such cases, the employee is liable to make payment of Total Fixed Pay for the waived off/unserved Notice Period as decided by the Bank. Notwithstanding anything foregoing, in case of waiver of the Notice Period as per the discretion of the Bank, the Bank shall not be liable to make any payment of salary (in accordance with the definition of Total Fixed Pay) to the employee in lieu of the waived off Notice Period. To the extent the Bank does not waive all or part of the Notice Period, the employee shall remain employed throughout the Notice Period (or portion thereof), or payment in lieu of any unserved Notice Period will be recovered from the employee and might attract applicable taxes. All applicable taxes once deducted will not be reversed under any circumstances. In case the last date as per the Notice Period of three (3) months falls on a weekly off or a holiday, the previous working day will be considered as the Last Working Day ("LWD"), further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.

#### **TERMINATION OF EMPLOYMENT**



If you absent yourself without authorized leave for continuous five (5) days, or as per norms of the park which

may change from time to time, or remain absent beyond the period of leave originally granted or subsequently IDFC FIRST Bank Limited (formerly IDFC Bank Limited)





extended by five (5) days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you at the discretion of the Bank , including termination of your employment or considering it as voluntarily abandonment of employment by you and concluding your employment thereof. In case your employment is terminated or concluded under this clause, the Bank shall be entitled to recover from you such amounts as specified in above Clause (**Notice Period**) in lieu of the Notice Period. In addition to the above, the Bank may also claim damages and other reliefs to which it is entitled under contract, law or equity.

- The Bank reserves the right to terminate your employment/ Appointment Letter if your performance is determined to be unsatisfactory (as per the Bank's standards), by giving you a three months (3) prior written notice. In such event, you shall be paid applicable Total Fixed Pay less retirals to which you are entitled as per this Appointment Letter up to the effective date of termination.
- Your services are liable to be terminated without any notice or payment in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, fraud, disloyalty, sexual harassment or any such act of breach of yours that brings disrepute to the Bank, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or make any composition or arrangement with your creditors or non-compliance of any law on your part.
- In the event your employment is terminated by reason of an eventuality caused by (your) death, your beneficiaries will receive further compensation as deemed fit by the Bank which shall be paid to your designated beneficiary/nominee provided. However; in cases, where the nominee details are not provided, the spouse of the employee is considered as the sole nominee for married employees, and parents, as the sole nominee for unmarried employees. Any further settlement from the Bank would be drawn in the nominee's name.
- The Bank has the right to terminate your employment for any reasons other than mentioned in the General Terms and Conditions by giving notice of three (3) months in writing or payment of (3) three months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of Three (3) months' notice.
- You will be covered by the employment rules and regulations including conduct, discipline and administrative
  orders and any such other rules or orders of the Bank that may come in force from time to time. The Bank shall
  have absolute discretion to reject or refuse to accept your resignation in case of staff accountability or
  disciplinary action proceedings are contemplated or pending against you.

### NON CONFLICT OF INTEREST AND NO EXTERNAL EMPLOYMENT

You will not, during your employment with the Bank, except with the specific approval of the Bank, undertake other full time or part time work for remuneration or work that adversely affect your professional image and integrity as an employee of the Bank.

#### **RECEIPT OF PAYMENTS AND BENEFITS FROM THIRD PARTIES**

Subject to the Bank regulations issued and amended from time to time, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of a public interest of transacted (whether or not) by you or on behalf of the Bank. If you or, any member of your family or housiness entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate





commission or other benefit you will forthwith account to the Bank for the amount received or the value of the benefit so obtained.

### INFORMATION, ASSETS AND SYSTEMS

- When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Bank policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction
- Information Security Compliance: All employees are expected to be aware of their responsibility relating to protection of Information Assets of IDFC FIRST Bank. Accordingly, you are required to familiarise yourself with the Information Security Policies and Procedures at IDFC FIRST Bank and abide by it in spirit and practice.

### CODE OF CONDUCT AND EXPECTED EMPLOYEE CONDUCT

You are bound by the Bank's Code of Conduct and the bank may implement disciplinary procedure if you fail to comply with the Code of Conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal. You are expected to work, while in the employment with the Bank, punctually and diligently employing your best efforts with honesty and integrity to protect the interest of the Bank and observing at all times the Bank's terms and conditions of employment and the applicable guidelines and regulations.

You are expected to be well groomed and formally dressed at work.

#### **PROFESSIONAL ETHICS & CONFIDENTIALITY:**

- You acknowledge that the business of the Bank is highly competitive and that any information concerning the Bank's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, services and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Bank's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Bank.
- Unauthorized disclosure and use of confidential information constitutes a serious misconduct & the Bank shall be entitled to take appropriate disciplinary and other actions against you including termination of your employment. The disclosure and use of confidential information of the Bank after the termination of your relationship with the Bank shall entitle the Bank to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction". Where disclosure of confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Bank either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.
- You hereby agree that you will not, at any time during or after your employment with the Bank make any unauthorized disclosure of any confidential business information or trade secrets of the Bank, or make any thereof, except for the benefit of and on behalf of, the Bank. Any disclosure which has not been expressly





authorized by the Bank shall be called unauthorized disclosure'.

• During the period of your association with the Bank you will safeguard all matters, documents, manuals etc. relating to the Bank's operations and you will not be permitted to undertake any other business, work of public office, honorary or remunerative, except with the written permission of the Bank in each case.

### DATA PROTECTION

- The Bank may be required to process, transfer and store your personal and sensitive data in any of the other locations used by the Bank/any of the locations as specified by the Bank.
- By signing this contract, you acknowledge and agree that the Bank is permitted to hold personal information about you as part of our personnel and other business records and that the Bank may use such information in the course of its business.
- You agree that the Bank may disclose such information to third parties in the event that such disclosure is, in our view, required for the proper conduct of our business or that of any associated company. This clause applies to information held, used or disclosed in any medium.

### INTELLECTUAL PROPERTY:

- For the purposes of this clause, Intellectual property means intellectual property of all kinds including, in
  particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including
  copyright in computer software), confidential information and know-how, database rights, applications for any of
  the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in
  any part of the world.
- If you (whether alone or with others) shall, during your employment with the Bank, make or create an idea, method, invention, discovery, design or develop any and all other work either in the course of providing your services or relating to or capable of being used in those aspects of the businesses of the Bank (hereinafter called "Works") you shall promptly disclose full details thereof to the Bank and irrespective of disclosure or non-disclosure by you, all Works, shall belong exclusively to the Bank and you hereby irrevocably assign the ownership, right, title, interest, ownership of copyrights of such Works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such Works identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works (whether now existing or brought into being in the future).
- The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.
- You shall not (except as provided in this Appointment Letter or as may be necessary in the course of your duties for the Bank) disclose or make use of any Works without the Bank's prior written consent.

#### INDEMNITY

You shall indemnify the Bank against any loss, damage, proceeding which the Bank might suffer due to any wrongful

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acts, mala fide acts, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your employment on such count or the right of the Bank to seek other remedies which the Bank may have to make good the loss or damage.

### FORCE MAJEURE

Notwithstanding anything contained herein, if the regular operations of the Bank are suspended, in full or part, resulting from unforeseen circumstance or general economic conditions or regulatory, governmental or legal restriction /actions, or other general market effects or Acts of God or other cause of similar or different nature including war, outbreak of epidemic or pandemic beyond the control of the Bank, the Bank may suspend the performance of services by you and the payment of compensation herewith, during the continuation of such suspension of operations. In addition to the foregoing the Bank may, by written notice, terminate this Appointment Letter forthwith or change the terms and conditions of this agreement with no further liability whatsoever.

#### NON-SOLICITATION AND RESTRICTIVE COVENANT

- You are committed not to hire anyone or engage in any sort of discussion with an employee of IDFC FIRST Bank or any of its subsidiaries for at least one year from your last working date in IDFC FIRST Bank. This is applicable even during your period of employment whether approached by the employee or officers of IDFC FIRST Bank, or by you or by any other intermediary or by any other means whatsoever. This Covenant further specifically requires that employees or officers of IDFC FIRST Bank or any of its subsidiaries should not be solicited or encouraged to leave IDFC FIRST Bank or any of its subsidiaries to join the organization which you may join in any capacity or any of its subsidiaries, joint ventures, affiliates or associates, for a period of one year from the date of separation from the Bank.
- You agree that during your period of employment with the Bank and for a period of one year from termination or expiration of your employment with the Bank, you shall not solicit or entice, by any means whatsoever any client of the Bank. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person.to transfer from the Bank to you or to your new employer or to any other person or entity; or to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Bank.
- You agree that for a period of six (6) months from termination or expiration of your employment with the Bank, you shall not work at the capacity of Executive or Non-Executive member of the board or any management position of any supplier, vendor or partner of the Bank.

#### **REVOKING THE APPOINTMENT**

- The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.
- In the event of a criminal case being filed against you in your personal capacity, the Bank may, at its discretion, ask you to proceed on leave or suspend your employment till the issue is sorted out and you are acquitted. During this period, you will be paid as per applicable laws. If convicted, your employment with and with drawn. You may also be placed under suspension pending enquiry into the charges of misconducteds of the with edistration.





### OTHER TERMS AND CONDITIONS:

- Your date of birth mentioned as per PAN card and any other acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.
- As a potential employee and subject to terms and conditions of the appointment, we assume that the submission of documents and details furnished as part of the documentation procedure which includes furnishing your personal, academic and professional details are authentic and self-attested duly The Bank will include these details as a part of your employment information/records as deemed confirmed by you with respect to accuracy and update of the information.
- As an employee you are responsible to provide correct email ID and phone number and all communication/information exchange will happen on the same. The email ID and phone number as provided by you will stand valid for all communication from IDFC FIRST Bank Limited. In case of change in communication information, you are liable to update the same with the Bank within Seven (7) days of such change. Failing which, any communication sent on your last recorded address shall be deemed to have been served on you. The email ID provided by you, until updated with the Bank, shall be considered as one of your unique identification ID.
- During your employment, you will be subject to the service/employment rules, regulations and policy of the Bank applicable from time to time.
- The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your employment.
- Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by the Terms and Conditions of Employment, HR Manual and other policies and procedures of the Bank as presently applicable and as may be introduced or amended from time to time.
- You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of the Bank.
- You shall not do anything or cause to do anything, which shall bring dishonor and/or disrepute to the Bank or engage in unlawful/immoral activities.
- If at any time you are involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Bank the details thereof.
- You shall not at any time use your association with the Bank to gain unfair advantage for personal purposes.
- You shall follow all directions, instructions, guidelines and policies of the Bank issued from time to time in discharge of your duties.
- In addition to the terms and conditions mentioned herein, you hereby agree that you have read and understood and shall be abided by the 'Terms and Conditions of Employment 'as available on the intranet portal and your joining portal and as may be amended from time to time by the Bank at its sole discretion.

### WARRANTY

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this letter.





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- The terms and conditions of the Appointment Letter are subject to revision and change by the Bank, without notice. The revised terms and conditions shall be applicable and abided by all the employees, effective from the date of revision or change.
- The present designation and terms of services including your emoluments are subject to change depending upon work assignment from time to time

### DURATION/VALIDITY OF THE APPOINTMENT LETTER:

- If this Appointment Letter is not accepted by applicant within Five (5) days of receiving the letter, it shall stand revoked, at the discretion of the Bank, and all terms and conditions considered null and void, and neither party shall have any obligation in relation thereto.
- It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.
- If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

### GOVERNING LAW

The interpretation and enforcement of this contract shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

### Accepted & Agreed:

Signature: Date:







### Name: SOUMYA RANJAN PRADHAN

Date: 27-Mar-2021 Company ID: 162567

### OUR EMPLOYEE VALUE PROPOSITION

Congratulations! We are delighted to welcome you to the IDFC FIRST Bank family.

At the IDFC FIRST Bank we aim at giving each employee an opportunity to succeed. You are an integral part of our growth story and our success stories are now intertwined.

There's a lot to learn with us, not only the work but also about our culture and values. Our employee value proposition below portrays the value and experience you will gain by working at our bank.

#### Be part of a winning team.

Drive change with cutting edge technology.

Join a work force that is high on integrity.

Be where growth is not just a number.

Make a social impact, make a difference to the society.

Be dynamic, agile, responsive, bold, disruptive.

We invite you to contribute to building the world's best bank right here in India!

We are excited about you joining the bank and wish you great success in your new role.

Warm Regards

Deepika Mahajan Head Talent Acquisition and Employer Branding Human Resource Department. IDFC FIRST BANK LTD.







# PRE JOINING DOCUMENT CHECKLIST

### (TO BE UPLOADED ON THE IDFC FIRST BANK HR SYSTEM)

S.No	Document Name	Acceptable Proof
1	Permanent Address Proof	Passport/Driving License/Voters Id Card
2	Current Address Proof (if different from permanent address)	Passbook/Rent Agreement
3	Cancelled Cheque for Alternate Bank Account	If cheque book is not available, copy of the passbook with account number and address can be submitted
4	Employment Documents (Only for experienced candidates)	Relieving Letter/ Experience letter required for all the employments mentioned on the resume. Kindly note that, relieving letter for the last employment is required to be submitted within 45 days of joining.
5	Education Documents	Mark sheets and certificates for all relevant qualifications, as mentioned on the resume
6	Resignation proof for last employment (Only for experienced candidates)	Scanned copy of resignation proof/Resignation Email/ System Screenshot of resignation submission
7	Photo	High resolution clear passport size photograph with white background is required. This will be printed on your ID card
8	Driving License (Only for ca	Driving License copy can be uploaded
9	Insurance Book (Only for ca	Copy of the insurance book can be uploaded
10	RC Book (Only for candidat	RC Book copy can be uploaded. In case, you do not own a vehicle, an authority letter is to be Navigation: Me > Onboarding
11	Accepted Copy of the Appoint	I tment Letter with signature of the applicant and acceptance date







### LETTER OF APPOINTMENT

27-Mar-21 **KAVANA NAGARAJU** Bangalore kavanakav1998@gmail.com Company ID: 162477

Dear KAVANA NAGARAJU,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as "Senior Officer" within Retail Banking - Retail Liabilities at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before 19/Apr/2021 ("Date of Joining"). Your Total Fixed Pay ("TFP") will be INR. 3,75,000/- (Rs.Three Lakh Seventy Five Thousand only) per annum. The position is currently based at Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization / Undertaking / Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein

You are requested to complete the joining formalities, on the authorized online portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s

Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- Code of Conduct •
- Code of Conduct for Prohibition of Insider Trading for the Bank

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

This Appointment Letter shall be effective from your actual date of joining with the Bank. You are required to submit a signed copy of this Appointment Letter on/before the actual date of joining, failing which the appointment stands withdrawn without any further communication.

Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You, For IDFC FIRST Bank Limited DS IDFC FIRST BANK 1

Digitally Signed by

Deepika Mahajan Head Talent Acquisition & Employer Branding







do hereby accept the above and

I, **KAVANA NAGARAJU**, son/daughter of \_ confirm /certify the following:

- Date of Joining the Bank: 19/Apr/2021
- PAN number: CKYPN4891E
- Email ID: kavanakav1998@gmail.com

### Signature:

•

Date:

Authenticated by







### **COMPENSATION DETAILS**

Employee Name	KAVANA NAGARAJU
Grade	Senior Officer
Business Unit	Retail Banking - Retail Liabilities
Location	Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)

Component	Per Month(In INR.)	Per Annum (in INR.)
Basic Salary	6,250	75,000
Flexible Benefit Plan	23,200	2,78,400
Annual Guaranteed Cash (AGC)	29,450	3,53,400
Employer PF	1,800	21,600
Total Fixed Pay (TFP)	31,250	3,75,000

\* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

#### Notes:

- <sup>1</sup>Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme or any other plan applicable as per Bank's policy. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- In addition to TFP, Insurance premium is paid by the bank towards your life, accident & medical insurance. This is a notional premium amount & is not paid in cash to you
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.
- If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back a minimum amount of Rs.15,000 /- back to the company towards joining and training expenses incurred by IDFC FIRST Bank.







#### **GENERAL TERMS AND CONDITIONS**

### LOCATION

Your joining location will be **Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)**. However, during your employment you may be posted / transferred, as per the sole discretion of the Bank to any of the offices / locations/ projects/ divisions/ departments/ units/ subsidiaries/ sister concerns of the Bank, in the interest of the Bank , without any additional remuneration, with/ without assigning any reasons.

### HOURS OF WORK

Actual hours may vary and will be subject to change from time to time; depending on the nature of your work and the department you work in.

### LEAVE ENTITLEMENT

You shall be eligible for holidays and leave as per the Bank's leave policy, as may be amended from time to time.

### TOTAL FIXED PAY (TFP):

The entitlements of your Total Fixed Pay are subject to the Bank's policy, procedure or guidelines that may be issued from time to time. All perquisites and benefits including reimbursements are subject to applicable Income Tax and other related/applicable laws.

#### PERFORMANCE BONUS/ INCENTIVE PAYMENTS/ INDICATIVE TARGET BONUS

The Bank may, in its absolute discretion, pay you a bonus/ incentive of such amount, at such intervals and subject to such conditions as determined from time to time, in accordance with the Bank's Policy.

### STATUTORY PAYMENTS / DEDUCTIONS

All statutory payments / deductions will be as per the applicable law and maybe changed from time to time based on changes in the law of the land.

#### DEDUCTIONS FROM TOTAL FIXED PAY/ANNUAL GROSS REMUNERATION PACKAGE

You agree that, at any time during your employment, or after the effective date of employment, the Bank may deduct, from your Total Fixed Pay /Annual Gross Remuneration Package/ Bank Account any overpayment made or amounts owed by you, this includes, but is not limited to, any excess (leave), outstanding loans, advances, relocation expenses, joining bonus, and the cost of repairing any damage or loss to Bank's property or equipment caused by you. You agree that, at any time during your employment, or after the effective date of employment, the Bank may recover any shortfall /loss on account of any negligence or any act of commission by you, while executing your responsibilities.

### TAX

You will be fully liable for the payment of Income Tax (or any other applicable taxes) on your total remuneration including bonuses/ variable pay to the Income Tax authorities including other applicable statutory dues/taxes and this will be your personal responsibility. The Bank shall deduct any statutory dues/taxes from amounts paid to your applicable taxes.





### **MEDICAL FITNESS & VERIFICATION OF PARTICULARS**

Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop a critical/chronic illness which restricts you from performing your official duties or in any way put your other colleagues at risk, you are required to inform Human Resource Department of the Bank (HR) about the same. Your employment is also subject to your clearing the Personal and Professional Background Verification as per the norms of the Bank, including your antecedents and document submitted. In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre-employment declaration or any such document are found false or unsatisfactory, your employment would be liable for termination at the Bank's discretion at any time without any notice or any compensation in lieu thereof.

### RETIREMENT

Normal Retirement Age: You will automatically retire from the employment of the Bank, as the case may be, on attaining the retirement age of 58 years or as decided by the Bank and unless concluded earlier as per the discretion of the Bank . By virtue of this clause, you shall not claim a right of employment with the Bank, as your employment is subject to the terms and conditions laid down by the Bank, as amended from time to time.

#### COMPLIANCE

In your role at the Bank, it is expected that you will abide and ensure all aspects of compliances, in letter and spirit, staying true to the law of the land. You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of your employment with the Bank, you are expected to comply with the Bank's policies, practices and procedure.

#### NOTICE PERIOD

Either party may terminate this employment by giving three (3) months' notice ("Notice Period") in writing or payment of three (3) months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of the Notice Period or proportionate payment thereof in lieu of any shortfall in the Notice Period, acceptance or waiver, which will be at the sole discretion of the Bank. The Bank reserves the right, in its sole discretion, to waive all or part of this three (3) months' Notice Period and terminate the employee's employment or relieve the employee from the employment prior to the conclusion of Notice Period, and in such cases, the employee is liable to make payment of Total Fixed Pay for the waived off/unserved Notice Period as decided by the Bank. Notwithstanding anything foregoing, in case of waiver of the Notice Period as per the discretion of the Bank, the Bank shall not be liable to make any payment of salary (in accordance with the definition of Total Fixed Pay) to the employee in lieu of the waived off Notice Period. To the extent the Bank does not waive all or part of the Notice Period, the employee shall remain employed throughout the Notice Period (or portion thereof), or payment in lieu of any unserved Notice Period will be recovered from the employee and might attract applicable taxes. All applicable taxes once deducted will not be reversed under any circumstances. In case the last date as per the Notice Period of three (3) months falls on a weekly off or a holiday, the previous working day will be considered as the Last Working Day ("LWD"), further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.

#### **TERMINATION OF EMPLOYMENT**



If you absent yourself without authorized leave for continuous five (5) days, or as per norms of the Barik witch

may change from time to time, or remain absent beyond the period of leave originally granted or subsequently IDFC FIRST Bank Limited (formerly IDFC Bank Limited)





extended by five (5) days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you at the discretion of the Bank , including termination of your employment or considering it as voluntarily abandonment of employment by you and concluding your employment thereof. In case your employment is terminated or concluded under this clause, the Bank shall be entitled to recover from you such amounts as specified in above Clause (**Notice Period**) in lieu of the Notice Period. In addition to the above, the Bank may also claim damages and other reliefs to which it is entitled under contract, law or equity.

- The Bank reserves the right to terminate your employment/ Appointment Letter if your performance is determined to be unsatisfactory (as per the Bank's standards), by giving you a three months (3) prior written notice. In such event, you shall be paid applicable Total Fixed Pay less retirals to which you are entitled as per this Appointment Letter up to the effective date of termination.
- Your services are liable to be terminated without any notice or payment in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, fraud, disloyalty, sexual harassment or any such act of breach of yours that brings disrepute to the Bank, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or make any composition or arrangement with your creditors or non-compliance of any law on your part.
- In the event your employment is terminated by reason of an eventuality caused by (your) death, your beneficiaries will receive further compensation as deemed fit by the Bank which shall be paid to your designated beneficiary/nominee provided. However; in cases, where the nominee details are not provided, the spouse of the employee is considered as the sole nominee for married employees, and parents, as the sole nominee for unmarried employees. Any further settlement from the Bank would be drawn in the nominee's name.
- The Bank has the right to terminate your employment for any reasons other than mentioned in the General Terms and Conditions by giving notice of three (3) months in writing or payment of (3) three months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of Three (3) months' notice.
- You will be covered by the employment rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Bank that may come in force from time to time. The Bank shall have absolute discretion to reject or refuse to accept your resignation in case of staff accountability or disciplinary action proceedings are contemplated or pending against you.

### NON CONFLICT OF INTEREST AND NO EXTERNAL EMPLOYMENT

You will not, during your employment with the Bank, except with the specific approval of the Bank, undertake other full time or part time work for remuneration or work that adversely affect your professional image and integrity as an employee of the Bank.

### RECEIPT OF PAYMENTS AND BENEFITS FROM THIRD PARTIES

Subject to the Bank regulations issued and amended from time to time, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of a public iness of transacted (whether or not) by you or on behalf of the Bank. If you or, any member of your family or the payment, discount, repart or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, repart of





commission or other benefit you will forthwith account to the Bank for the amount received or the value of the benefit so obtained.

### INFORMATION, ASSETS AND SYSTEMS

- When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Bank policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction
- Information Security Compliance: All employees are expected to be aware of their responsibility relating to protection of Information Assets of IDFC FIRST Bank. Accordingly, you are required to familiarise yourself with the Information Security Policies and Procedures at IDFC FIRST Bank and abide by it in spirit and practice.

### CODE OF CONDUCT AND EXPECTED EMPLOYEE CONDUCT

You are bound by the Bank's Code of Conduct and the bank may implement disciplinary procedure if you fail to comply with the Code of Conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal. You are expected to work, while in the employment with the Bank, punctually and diligently employing your best efforts with honesty and integrity to protect the interest of the Bank and observing at all times the Bank's terms and conditions of employment and the applicable guidelines and regulations.

You are expected to be well groomed and formally dressed at work.

#### **PROFESSIONAL ETHICS & CONFIDENTIALITY:**

- You acknowledge that the business of the Bank is highly competitive and that any information concerning the Bank's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, services and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Bank's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Bank.
- Unauthorized disclosure and use of confidential information constitutes a serious misconduct & the Bank shall be entitled to take appropriate disciplinary and other actions against you including termination of your employment. The disclosure and use of confidential information of the Bank after the termination of your relationship with the Bank shall entitle the Bank to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction". Where disclosure of confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Bank either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.
- You hereby agree that you will not, at any time during or after your employment with the Bank make any unauthorized disclosure of any confidential business information or trade secrets of the Bank, or nate shy is thereof, except for the benefit of and on behalf of, the Bank. Any disclosure which has not been expressly





authorized by the Bank shall be called unauthorized disclosure'.

• During the period of your association with the Bank you will safeguard all matters, documents, manuals etc. relating to the Bank's operations and you will not be permitted to undertake any other business, work of public office, honorary or remunerative, except with the written permission of the Bank in each case.

### DATA PROTECTION

- The Bank may be required to process, transfer and store your personal and sensitive data in any of the other locations used by the Bank/any of the locations as specified by the Bank.
- By signing this contract, you acknowledge and agree that the Bank is permitted to hold personal information about you as part of our personnel and other business records and that the Bank may use such information in the course of its business.
- You agree that the Bank may disclose such information to third parties in the event that such disclosure is, in our view, required for the proper conduct of our business or that of any associated company. This clause applies to information held, used or disclosed in any medium.

### INTELLECTUAL PROPERTY:

- For the purposes of this clause, Intellectual property means intellectual property of all kinds including, in
  particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including
  copyright in computer software), confidential information and know-how, database rights, applications for any of
  the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in
  any part of the world.
- If you (whether alone or with others) shall, during your employment with the Bank, make or create an idea, method, invention, discovery, design or develop any and all other work either in the course of providing your services or relating to or capable of being used in those aspects of the businesses of the Bank (hereinafter called "Works") you shall promptly disclose full details thereof to the Bank and irrespective of disclosure or non-disclosure by you, all Works, shall belong exclusively to the Bank and you hereby irrevocably assign the ownership, right, title, interest, ownership of copyrights of such Works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such Works identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works (whether now existing or brought into being in the future).
- The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.
- You shall not (except as provided in this Appointment Letter or as may be necessary in the course of your duties for the Bank) disclose or make use of any Works without the Bank's prior written consent.

#### INDEMNITY

You shall indemnify the Bank against any loss, damage, proceeding which the Bank might suffer due to any wrongful

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acts, mala fide acts, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your employment on such count or the right of the Bank to seek other remedies which the Bank may have to make good the loss or damage.

### FORCE MAJEURE

Notwithstanding anything contained herein, if the regular operations of the Bank are suspended, in full or part, resulting from unforeseen circumstance or general economic conditions or regulatory, governmental or legal restriction /actions, or other general market effects or Acts of God or other cause of similar or different nature including war, outbreak of epidemic or pandemic beyond the control of the Bank, the Bank may suspend the performance of services by you and the payment of compensation herewith, during the continuation of such suspension of operations. In addition to the foregoing the Bank may, by written notice, terminate this Appointment Letter forthwith or change the terms and conditions of this agreement with no further liability whatsoever.

### NON-SOLICITATION AND RESTRICTIVE COVENANT

- You are committed not to hire anyone or engage in any sort of discussion with an employee of IDFC FIRST Bank or any of its subsidiaries for at least one year from your last working date in IDFC FIRST Bank. This is applicable even during your period of employment whether approached by the employee or officers of IDFC FIRST Bank, or by you or by any other intermediary or by any other means whatsoever. This Covenant further specifically requires that employees or officers of IDFC FIRST Bank or any of its subsidiaries should not be solicited or encouraged to leave IDFC FIRST Bank or any of its subsidiaries to join the organization which you may join in any capacity or any of its subsidiaries, joint ventures, affiliates or associates, for a period of one year from the date of separation from the Bank.
- You agree that during your period of employment with the Bank and for a period of one year from termination or expiration of your employment with the Bank, you shall not solicit or entice, by any means whatsoever any client of the Bank. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person.to transfer from the Bank to you or to your new employer or to any other person or entity; or to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Bank.
- You agree that for a period of six (6) months from termination or expiration of your employment with the Bank, you shall not work at the capacity of Executive or Non-Executive member of the board or any management position of any supplier, vendor or partner of the Bank.

### **REVOKING THE APPOINTMENT**

- The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.
- In the event of a criminal case being filed against you in your personal capacity, the Bank may, at its discretion, ask you to proceed on leave or suspend your employment till the issue is sorted out and you are acquitted. During this period, you will be paid as per applicable laws. If convicted, your employment withdrawn. You may also be placed under suspension pending enquiry into the charges of misconductors of withdrawn.





### **OTHER TERMS AND CONDITIONS:**

- Your date of birth mentioned as per PAN card and any other acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.
- As a potential employee and subject to terms and conditions of the appointment, we assume that the submission of documents and details furnished as part of the documentation procedure which includes furnishing your personal, academic and professional details are authentic and self-attested duly The Bank will include these details as a part of your employment information/records as deemed confirmed by you with respect to accuracy and update of the information.
- As an employee you are responsible to provide correct email ID and phone number and all communication/information exchange will happen on the same. The email ID and phone number as provided by you will stand valid for all communication from IDFC FIRST Bank Limited. In case of change in communication information, you are liable to update the same with the Bank within Seven (7) days of such change. Failing which, any communication sent on your last recorded address shall be deemed to have been served on you. The email ID provided by you, until updated with the Bank, shall be considered as one of your unique identification ID.
- During your employment, you will be subject to the service/employment rules, regulations and policy of the Bank applicable from time to time.
- The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your employment.
- Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by the Terms and Conditions of Employment, HR Manual and other policies and procedures of the Bank as presently applicable and as may be introduced or amended from time to time.
- You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of the Bank.
- You shall not do anything or cause to do anything, which shall bring dishonor and/or disrepute to the Bank or engage in unlawful/immoral activities.
- If at any time you are involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Bank the details thereof.
- You shall not at any time use your association with the Bank to gain unfair advantage for personal purposes.
- You shall follow all directions, instructions, guidelines and policies of the Bank issued from time to time in discharge of your duties.
- In addition to the terms and conditions mentioned herein, you hereby agree that you have read and understood and shall be abided by the 'Terms and Conditions of Employment 'as available on the intranet portal and your joining portal and as may be amended from time to time by the Bank at its sole discretion.

### WARRANTY

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this letter.









- The terms and conditions of the Appointment Letter are subject to revision and change by the Bank, without notice. The revised terms and conditions shall be applicable and abided by all the employees, effective from the date of revision or change.
- The present designation and terms of services including your emoluments are subject to change depending upon work assignment from time to time

### DURATION/VALIDITY OF THE APPOINTMENT LETTER:

- If this Appointment Letter is not accepted by applicant within Five (5) days of receiving the letter, it shall stand revoked, at the discretion of the Bank, and all terms and conditions considered null and void, and neither party shall have any obligation in relation thereto.
- It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.
- If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

### GOVERNING LAW

The interpretation and enforcement of this contract shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

### Accepted & Agreed:

Signature: Date:







### Name: KAVANA NAGARAJU

Date: 27-Mar-2021 Company ID: 162477

### **OUR EMPLOYEE VALUE PROPOSITION**

Congratulations! We are delighted to welcome you to the IDFC FIRST Bank family.

At the IDFC FIRST Bank we aim at giving each employee an opportunity to succeed. You are an integral part of our growth story and our success stories are now intertwined.

There's a lot to learn with us, not only the work but also about our culture and values. Our employee value proposition below portrays the value and experience you will gain by working at our bank.

### Be part of a winning team.

Drive change with cutting edge technology.

Join a work force that is high on integrity.

Be where growth is not just a number.

Make a social impact, make a difference to the society.

Be dynamic, agile, responsive, bold, disruptive.

We invite you to contribute to building the world's best bank right here in India!

We are excited about you joining the bank and wish you great success in your new role.

Warm Regards

Deepika Mahajan Head Talent Acquisition and Employer Branding Human Resource Department. IDFC FIRST BANK LTD.







# PRE JOINING DOCUMENT CHECKLIST

### (TO BE UPLOADED ON THE IDFC FIRST BANK HR SYSTEM)

S.No	Document Name	Acceptable Proof
1	Permanent Address Proof	Passport/Driving License/Voters Id Card
2	Current Address Proof (if different from permanent address)	Passbook/Rent Agreement
3	Cancelled Cheque for Alternate Bank Account	If cheque book is not available, copy of the passbook with account number and address can be submitted
4	Employment Documents (Only for experienced candidates)	Relieving Letter/ Experience letter required for all the employments mentioned on the resume. Kindly note that, relieving letter for the last employment is required to be submitted within 45 days of joining.
5	Education Documents	Mark sheets and certificates for all relevant qualifications, as mentioned on the resume
6	Resignation proof for last employment (Only for experienced candidates)	Scanned copy of resignation proof/Resignation Email/ System Screenshot of resignation submission
7	Photo	High resolution clear passport size photograph with white background is required. This will be printed on your ID card
8	Driving License (Only for ca	Driving License copy can be uploaded
9	Insurance Book (Only for ca	Copy of the insurance book can be uploaded
10	RC Book (Only for candidat	RC Book copy can be uploaded. In case, you do not own a vehicle, an authority letter is to be Navigation: Me > Onboarding
11	Accepted Copy of the Appoint	I tment Letter with signature of the applicant and acceptance date





# LETTER OF APPOINTMENT

27-Mar-21 DHANYA NAIR M V Bangalore 201920300297@presidencyuniversity.in Company ID: 162780

Dear DHANYA NAIR M V,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as "Senior Officer" within *Retail Banking - Retail Liabilities* at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before 19/Apr/2021 ("Date of Joining"). Your Total Fixed Pay ("TFP") will be INR. 3,75,000/- (Rs.Three Lakh Seventy Five Thousand only) per annum. The position is currently based at Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization / Undertaking / Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein

You are requested to complete the joining formalities, on the authorized online portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s

Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- Code of Conduct
- Code of Conduct for Prohibition of Insider Trading for the Bank

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

This Appointment Letter shall be effective from your actual date of joining with the Bank. You are required to submit a signed copy of this Appointment Letter on/before the actual date of joining, failing which the appointment stands withdrawn without any further communication.

Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You, For **IDFC FIRST Bank Limited** 

Digitally Signed by

Deepika Mahajan Head Talent Acquisition & Employer Branding



IDFC FIRST Bank Limited (formerly IDFC Bank Limited)





I, DHANYA NAIR M V, son/daughter of \_\_\_\_\_\_ confirm /certify the following:

- Date of Joining the Bank: 19/Apr/2021
- Email ID: 201920300297@presidencyuniversity.in

# Signature:

Date:

Authenticated by

do hereby accept the above and







## **COMPENSATION DETAILS**

Employee Name	DHANYA NAIR M V	
Grade	Senior Officer	
Business Unit	Retail Banking - Retail Liabilities	
Location	Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)	

Component	Per Month(In INR.)	Per Annum (in INR.)
Basic Salary	6,250	75,000
Flexible Benefit Plan	23,200	2,78,400
Annual Guaranteed Cash (AGC)	29,450	3,53,400
Employer PF	1,800	21,600
Total Fixed Pay (TFP)	31,250	3,75,000

\* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

#### Notes:

- <sup>1</sup>Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme or any other plan applicable as per Bank's policy. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- In addition to TFP, Insurance premium is paid by the bank towards your life, accident & medical insurance. This is a notional premium amount & is not paid in cash to you
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.
- If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back a minimum amount of Rs.15,000 /- back to the company towards joining and training expenses incurred by IDFC FIRST Bank.







#### **GENERAL TERMS AND CONDITIONS**

## LOCATION

Your joining location will be **Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)**. However, during your employment you may be posted / transferred, as per the sole discretion of the Bank to any of the offices / locations/ projects/ divisions/ departments/ units/ subsidiaries/ sister concerns of the Bank, in the interest of the Bank , without any additional remuneration, with/ without assigning any reasons.

# HOURS OF WORK

Actual hours may vary and will be subject to change from time to time; depending on the nature of your work and the department you work in.

# LEAVE ENTITLEMENT

You shall be eligible for holidays and leave as per the Bank's leave policy, as may be amended from time to time.

# TOTAL FIXED PAY (TFP):

The entitlements of your Total Fixed Pay are subject to the Bank's policy, procedure or guidelines that may be issued from time to time. All perquisites and benefits including reimbursements are subject to applicable Income Tax and other related/applicable laws.

# PERFORMANCE BONUS/ INCENTIVE PAYMENTS/ INDICATIVE TARGET BONUS

The Bank may, in its absolute discretion, pay you a bonus/ incentive of such amount, at such intervals and subject to such conditions as determined from time to time, in accordance with the Bank's Policy.

# STATUTORY PAYMENTS / DEDUCTIONS

All statutory payments / deductions will be as per the applicable law and maybe changed from time to time based on changes in the law of the land.

# DEDUCTIONS FROM TOTAL FIXED PAY/ANNUAL GROSS REMUNERATION PACKAGE

You agree that, at any time during your employment, or after the effective date of employment, the Bank may deduct, from your Total Fixed Pay /Annual Gross Remuneration Package/ Bank Account any overpayment made or amounts owed by you, this includes, but is not limited to, any excess (leave), outstanding loans, advances, relocation expenses, joining bonus, and the cost of repairing any damage or loss to Bank's property or equipment caused by you. You agree that, at any time during your employment, or after the effective date of employment, the Bank may recover any shortfall /loss on account of any negligence or any act of commission by you, while executing your responsibilities.

# TAX

You will be fully liable for the payment of Income Tax (or any other applicable taxes) on your total remuneration including bonuses/ variable pay to the Income Tax authorities including other applicable statutory dues/taxes and this will be your personal responsibility. The Bank shall deduct any statutory dues/taxes from amounts paid to your save er applicable laws.





# **MEDICAL FITNESS & VERIFICATION OF PARTICULARS**

Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop a critical/chronic illness which restricts you from performing your official duties or in any way put your other colleagues at risk, you are required to inform Human Resource Department of the Bank (HR) about the same. Your employment is also subject to your clearing the Personal and Professional Background Verification as per the norms of the Bank, including your antecedents and document submitted. In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre-employment declaration or any such document are found false or unsatisfactory, your employment would be liable for termination at the Bank's discretion at any time without any notice or any compensation in lieu thereof.

## RETIREMENT

Normal Retirement Age: You will automatically retire from the employment of the Bank, as the case may be, on attaining the retirement age of 58 years or as decided by the Bank and unless concluded earlier as per the discretion of the Bank . By virtue of this clause, you shall not claim a right of employment with the Bank, as your employment is subject to the terms and conditions laid down by the Bank, as amended from time to time.

#### COMPLIANCE

In your role at the Bank, it is expected that you will abide and ensure all aspects of compliances, in letter and spirit, staying true to the law of the land. You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of your employment with the Bank, you are expected to comply with the Bank's policies, practices and procedure.

#### NOTICE PERIOD

Either party may terminate this employment by giving three (3) months' notice ("Notice Period") in writing or payment of three (3) months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of the Notice Period or proportionate payment thereof in lieu of any shortfall in the Notice Period, acceptance or waiver, which will be at the sole discretion of the Bank. The Bank reserves the right, in its sole discretion, to waive all or part of this three (3) months' Notice Period and terminate the employee's employment or relieve the employee from the employment prior to the conclusion of Notice Period, and in such cases, the employee is liable to make payment of Total Fixed Pay for the waived off/unserved Notice Period as decided by the Bank. Notwithstanding anything foregoing, in case of waiver of the Notice Period as per the discretion of the Bank, the Bank shall not be liable to make any payment of salary (in accordance with the definition of Total Fixed Pay) to the employee in lieu of the waived off Notice Period. To the extent the Bank does not waive all or part of the Notice Period, the employee shall remain employed throughout the Notice Period (or portion thereof), or payment in lieu of any unserved Notice Period will be recovered from the employee and might attract applicable taxes. All applicable taxes once deducted will not be reversed under any circumstances. In case the last date as per the Notice Period of three (3) months falls on a weekly off or a holiday, the previous working day will be considered as the Last Working Day ("LWD"), further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.

#### **TERMINATION OF EMPLOYMENT**



If you absent yourself without authorized leave for continuous five (5) days, or as per norms of the park which

may change from time to time, or remain absent beyond the period of leave originally granted or subsequently IDFC FIRST Bank Limited (formerly IDFC Bank Limited)





extended by five (5) days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you at the discretion of the Bank , including termination of your employment or considering it as voluntarily abandonment of employment by you and concluding your employment thereof. In case your employment is terminated or concluded under this clause, the Bank shall be entitled to recover from you such amounts as specified in above Clause (**Notice Period**) in lieu of the Notice Period. In addition to the above, the Bank may also claim damages and other reliefs to which it is entitled under contract, law or equity.

- The Bank reserves the right to terminate your employment/ Appointment Letter if your performance is determined to be unsatisfactory (as per the Bank's standards), by giving you a three months (3) prior written notice. In such event, you shall be paid applicable Total Fixed Pay less retirals to which you are entitled as per this Appointment Letter up to the effective date of termination.
- Your services are liable to be terminated without any notice or payment in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, fraud, disloyalty, sexual harassment or any such act of breach of yours that brings disrepute to the Bank, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or make any composition or arrangement with your creditors or non-compliance of any law on your part.
- In the event your employment is terminated by reason of an eventuality caused by (your) death, your beneficiaries will receive further compensation as deemed fit by the Bank which shall be paid to your designated beneficiary/nominee provided. However; in cases, where the nominee details are not provided, the spouse of the employee is considered as the sole nominee for married employees, and parents, as the sole nominee for unmarried employees. Any further settlement from the Bank would be drawn in the nominee's name.
- The Bank has the right to terminate your employment for any reasons other than mentioned in the General Terms and Conditions by giving notice of three (3) months in writing or payment of (3) three months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of Three (3) months' notice.
- You will be covered by the employment rules and regulations including conduct, discipline and administrative
  orders and any such other rules or orders of the Bank that may come in force from time to time. The Bank shall
  have absolute discretion to reject or refuse to accept your resignation in case of staff accountability or
  disciplinary action proceedings are contemplated or pending against you.

# NON CONFLICT OF INTEREST AND NO EXTERNAL EMPLOYMENT

You will not, during your employment with the Bank, except with the specific approval of the Bank, undertake other full time or part time work for remuneration or work that adversely affect your professional image and integrity as an employee of the Bank.

#### **RECEIPT OF PAYMENTS AND BENEFITS FROM THIRD PARTIES**

Subject to the Bank regulations issued and amended from time to time, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of a public interest of transacted (whether or not) by you or on behalf of the Bank. If you or, any member of your family or housiness entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate





commission or other benefit you will forthwith account to the Bank for the amount received or the value of the benefit so obtained.

## INFORMATION, ASSETS AND SYSTEMS

- When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Bank policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction
- Information Security Compliance: All employees are expected to be aware of their responsibility relating to protection of Information Assets of IDFC FIRST Bank. Accordingly, you are required to familiarise yourself with the Information Security Policies and Procedures at IDFC FIRST Bank and abide by it in spirit and practice.

## CODE OF CONDUCT AND EXPECTED EMPLOYEE CONDUCT

You are bound by the Bank's Code of Conduct and the bank may implement disciplinary procedure if you fail to comply with the Code of Conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal. You are expected to work, while in the employment with the Bank, punctually and diligently employing your best efforts with honesty and integrity to protect the interest of the Bank and observing at all times the Bank's terms and conditions of employment and the applicable guidelines and regulations.

You are expected to be well groomed and formally dressed at work.

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- Unauthorized disclosure and use of confidential information constitutes a serious misconduct & the Bank shall be entitled to take appropriate disciplinary and other actions against you including termination of your employment. The disclosure and use of confidential information of the Bank after the termination of your relationship with the Bank shall entitle the Bank to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction". Where disclosure of confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Bank either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.
- You hereby agree that you will not, at any time during or after your employment with the Bank make any unauthorized disclosure of any confidential business information or trade secrets of the Bank, or make any thereof, except for the benefit of and on behalf of, the Bank. Any disclosure which has not been expressly





authorized by the Bank shall be called unauthorized disclosure'.

• During the period of your association with the Bank you will safeguard all matters, documents, manuals etc. relating to the Bank's operations and you will not be permitted to undertake any other business, work of public office, honorary or remunerative, except with the written permission of the Bank in each case.

## DATA PROTECTION

- The Bank may be required to process, transfer and store your personal and sensitive data in any of the other locations used by the Bank/any of the locations as specified by the Bank.
- By signing this contract, you acknowledge and agree that the Bank is permitted to hold personal information about you as part of our personnel and other business records and that the Bank may use such information in the course of its business.
- You agree that the Bank may disclose such information to third parties in the event that such disclosure is, in our view, required for the proper conduct of our business or that of any associated company. This clause applies to information held, used or disclosed in any medium.

## INTELLECTUAL PROPERTY:

- For the purposes of this clause, Intellectual property means intellectual property of all kinds including, in
  particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including
  copyright in computer software), confidential information and know-how, database rights, applications for any of
  the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in
  any part of the world.
- If you (whether alone or with others) shall, during your employment with the Bank, make or create an idea, method, invention, discovery, design or develop any and all other work either in the course of providing your services or relating to or capable of being used in those aspects of the businesses of the Bank (hereinafter called "Works") you shall promptly disclose full details thereof to the Bank and irrespective of disclosure or non-disclosure by you, all Works, shall belong exclusively to the Bank and you hereby irrevocably assign the ownership, right, title, interest, ownership of copyrights of such Works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such Works identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works (whether now existing or brought into being in the future).
- The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.
- You shall not (except as provided in this Appointment Letter or as may be necessary in the course of your duties for the Bank) disclose or make use of any Works without the Bank's prior written consent.

#### INDEMNITY

You shall indemnify the Bank against any loss, damage, proceeding which the Bank might suffer due to any wrongful

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acts, mala fide acts, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your employment on such count or the right of the Bank to seek other remedies which the Bank may have to make good the loss or damage.

# FORCE MAJEURE

Notwithstanding anything contained herein, if the regular operations of the Bank are suspended, in full or part, resulting from unforeseen circumstance or general economic conditions or regulatory, governmental or legal restriction /actions, or other general market effects or Acts of God or other cause of similar or different nature including war, outbreak of epidemic or pandemic beyond the control of the Bank, the Bank may suspend the performance of services by you and the payment of compensation herewith, during the continuation of such suspension of operations. In addition to the foregoing the Bank may, by written notice, terminate this Appointment Letter forthwith or change the terms and conditions of this agreement with no further liability whatsoever.

#### NON-SOLICITATION AND RESTRICTIVE COVENANT

- You are committed not to hire anyone or engage in any sort of discussion with an employee of IDFC FIRST Bank or any of its subsidiaries for at least one year from your last working date in IDFC FIRST Bank. This is applicable even during your period of employment whether approached by the employee or officers of IDFC FIRST Bank, or by you or by any other intermediary or by any other means whatsoever. This Covenant further specifically requires that employees or officers of IDFC FIRST Bank or any of its subsidiaries should not be solicited or encouraged to leave IDFC FIRST Bank or any of its subsidiaries to join the organization which you may join in any capacity or any of its subsidiaries, joint ventures, affiliates or associates, for a period of one year from the date of separation from the Bank.
- You agree that during your period of employment with the Bank and for a period of one year from termination or expiration of your employment with the Bank, you shall not solicit or entice, by any means whatsoever any client of the Bank. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person.to transfer from the Bank to you or to your new employer or to any other person or entity; or to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Bank.
- You agree that for a period of six (6) months from termination or expiration of your employment with the Bank, you shall not work at the capacity of Executive or Non-Executive member of the board or any management position of any supplier, vendor or partner of the Bank.

#### **REVOKING THE APPOINTMENT**

- The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.
- In the event of a criminal case being filed against you in your personal capacity, the Bank may, at its discretion, ask you to proceed on leave or suspend your employment till the issue is sorted out and you are acquitted. During this period, you will be paid as per applicable laws. If convicted, your employment with and with drawn. You may also be placed under suspension pending enquiry into the charges of misconducteds of the with edistration.





## OTHER TERMS AND CONDITIONS:

- Your date of birth mentioned as per PAN card and any other acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.
- As a potential employee and subject to terms and conditions of the appointment, we assume that the submission of documents and details furnished as part of the documentation procedure which includes furnishing your personal, academic and professional details are authentic and self-attested duly The Bank will include these details as a part of your employment information/records as deemed confirmed by you with respect to accuracy and update of the information.
- As an employee you are responsible to provide correct email ID and phone number and all communication/information exchange will happen on the same. The email ID and phone number as provided by you will stand valid for all communication from IDFC FIRST Bank Limited. In case of change in communication information, you are liable to update the same with the Bank within Seven (7) days of such change. Failing which, any communication sent on your last recorded address shall be deemed to have been served on you. The email ID provided by you, until updated with the Bank, shall be considered as one of your unique identification ID.
- During your employment, you will be subject to the service/employment rules, regulations and policy of the Bank applicable from time to time.
- The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your employment.
- Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by the Terms and Conditions of Employment, HR Manual and other policies and procedures of the Bank as presently applicable and as may be introduced or amended from time to time.
- You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of the Bank.
- You shall not do anything or cause to do anything, which shall bring dishonor and/or disrepute to the Bank or engage in unlawful/immoral activities.
- If at any time you are involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Bank the details thereof.
- You shall not at any time use your association with the Bank to gain unfair advantage for personal purposes.
- You shall follow all directions, instructions, guidelines and policies of the Bank issued from time to time in discharge of your duties.
- In addition to the terms and conditions mentioned herein, you hereby agree that you have read and understood and shall be abided by the 'Terms and Conditions of Employment 'as available on the intranet portal and your joining portal and as may be amended from time to time by the Bank at its sole discretion.

# WARRANTY

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this letter.





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- The terms and conditions of the Appointment Letter are subject to revision and change by the Bank, without notice. The revised terms and conditions shall be applicable and abided by all the employees, effective from the date of revision or change.
- The present designation and terms of services including your emoluments are subject to change depending upon work assignment from time to time

# DURATION/VALIDITY OF THE APPOINTMENT LETTER:

- If this Appointment Letter is not accepted by applicant within Five (5) days of receiving the letter, it shall stand revoked, at the discretion of the Bank, and all terms and conditions considered null and void, and neither party shall have any obligation in relation thereto.
- It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.
- If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

# GOVERNING LAW

The interpretation and enforcement of this contract shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

# Accepted & Agreed:

Signature: Date:







## Name: DHANYA NAIR M V

Date: 27-Mar-2021 Company ID: 162780

## OUR EMPLOYEE VALUE PROPOSITION

Congratulations! We are delighted to welcome you to the IDFC FIRST Bank family.

At the IDFC FIRST Bank we aim at giving each employee an opportunity to succeed. You are an integral part of our growth story and our success stories are now intertwined.

There's a lot to learn with us, not only the work but also about our culture and values. Our employee value proposition below portrays the value and experience you will gain by working at our bank.

#### Be part of a winning team.

Drive change with cutting edge technology.

Join a work force that is high on integrity.

Be where growth is not just a number.

Make a social impact, make a difference to the society.

Be dynamic, agile, responsive, bold, disruptive.

We invite you to contribute to building the world's best bank right here in India!

We are excited about you joining the bank and wish you great success in your new role.

Warm Regards

Deepika Mahajan Head Talent Acquisition and Employer Branding Human Resource Department. IDFC FIRST BANK LTD.







# PRE JOINING DOCUMENT CHECKLIST

# (TO BE UPLOADED ON THE IDFC FIRST BANK HR SYSTEM)

S.No	Document Name	Acceptable Proof
1	Permanent Address Proof	Passport/Driving License/Voters Id Card
2	Current Address Proof (if different from permanent address)	Passbook/Rent Agreement
3	Cancelled Cheque for Alternate Bank Account	If cheque book is not available, copy of the passbook with account number and address can be submitted
4	Employment Documents (Only for experienced candidates)	Relieving Letter/ Experience letter required for all the employments mentioned on the resume. Kindly note that, relieving letter for the last employment is required to be submitted within 45 days of joining.
5	Education Documents	Mark sheets and certificates for all relevant qualifications, as mentioned on the resume
6	Resignation proof for last employment (Only for experienced candidates)	Scanned copy of resignation proof/Resignation Email/ System Screenshot of resignation submission
7	Photo	High resolution clear passport size photograph with white background is required. This will be printed on your ID card
8	Driving License (Only for ca	Driving License copy can be uploaded
9	Insurance Book (Only for ca	Copy of the insurance book can be uploaded
10	RC Book (Only for candidat	RC Book copy can be uploaded. In case, you do not own a vehicle, an authority letter is to be Navigation: Me > Onboarding
11	Accepted Copy of the Appoint	I tment Letter with signature of the applicant and acceptance date







# LETTER OF APPOINTMENT

27-Mar-21 **CHANDAN H J** Bangalore 201920300428@presidencyuniversity.in Company ID: 160987

Dear CHANDAN H J,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as "Senior Officer" within Retail Banking - Retail Liabilities at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before 19/Apr/2021 ("Date of Joining"). Your Total Fixed Pay ("TFP") will be INR. 3,75,000/- (Rs.Three Lakh Seventy Five Thousand only) per annum. The position is currently based at Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization / Undertaking / Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein

You are requested to complete the joining formalities, on the authorized online portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s

Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- Code of Conduct •
- Code of Conduct for Prohibition of Insider Trading for the Bank

Please note that you are required to keep the salary & other perguisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

This Appointment Letter shall be effective from your actual date of joining with the Bank. You are required to submit a signed copy of this Appointment Letter on/before the actual date of joining, failing which the appointment stands withdrawn without any further communication.

Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You, For IDFC FIRST Bank Limited

Digitally Signed by

Deepika Mahajan Head Talent Acquisition & Employer Branding



IDFC FIRST Bank Limited (formerly IDFC Bank Limited)





I, CHANDAN H J, son/daughter of \_\_\_\_\_ confirm /certify the following:

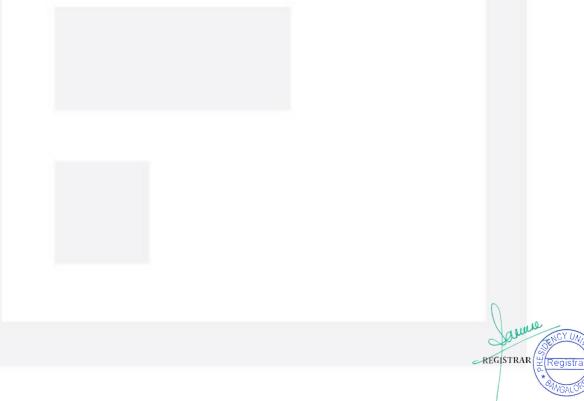
- Date of Joining the Bank: 19/Apr/2021
- Email ID: 201920300428@presidencyuniversity.in

Signature:

Date:

Authenticated by

do hereby accept the above and







## **COMPENSATION DETAILS**

Employee Name	CHANDAN H J	
Grade	Senior Officer	
Business Unit	Retail Banking - Retail Liabilities	
Location	Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)	

Component	Per Month(In INR.)	Per Annum (in INR.)
Basic Salary	6,250	75,000
Flexible Benefit Plan	23,200	2,78,400
Annual Guaranteed Cash (AGC)	29,450	3,53,400
Employer PF	1,800	21,600
Total Fixed Pay (TFP)	31,250	3,75,000

\* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

#### Notes:

- <sup>1</sup>Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme or any other plan applicable as per Bank's policy. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- In addition to TFP, Insurance premium is paid by the bank towards your life, accident & medical insurance. This is a notional premium amount & is not paid in cash to you
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.
- If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back a minimum amount of Rs.15,000 /- back to the company towards joining and training expenses incurred by IDFC FIRST Bank.







#### **GENERAL TERMS AND CONDITIONS**

## LOCATION

Your joining location will be **Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)**. However, during your employment you may be posted / transferred, as per the sole discretion of the Bank to any of the offices / locations/ projects/ divisions/ departments/ units/ subsidiaries/ sister concerns of the Bank, in the interest of the Bank , without any additional remuneration, with/ without assigning any reasons.

# HOURS OF WORK

Actual hours may vary and will be subject to change from time to time; depending on the nature of your work and the department you work in.

# LEAVE ENTITLEMENT

You shall be eligible for holidays and leave as per the Bank's leave policy, as may be amended from time to time.

# TOTAL FIXED PAY (TFP):

The entitlements of your Total Fixed Pay are subject to the Bank's policy, procedure or guidelines that may be issued from time to time. All perquisites and benefits including reimbursements are subject to applicable Income Tax and other related/applicable laws.

# PERFORMANCE BONUS/ INCENTIVE PAYMENTS/ INDICATIVE TARGET BONUS

The Bank may, in its absolute discretion, pay you a bonus/ incentive of such amount, at such intervals and subject to such conditions as determined from time to time, in accordance with the Bank's Policy.

# STATUTORY PAYMENTS / DEDUCTIONS

All statutory payments / deductions will be as per the applicable law and maybe changed from time to time based on changes in the law of the land.

# DEDUCTIONS FROM TOTAL FIXED PAY/ANNUAL GROSS REMUNERATION PACKAGE

You agree that, at any time during your employment, or after the effective date of employment, the Bank may deduct, from your Total Fixed Pay /Annual Gross Remuneration Package/ Bank Account any overpayment made or amounts owed by you, this includes, but is not limited to, any excess (leave), outstanding loans, advances, relocation expenses, joining bonus, and the cost of repairing any damage or loss to Bank's property or equipment caused by you. You agree that, at any time during your employment, or after the effective date of employment, the Bank may recover any shortfall /loss on account of any negligence or any act of commission by you, while executing your responsibilities.

# TAX

You will be fully liable for the payment of Income Tax (or any other applicable taxes) on your total remuneration including bonuses/ variable pay to the Income Tax authorities including other applicable statutory dues/taxes and this will be your personal responsibility. The Bank shall deduct any statutory dues/taxes from amounts paid to your save er applicable laws.





# **MEDICAL FITNESS & VERIFICATION OF PARTICULARS**

Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop a critical/chronic illness which restricts you from performing your official duties or in any way put your other colleagues at risk, you are required to inform Human Resource Department of the Bank (HR) about the same. Your employment is also subject to your clearing the Personal and Professional Background Verification as per the norms of the Bank, including your antecedents and document submitted. In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre-employment declaration or any such document are found false or unsatisfactory, your employment would be liable for termination at the Bank's discretion at any time without any notice or any compensation in lieu thereof.

## RETIREMENT

Normal Retirement Age: You will automatically retire from the employment of the Bank, as the case may be, on attaining the retirement age of 58 years or as decided by the Bank and unless concluded earlier as per the discretion of the Bank . By virtue of this clause, you shall not claim a right of employment with the Bank, as your employment is subject to the terms and conditions laid down by the Bank, as amended from time to time.

#### COMPLIANCE

In your role at the Bank, it is expected that you will abide and ensure all aspects of compliances, in letter and spirit, staying true to the law of the land. You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of your employment with the Bank, you are expected to comply with the Bank's policies, practices and procedure.

#### NOTICE PERIOD

Either party may terminate this employment by giving three (3) months' notice ("Notice Period") in writing or payment of three (3) months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of the Notice Period or proportionate payment thereof in lieu of any shortfall in the Notice Period, acceptance or waiver, which will be at the sole discretion of the Bank. The Bank reserves the right, in its sole discretion, to waive all or part of this three (3) months' Notice Period and terminate the employee's employment or relieve the employee from the employment prior to the conclusion of Notice Period, and in such cases, the employee is liable to make payment of Total Fixed Pay for the waived off/unserved Notice Period as decided by the Bank. Notwithstanding anything foregoing, in case of waiver of the Notice Period as per the discretion of the Bank, the Bank shall not be liable to make any payment of salary (in accordance with the definition of Total Fixed Pay) to the employee in lieu of the waived off Notice Period. To the extent the Bank does not waive all or part of the Notice Period, the employee shall remain employed throughout the Notice Period (or portion thereof), or payment in lieu of any unserved Notice Period will be recovered from the employee and might attract applicable taxes. All applicable taxes once deducted will not be reversed under any circumstances. In case the last date as per the Notice Period of three (3) months falls on a weekly off or a holiday, the previous working day will be considered as the Last Working Day ("LWD"), further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.

#### **TERMINATION OF EMPLOYMENT**



If you absent yourself without authorized leave for continuous five (5) days, or as per norms of the park which

may change from time to time, or remain absent beyond the period of leave originally granted or subsequently IDFC FIRST Bank Limited (formerly IDFC Bank Limited)





extended by five (5) days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you at the discretion of the Bank , including termination of your employment or considering it as voluntarily abandonment of employment by you and concluding your employment thereof. In case your employment is terminated or concluded under this clause, the Bank shall be entitled to recover from you such amounts as specified in above Clause (**Notice Period**) in lieu of the Notice Period. In addition to the above, the Bank may also claim damages and other reliefs to which it is entitled under contract, law or equity.

- The Bank reserves the right to terminate your employment/ Appointment Letter if your performance is determined to be unsatisfactory (as per the Bank's standards), by giving you a three months (3) prior written notice. In such event, you shall be paid applicable Total Fixed Pay less retirals to which you are entitled as per this Appointment Letter up to the effective date of termination.
- Your services are liable to be terminated without any notice or payment in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, fraud, disloyalty, sexual harassment or any such act of breach of yours that brings disrepute to the Bank, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or make any composition or arrangement with your creditors or non-compliance of any law on your part.
- In the event your employment is terminated by reason of an eventuality caused by (your) death, your beneficiaries will receive further compensation as deemed fit by the Bank which shall be paid to your designated beneficiary/nominee provided. However; in cases, where the nominee details are not provided, the spouse of the employee is considered as the sole nominee for married employees, and parents, as the sole nominee for unmarried employees. Any further settlement from the Bank would be drawn in the nominee's name.
- The Bank has the right to terminate your employment for any reasons other than mentioned in the General Terms and Conditions by giving notice of three (3) months in writing or payment of (3) three months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of Three (3) months' notice.
- You will be covered by the employment rules and regulations including conduct, discipline and administrative
  orders and any such other rules or orders of the Bank that may come in force from time to time. The Bank shall
  have absolute discretion to reject or refuse to accept your resignation in case of staff accountability or
  disciplinary action proceedings are contemplated or pending against you.

# NON CONFLICT OF INTEREST AND NO EXTERNAL EMPLOYMENT

You will not, during your employment with the Bank, except with the specific approval of the Bank, undertake other full time or part time work for remuneration or work that adversely affect your professional image and integrity as an employee of the Bank.

#### **RECEIPT OF PAYMENTS AND BENEFITS FROM THIRD PARTIES**

Subject to the Bank regulations issued and amended from time to time, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of a public interest of transacted (whether or not) by you or on behalf of the Bank. If you or, any member of your family or housiness entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate





commission or other benefit you will forthwith account to the Bank for the amount received or the value of the benefit so obtained.

## INFORMATION, ASSETS AND SYSTEMS

- When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Bank policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction
- Information Security Compliance: All employees are expected to be aware of their responsibility relating to protection of Information Assets of IDFC FIRST Bank. Accordingly, you are required to familiarise yourself with the Information Security Policies and Procedures at IDFC FIRST Bank and abide by it in spirit and practice.

## CODE OF CONDUCT AND EXPECTED EMPLOYEE CONDUCT

You are bound by the Bank's Code of Conduct and the bank may implement disciplinary procedure if you fail to comply with the Code of Conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal. You are expected to work, while in the employment with the Bank, punctually and diligently employing your best efforts with honesty and integrity to protect the interest of the Bank and observing at all times the Bank's terms and conditions of employment and the applicable guidelines and regulations.

You are expected to be well groomed and formally dressed at work.

#### **PROFESSIONAL ETHICS & CONFIDENTIALITY:**

- You acknowledge that the business of the Bank is highly competitive and that any information concerning the Bank's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, services and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Bank's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Bank.
- Unauthorized disclosure and use of confidential information constitutes a serious misconduct & the Bank shall be entitled to take appropriate disciplinary and other actions against you including termination of your employment. The disclosure and use of confidential information of the Bank after the termination of your relationship with the Bank shall entitle the Bank to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction". Where disclosure of confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Bank either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.
- You hereby agree that you will not, at any time during or after your employment with the Bank make any unauthorized disclosure of any confidential business information or trade secrets of the Bank, or make any thereof, except for the benefit of and on behalf of, the Bank. Any disclosure which has not been expressly





authorized by the Bank shall be called unauthorized disclosure'.

• During the period of your association with the Bank you will safeguard all matters, documents, manuals etc. relating to the Bank's operations and you will not be permitted to undertake any other business, work of public office, honorary or remunerative, except with the written permission of the Bank in each case.

## DATA PROTECTION

- The Bank may be required to process, transfer and store your personal and sensitive data in any of the other locations used by the Bank/any of the locations as specified by the Bank.
- By signing this contract, you acknowledge and agree that the Bank is permitted to hold personal information about you as part of our personnel and other business records and that the Bank may use such information in the course of its business.
- You agree that the Bank may disclose such information to third parties in the event that such disclosure is, in our view, required for the proper conduct of our business or that of any associated company. This clause applies to information held, used or disclosed in any medium.

## INTELLECTUAL PROPERTY:

- For the purposes of this clause, Intellectual property means intellectual property of all kinds including, in
  particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including
  copyright in computer software), confidential information and know-how, database rights, applications for any of
  the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in
  any part of the world.
- If you (whether alone or with others) shall, during your employment with the Bank, make or create an idea, method, invention, discovery, design or develop any and all other work either in the course of providing your services or relating to or capable of being used in those aspects of the businesses of the Bank (hereinafter called "Works") you shall promptly disclose full details thereof to the Bank and irrespective of disclosure or non-disclosure by you, all Works, shall belong exclusively to the Bank and you hereby irrevocably assign the ownership, right, title, interest, ownership of copyrights of such Works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such Works identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works (whether now existing or brought into being in the future).
- The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.
- You shall not (except as provided in this Appointment Letter or as may be necessary in the course of your duties for the Bank) disclose or make use of any Works without the Bank's prior written consent.

#### INDEMNITY

You shall indemnify the Bank against any loss, damage, proceeding which the Bank might suffer due to any wrongful

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acts, mala fide acts, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your employment on such count or the right of the Bank to seek other remedies which the Bank may have to make good the loss or damage.

# FORCE MAJEURE

Notwithstanding anything contained herein, if the regular operations of the Bank are suspended, in full or part, resulting from unforeseen circumstance or general economic conditions or regulatory, governmental or legal restriction /actions, or other general market effects or Acts of God or other cause of similar or different nature including war, outbreak of epidemic or pandemic beyond the control of the Bank, the Bank may suspend the performance of services by you and the payment of compensation herewith, during the continuation of such suspension of operations. In addition to the foregoing the Bank may, by written notice, terminate this Appointment Letter forthwith or change the terms and conditions of this agreement with no further liability whatsoever.

#### NON-SOLICITATION AND RESTRICTIVE COVENANT

- You are committed not to hire anyone or engage in any sort of discussion with an employee of IDFC FIRST Bank or any of its subsidiaries for at least one year from your last working date in IDFC FIRST Bank. This is applicable even during your period of employment whether approached by the employee or officers of IDFC FIRST Bank, or by you or by any other intermediary or by any other means whatsoever. This Covenant further specifically requires that employees or officers of IDFC FIRST Bank or any of its subsidiaries should not be solicited or encouraged to leave IDFC FIRST Bank or any of its subsidiaries to join the organization which you may join in any capacity or any of its subsidiaries, joint ventures, affiliates or associates, for a period of one year from the date of separation from the Bank.
- You agree that during your period of employment with the Bank and for a period of one year from termination or expiration of your employment with the Bank, you shall not solicit or entice, by any means whatsoever any client of the Bank. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person.to transfer from the Bank to you or to your new employer or to any other person or entity; or to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Bank.
- You agree that for a period of six (6) months from termination or expiration of your employment with the Bank, you shall not work at the capacity of Executive or Non-Executive member of the board or any management position of any supplier, vendor or partner of the Bank.

#### **REVOKING THE APPOINTMENT**

- The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.
- In the event of a criminal case being filed against you in your personal capacity, the Bank may, at its discretion, ask you to proceed on leave or suspend your employment till the issue is sorted out and you are acquitted. During this period, you will be paid as per applicable laws. If convicted, your employment with and with drawn. You may also be placed under suspension pending enquiry into the charges of misconducteds of the with edistration.





## OTHER TERMS AND CONDITIONS:

- Your date of birth mentioned as per PAN card and any other acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.
- As a potential employee and subject to terms and conditions of the appointment, we assume that the submission of documents and details furnished as part of the documentation procedure which includes furnishing your personal, academic and professional details are authentic and self-attested duly The Bank will include these details as a part of your employment information/records as deemed confirmed by you with respect to accuracy and update of the information.
- As an employee you are responsible to provide correct email ID and phone number and all communication/information exchange will happen on the same. The email ID and phone number as provided by you will stand valid for all communication from IDFC FIRST Bank Limited. In case of change in communication information, you are liable to update the same with the Bank within Seven (7) days of such change. Failing which, any communication sent on your last recorded address shall be deemed to have been served on you. The email ID provided by you, until updated with the Bank, shall be considered as one of your unique identification ID.
- During your employment, you will be subject to the service/employment rules, regulations and policy of the Bank applicable from time to time.
- The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your employment.
- Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by the Terms and Conditions of Employment, HR Manual and other policies and procedures of the Bank as presently applicable and as may be introduced or amended from time to time.
- You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of the Bank.
- You shall not do anything or cause to do anything, which shall bring dishonor and/or disrepute to the Bank or engage in unlawful/immoral activities.
- If at any time you are involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Bank the details thereof.
- You shall not at any time use your association with the Bank to gain unfair advantage for personal purposes.
- You shall follow all directions, instructions, guidelines and policies of the Bank issued from time to time in discharge of your duties.
- In addition to the terms and conditions mentioned herein, you hereby agree that you have read and understood and shall be abided by the 'Terms and Conditions of Employment 'as available on the intranet portal and your joining portal and as may be amended from time to time by the Bank at its sole discretion.

# WARRANTY

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this letter.





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- The terms and conditions of the Appointment Letter are subject to revision and change by the Bank, without notice. The revised terms and conditions shall be applicable and abided by all the employees, effective from the date of revision or change.
- The present designation and terms of services including your emoluments are subject to change depending upon work assignment from time to time

# DURATION/VALIDITY OF THE APPOINTMENT LETTER:

- If this Appointment Letter is not accepted by applicant within Five (5) days of receiving the letter, it shall stand revoked, at the discretion of the Bank, and all terms and conditions considered null and void, and neither party shall have any obligation in relation thereto.
- It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.
- If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

# GOVERNING LAW

The interpretation and enforcement of this contract shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

# Accepted & Agreed:

Signature: Date:







# Name: CHANDAN H J

Date: 27-Mar-2021 Company ID: 160987

# OUR EMPLOYEE VALUE PROPOSITION

Congratulations! We are delighted to welcome you to the IDFC FIRST Bank family.

At the IDFC FIRST Bank we aim at giving each employee an opportunity to succeed. You are an integral part of our growth story and our success stories are now intertwined.

There's a lot to learn with us, not only the work but also about our culture and values. Our employee value proposition below portrays the value and experience you will gain by working at our bank.

#### Be part of a winning team.

Drive change with cutting edge technology.

Join a work force that is high on integrity.

Be where growth is not just a number.

Make a social impact, make a difference to the society.

Be dynamic, agile, responsive, bold, disruptive.

We invite you to contribute to building the world's best bank right here in India!

We are excited about you joining the bank and wish you great success in your new role.

Warm Regards

Deepika Mahajan Head Talent Acquisition and Employer Branding Human Resource Department. IDFC FIRST BANK LTD.







# PRE JOINING DOCUMENT CHECKLIST

# (TO BE UPLOADED ON THE IDFC FIRST BANK HR SYSTEM)

S.No	Document Name	Acceptable Proof
1	Permanent Address Proof	Passport/Driving License/Voters Id Card
2	Current Address Proof (if different from permanent address)	Passbook/Rent Agreement
3	Cancelled Cheque for Alternate Bank Account	If cheque book is not available, copy of the passbook with account number and address can be submitted
4	Employment Documents (Only for experienced candidates)	Relieving Letter/ Experience letter required for all the employments mentioned on the resume. Kindly note that, relieving letter for the last employment is required to be submitted within 45 days of joining.
5	Education Documents	Mark sheets and certificates for all relevant qualifications, as mentioned on the resume
6	Resignation proof for last employment (Only for experienced candidates)	Scanned copy of resignation proof/Resignation Email/ System Screenshot of resignation submission
7	Photo	High resolution clear passport size photograph with white background is required. This will be printed on your ID card
8	Driving License (Only for ca	Driving License copy can be uploaded
9	Insurance Book (Only for ca	Copy of the insurance book can be uploaded
10	RC Book (Only for candidat	RC Book copy can be uploaded. In case, you do not own a vehicle, an authority letter is to be Navigation: Me > Onboarding
11	Accepted Copy of the Appoint	I tment Letter with signature of the applicant and acceptance date







# LETTER OF APPOINTMENT

27-Mar-21 **RAGHU S S** Bangalore 201920300428@presidencyuniversity.in Company ID: 165798

Dear RAGHU S S,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as "Senior Officer" within Retail Banking - Retail Liabilities at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before 19/Apr/2021 ("Date of Joining"). Your Total Fixed Pay ("TFP") will be INR. 3,75,000/- (Rs.Three Lakh Seventy Five Thousand only) per annum. The position is currently based at Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization / Undertaking / Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein

You are requested to complete the joining formalities, on the authorized online portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s

Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- Code of Conduct •
- Code of Conduct for Prohibition of Insider Trading for the Bank

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

This Appointment Letter shall be effective from your actual date of joining with the Bank. You are required to submit a signed copy of this Appointment Letter on/before the actual date of joining, failing which the appointment stands withdrawn without any further communication.

Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You, For IDFC FIRST Bank Limited

Digitally Signed by

Deepika Mahajan Head Talent Acquisition & Employer Branding



IDFC FIRST Bank Limited (formerly IDFC Bank Limited)





I, RAGHU S S, son/daughter of \_\_\_\_\_\_ do hereby accept the above and confirm /certify the following:

- Date of Joining the Bank: 19/Apr/2021
- Email ID: 201920300428@presidencyuniversity.in

Signature:

Date:

Authenticated by







## **COMPENSATION DETAILS**

Employee Name	RAGHU S S	
Grade	Senior Officer	
Business Unit	Retail Banking - Retail Liabilities	
Location	Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)	

Component	Per Month(In INR.)	Per Annum (in INR.)
Basic Salary	6,250	75,000
Flexible Benefit Plan	23,200	2,78,400
Annual Guaranteed Cash (AGC)	29,450	3,53,400
Employer PF	1,800	21,600
Total Fixed Pay (TFP)	31,250	3,75,000

\* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

#### Notes:

- <sup>1</sup>Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme or any other plan applicable as per Bank's policy. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- In addition to TFP, Insurance premium is paid by the bank towards your life, accident & medical insurance. This is a notional premium amount & is not paid in cash to you
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.
- If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back a minimum amount of Rs.15,000 /- back to the company towards joining and training expenses incurred by IDFC FIRST Bank.







#### **GENERAL TERMS AND CONDITIONS**

## LOCATION

Your joining location will be **Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)**. However, during your employment you may be posted / transferred, as per the sole discretion of the Bank to any of the offices / locations/ projects/ divisions/ departments/ units/ subsidiaries/ sister concerns of the Bank, in the interest of the Bank , without any additional remuneration, with/ without assigning any reasons.

# HOURS OF WORK

Actual hours may vary and will be subject to change from time to time; depending on the nature of your work and the department you work in.

# LEAVE ENTITLEMENT

You shall be eligible for holidays and leave as per the Bank's leave policy, as may be amended from time to time.

# TOTAL FIXED PAY (TFP):

The entitlements of your Total Fixed Pay are subject to the Bank's policy, procedure or guidelines that may be issued from time to time. All perquisites and benefits including reimbursements are subject to applicable Income Tax and other related/applicable laws.

# PERFORMANCE BONUS/ INCENTIVE PAYMENTS/ INDICATIVE TARGET BONUS

The Bank may, in its absolute discretion, pay you a bonus/ incentive of such amount, at such intervals and subject to such conditions as determined from time to time, in accordance with the Bank's Policy.

# STATUTORY PAYMENTS / DEDUCTIONS

All statutory payments / deductions will be as per the applicable law and maybe changed from time to time based on changes in the law of the land.

# DEDUCTIONS FROM TOTAL FIXED PAY/ANNUAL GROSS REMUNERATION PACKAGE

You agree that, at any time during your employment, or after the effective date of employment, the Bank may deduct, from your Total Fixed Pay /Annual Gross Remuneration Package/ Bank Account any overpayment made or amounts owed by you, this includes, but is not limited to, any excess (leave), outstanding loans, advances, relocation expenses, joining bonus, and the cost of repairing any damage or loss to Bank's property or equipment caused by you. You agree that, at any time during your employment, or after the effective date of employment, the Bank may recover any shortfall /loss on account of any negligence or any act of commission by you, while executing your responsibilities.

# TAX

You will be fully liable for the payment of Income Tax (or any other applicable taxes) on your total remuneration including bonuses/ variable pay to the Income Tax authorities including other applicable statutory dues/taxes and this will be your personal responsibility. The Bank shall deduct any statutory dues/taxes from amounts paid to your save er applicable laws.





# **MEDICAL FITNESS & VERIFICATION OF PARTICULARS**

Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop a critical/chronic illness which restricts you from performing your official duties or in any way put your other colleagues at risk, you are required to inform Human Resource Department of the Bank (HR) about the same. Your employment is also subject to your clearing the Personal and Professional Background Verification as per the norms of the Bank, including your antecedents and document submitted. In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre-employment declaration or any such document are found false or unsatisfactory, your employment would be liable for termination at the Bank's discretion at any time without any notice or any compensation in lieu thereof.

## RETIREMENT

Normal Retirement Age: You will automatically retire from the employment of the Bank, as the case may be, on attaining the retirement age of 58 years or as decided by the Bank and unless concluded earlier as per the discretion of the Bank . By virtue of this clause, you shall not claim a right of employment with the Bank, as your employment is subject to the terms and conditions laid down by the Bank, as amended from time to time.

#### COMPLIANCE

In your role at the Bank, it is expected that you will abide and ensure all aspects of compliances, in letter and spirit, staying true to the law of the land. You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of your employment with the Bank, you are expected to comply with the Bank's policies, practices and procedure.

#### NOTICE PERIOD

Either party may terminate this employment by giving three (3) months' notice ("Notice Period") in writing or payment of three (3) months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of the Notice Period or proportionate payment thereof in lieu of any shortfall in the Notice Period, acceptance or waiver, which will be at the sole discretion of the Bank. The Bank reserves the right, in its sole discretion, to waive all or part of this three (3) months' Notice Period and terminate the employee's employment or relieve the employee from the employment prior to the conclusion of Notice Period, and in such cases, the employee is liable to make payment of Total Fixed Pay for the waived off/unserved Notice Period as decided by the Bank. Notwithstanding anything foregoing, in case of waiver of the Notice Period as per the discretion of the Bank, the Bank shall not be liable to make any payment of salary (in accordance with the definition of Total Fixed Pay) to the employee in lieu of the waived off Notice Period. To the extent the Bank does not waive all or part of the Notice Period, the employee shall remain employed throughout the Notice Period (or portion thereof), or payment in lieu of any unserved Notice Period will be recovered from the employee and might attract applicable taxes. All applicable taxes once deducted will not be reversed under any circumstances. In case the last date as per the Notice Period of three (3) months falls on a weekly off or a holiday, the previous working day will be considered as the Last Working Day ("LWD"), further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.

#### **TERMINATION OF EMPLOYMENT**



If you absent yourself without authorized leave for continuous five (5) days, or as per norms of the park which

may change from time to time, or remain absent beyond the period of leave originally granted or subsequently IDFC FIRST Bank Limited (formerly IDFC Bank Limited)





extended by five (5) days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you at the discretion of the Bank , including termination of your employment or considering it as voluntarily abandonment of employment by you and concluding your employment thereof. In case your employment is terminated or concluded under this clause, the Bank shall be entitled to recover from you such amounts as specified in above Clause (**Notice Period**) in lieu of the Notice Period. In addition to the above, the Bank may also claim damages and other reliefs to which it is entitled under contract, law or equity.

- The Bank reserves the right to terminate your employment/ Appointment Letter if your performance is determined to be unsatisfactory (as per the Bank's standards), by giving you a three months (3) prior written notice. In such event, you shall be paid applicable Total Fixed Pay less retirals to which you are entitled as per this Appointment Letter up to the effective date of termination.
- Your services are liable to be terminated without any notice or payment in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, fraud, disloyalty, sexual harassment or any such act of breach of yours that brings disrepute to the Bank, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or make any composition or arrangement with your creditors or non-compliance of any law on your part.
- In the event your employment is terminated by reason of an eventuality caused by (your) death, your beneficiaries will receive further compensation as deemed fit by the Bank which shall be paid to your designated beneficiary/nominee provided. However; in cases, where the nominee details are not provided, the spouse of the employee is considered as the sole nominee for married employees, and parents, as the sole nominee for unmarried employees. Any further settlement from the Bank would be drawn in the nominee's name.
- The Bank has the right to terminate your employment for any reasons other than mentioned in the General Terms and Conditions by giving notice of three (3) months in writing or payment of (3) three months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of Three (3) months' notice.
- You will be covered by the employment rules and regulations including conduct, discipline and administrative
  orders and any such other rules or orders of the Bank that may come in force from time to time. The Bank shall
  have absolute discretion to reject or refuse to accept your resignation in case of staff accountability or
  disciplinary action proceedings are contemplated or pending against you.

# NON CONFLICT OF INTEREST AND NO EXTERNAL EMPLOYMENT

You will not, during your employment with the Bank, except with the specific approval of the Bank, undertake other full time or part time work for remuneration or work that adversely affect your professional image and integrity as an employee of the Bank.

#### **RECEIPT OF PAYMENTS AND BENEFITS FROM THIRD PARTIES**

Subject to the Bank regulations issued and amended from time to time, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of a public interest of transacted (whether or not) by you or on behalf of the Bank. If you or, any member of your family or housiness entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate





commission or other benefit you will forthwith account to the Bank for the amount received or the value of the benefit so obtained.

## INFORMATION, ASSETS AND SYSTEMS

- When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Bank policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction
- Information Security Compliance: All employees are expected to be aware of their responsibility relating to protection of Information Assets of IDFC FIRST Bank. Accordingly, you are required to familiarise yourself with the Information Security Policies and Procedures at IDFC FIRST Bank and abide by it in spirit and practice.

## CODE OF CONDUCT AND EXPECTED EMPLOYEE CONDUCT

You are bound by the Bank's Code of Conduct and the bank may implement disciplinary procedure if you fail to comply with the Code of Conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal. You are expected to work, while in the employment with the Bank, punctually and diligently employing your best efforts with honesty and integrity to protect the interest of the Bank and observing at all times the Bank's terms and conditions of employment and the applicable guidelines and regulations.

You are expected to be well groomed and formally dressed at work.

#### **PROFESSIONAL ETHICS & CONFIDENTIALITY:**

- You acknowledge that the business of the Bank is highly competitive and that any information concerning the Bank's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, services and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Bank's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Bank.
- Unauthorized disclosure and use of confidential information constitutes a serious misconduct & the Bank shall be entitled to take appropriate disciplinary and other actions against you including termination of your employment. The disclosure and use of confidential information of the Bank after the termination of your relationship with the Bank shall entitle the Bank to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction". Where disclosure of confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Bank either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.
- You hereby agree that you will not, at any time during or after your employment with the Bank make any unauthorized disclosure of any confidential business information or trade secrets of the Bank, or make any thereof, except for the benefit of and on behalf of, the Bank. Any disclosure which has not been expressly





authorized by the Bank shall be called unauthorized disclosure'.

• During the period of your association with the Bank you will safeguard all matters, documents, manuals etc. relating to the Bank's operations and you will not be permitted to undertake any other business, work of public office, honorary or remunerative, except with the written permission of the Bank in each case.

## DATA PROTECTION

- The Bank may be required to process, transfer and store your personal and sensitive data in any of the other locations used by the Bank/any of the locations as specified by the Bank.
- By signing this contract, you acknowledge and agree that the Bank is permitted to hold personal information about you as part of our personnel and other business records and that the Bank may use such information in the course of its business.
- You agree that the Bank may disclose such information to third parties in the event that such disclosure is, in our view, required for the proper conduct of our business or that of any associated company. This clause applies to information held, used or disclosed in any medium.

## INTELLECTUAL PROPERTY:

- For the purposes of this clause, Intellectual property means intellectual property of all kinds including, in
  particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including
  copyright in computer software), confidential information and know-how, database rights, applications for any of
  the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in
  any part of the world.
- If you (whether alone or with others) shall, during your employment with the Bank, make or create an idea, method, invention, discovery, design or develop any and all other work either in the course of providing your services or relating to or capable of being used in those aspects of the businesses of the Bank (hereinafter called "Works") you shall promptly disclose full details thereof to the Bank and irrespective of disclosure or non-disclosure by you, all Works, shall belong exclusively to the Bank and you hereby irrevocably assign the ownership, right, title, interest, ownership of copyrights of such Works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such Works identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works (whether now existing or brought into being in the future).
- The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.
- You shall not (except as provided in this Appointment Letter or as may be necessary in the course of your duties for the Bank) disclose or make use of any Works without the Bank's prior written consent.

#### INDEMNITY

You shall indemnify the Bank against any loss, damage, proceeding which the Bank might suffer due to any wrongful

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acts, mala fide acts, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your employment on such count or the right of the Bank to seek other remedies which the Bank may have to make good the loss or damage.

# FORCE MAJEURE

Notwithstanding anything contained herein, if the regular operations of the Bank are suspended, in full or part, resulting from unforeseen circumstance or general economic conditions or regulatory, governmental or legal restriction /actions, or other general market effects or Acts of God or other cause of similar or different nature including war, outbreak of epidemic or pandemic beyond the control of the Bank, the Bank may suspend the performance of services by you and the payment of compensation herewith, during the continuation of such suspension of operations. In addition to the foregoing the Bank may, by written notice, terminate this Appointment Letter forthwith or change the terms and conditions of this agreement with no further liability whatsoever.

#### NON-SOLICITATION AND RESTRICTIVE COVENANT

- You are committed not to hire anyone or engage in any sort of discussion with an employee of IDFC FIRST Bank or any of its subsidiaries for at least one year from your last working date in IDFC FIRST Bank. This is applicable even during your period of employment whether approached by the employee or officers of IDFC FIRST Bank, or by you or by any other intermediary or by any other means whatsoever. This Covenant further specifically requires that employees or officers of IDFC FIRST Bank or any of its subsidiaries should not be solicited or encouraged to leave IDFC FIRST Bank or any of its subsidiaries to join the organization which you may join in any capacity or any of its subsidiaries, joint ventures, affiliates or associates, for a period of one year from the date of separation from the Bank.
- You agree that during your period of employment with the Bank and for a period of one year from termination or expiration of your employment with the Bank, you shall not solicit or entice, by any means whatsoever any client of the Bank. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person.to transfer from the Bank to you or to your new employer or to any other person or entity; or to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Bank.
- You agree that for a period of six (6) months from termination or expiration of your employment with the Bank, you shall not work at the capacity of Executive or Non-Executive member of the board or any management position of any supplier, vendor or partner of the Bank.

#### **REVOKING THE APPOINTMENT**

- The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.
- In the event of a criminal case being filed against you in your personal capacity, the Bank may, at its discretion, ask you to proceed on leave or suspend your employment till the issue is sorted out and you are acquitted. During this period, you will be paid as per applicable laws. If convicted, your employment with and with drawn. You may also be placed under suspension pending enquiry into the charges of misconducteds of the with edistration.





## OTHER TERMS AND CONDITIONS:

- Your date of birth mentioned as per PAN card and any other acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.
- As a potential employee and subject to terms and conditions of the appointment, we assume that the submission of documents and details furnished as part of the documentation procedure which includes furnishing your personal, academic and professional details are authentic and self-attested duly The Bank will include these details as a part of your employment information/records as deemed confirmed by you with respect to accuracy and update of the information.
- As an employee you are responsible to provide correct email ID and phone number and all communication/information exchange will happen on the same. The email ID and phone number as provided by you will stand valid for all communication from IDFC FIRST Bank Limited. In case of change in communication information, you are liable to update the same with the Bank within Seven (7) days of such change. Failing which, any communication sent on your last recorded address shall be deemed to have been served on you. The email ID provided by you, until updated with the Bank, shall be considered as one of your unique identification ID.
- During your employment, you will be subject to the service/employment rules, regulations and policy of the Bank applicable from time to time.
- The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your employment.
- Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by the Terms and Conditions of Employment, HR Manual and other policies and procedures of the Bank as presently applicable and as may be introduced or amended from time to time.
- You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of the Bank.
- You shall not do anything or cause to do anything, which shall bring dishonor and/or disrepute to the Bank or engage in unlawful/immoral activities.
- If at any time you are involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Bank the details thereof.
- You shall not at any time use your association with the Bank to gain unfair advantage for personal purposes.
- You shall follow all directions, instructions, guidelines and policies of the Bank issued from time to time in discharge of your duties.
- In addition to the terms and conditions mentioned herein, you hereby agree that you have read and understood and shall be abided by the 'Terms and Conditions of Employment 'as available on the intranet portal and your joining portal and as may be amended from time to time by the Bank at its sole discretion.

# WARRANTY

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this letter.





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- The terms and conditions of the Appointment Letter are subject to revision and change by the Bank, without notice. The revised terms and conditions shall be applicable and abided by all the employees, effective from the date of revision or change.
- The present designation and terms of services including your emoluments are subject to change depending upon work assignment from time to time

# DURATION/VALIDITY OF THE APPOINTMENT LETTER:

- If this Appointment Letter is not accepted by applicant within Five (5) days of receiving the letter, it shall stand revoked, at the discretion of the Bank, and all terms and conditions considered null and void, and neither party shall have any obligation in relation thereto.
- It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.
- If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

## GOVERNING LAW

The interpretation and enforcement of this contract shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

## Accepted & Agreed:

Signature: Date:







Name: **RAGHU S S** Date: 27-Mar-2021 Company ID: 165798

## OUR EMPLOYEE VALUE PROPOSITION

Congratulations! We are delighted to welcome you to the IDFC FIRST Bank family.

At the IDFC FIRST Bank we aim at giving each employee an opportunity to succeed. You are an integral part of our growth story and our success stories are now intertwined.

There's a lot to learn with us, not only the work but also about our culture and values. Our employee value proposition below portrays the value and experience you will gain by working at our bank.

Be part of a winning team.

Drive change with cutting edge technology.

Join a work force that is high on integrity.

Be where growth is not just a number.

Make a social impact, make a difference to the society.

Be dynamic, agile, responsive, bold, disruptive.

We invite you to contribute to building the world's best bank right here in India!

We are excited about you joining the bank and wish you great success in your new role.

Warm Regards

Deepika Mahajan Head Talent Acquisition and Employer Branding Human Resource Department. IDFC FIRST BANK LTD.







#### Annexure 3

# PRE JOINING DOCUMENT CHECKLIST

## (TO BE UPLOADED ON THE IDFC FIRST BANK HR SYSTEM)

S.No	Document Name	Acceptable Proof
1	Permanent Address Proof	Passport/Driving License/Voters Id Card
2	Current Address Proof (if different from permanent address)	Passbook/Rent Agreement
3	Cancelled Cheque for Alternate Bank Account	If cheque book is not available, copy of the passbook with account number and address can be submitted
4	Employment Documents (Only for experienced candidates)	Relieving Letter/ Experience letter required for all the employments mentioned on the resume. Kindly note that, relieving letter for the last employment is required to be submitted within 45 days of joining.
5	Education Documents	Mark sheets and certificates for all relevant qualifications, as mentioned on the resume
6	Resignation proof for last employment (Only for experienced candidates)	Scanned copy of resignation proof/Resignation Email/ System Screenshot of resignation submission
7	Photo	High resolution clear passport size photograph with white background is required. This will be printed on your ID card
8	Driving License (Only for ca	Driving License copy can be uploaded
9	Insurance Book (Only for ca	Copy of the insurance book can be uploaded
10	RC Book (Only for candidat	RC Book copy can be uploaded. In case, you do not own a vehicle, an authority letter is to be Navigation: Me > Onboarding
11	Accepted Copy of the Appoint	I tment Letter with signature of the applicant and acceptance date







# LETTER OF APPOINTMENT

27-Mar-21 **KARIVEER KUMAR P** Bangalore 201920300546@presidencyuniversity.in Company ID: 160768

Dear KARIVEER KUMAR P,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as "Senior Officer" within *Retail Banking - Retail Liabilities* at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before 19/Apr/2021 ("Date of Joining"). Your Total Fixed Pay ("TFP") will be INR. 3,75,000/- (Rs.Three Lakh Seventy Five Thousand only) per annum. The position is currently based at Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization / Undertaking / Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein

You are requested to complete the joining formalities, on the authorized online portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s

Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- Code of Conduct
- Code of Conduct for Prohibition of Insider Trading for the Bank

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

This Appointment Letter shall be effective from your actual date of joining with the Bank. You are required to submit a signed copy of this Appointment Letter on/before the actual date of joining, failing which the appointment stands withdrawn without any further communication.

Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You, For **IDFC FIRST Bank Limited** 

Digitally Signed by

Deepika Mahajan Head Talent Acquisition & Employer Branding



IDFC FIRST Bank Limited (formerly IDFC Bank Limited)





I, KARIVEER KUMAR P, son/daughter of \_\_\_\_\_\_ confirm /certify the following: do hereby accept the above and

- Date of Joining the Bank: 19/Apr/2021
- Email ID: 201920300546@presidencyuniversity.in

#### Signature:

Date:

Authenticated by







#### Annexure 1

#### **COMPENSATION DETAILS**

Employee Name	KARIVEER KUMAR P
Grade	Senior Officer
Business Unit	Retail Banking - Retail Liabilities
Location	Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)

Component	Per Month(In INR.)	Per Annum (in INR.)
Basic Salary	6,250	75,000
Flexible Benefit Plan	23,200	2,78,400
Annual Guaranteed Cash (AGC)	29,450	3,53,400
Employer PF	1,800	21,600
Total Fixed Pay (TFP)	31,250	3,75,000

\* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

#### Notes:

- <sup>1</sup>Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme or any other plan applicable as per Bank's policy. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- In addition to TFP, Insurance premium is paid by the bank towards your life, accident & medical insurance. This is a notional premium amount & is not paid in cash to you
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.
- If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back a minimum amount of Rs.15,000 /- back to the company towards joining and training expenses incurred by IDFC FIRST Bank.







#### Annexure 2

#### **GENERAL TERMS AND CONDITIONS**

#### LOCATION

Your joining location will be **Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)**. However, during your employment you may be posted / transferred, as per the sole discretion of the Bank to any of the offices / locations/ projects/ divisions/ departments/ units/ subsidiaries/ sister concerns of the Bank, in the interest of the Bank , without any additional remuneration, with/ without assigning any reasons.

## HOURS OF WORK

Actual hours may vary and will be subject to change from time to time; depending on the nature of your work and the department you work in.

## LEAVE ENTITLEMENT

You shall be eligible for holidays and leave as per the Bank's leave policy, as may be amended from time to time.

## TOTAL FIXED PAY (TFP):

The entitlements of your Total Fixed Pay are subject to the Bank's policy, procedure or guidelines that may be issued from time to time. All perquisites and benefits including reimbursements are subject to applicable Income Tax and other related/applicable laws.

## PERFORMANCE BONUS/ INCENTIVE PAYMENTS/ INDICATIVE TARGET BONUS

The Bank may, in its absolute discretion, pay you a bonus/ incentive of such amount, at such intervals and subject to such conditions as determined from time to time, in accordance with the Bank's Policy.

## STATUTORY PAYMENTS / DEDUCTIONS

All statutory payments / deductions will be as per the applicable law and maybe changed from time to time based on changes in the law of the land.

## DEDUCTIONS FROM TOTAL FIXED PAY/ANNUAL GROSS REMUNERATION PACKAGE

You agree that, at any time during your employment, or after the effective date of employment, the Bank may deduct, from your Total Fixed Pay /Annual Gross Remuneration Package/ Bank Account any overpayment made or amounts owed by you, this includes, but is not limited to, any excess (leave), outstanding loans, advances, relocation expenses, joining bonus, and the cost of repairing any damage or loss to Bank's property or equipment caused by you. You agree that, at any time during your employment, or after the effective date of employment, the Bank may recover any shortfall /loss on account of any negligence or any act of commission by you, while executing your responsibilities.

## TAX

You will be fully liable for the payment of Income Tax (or any other applicable taxes) on your total remuneration including bonuses/ variable pay to the Income Tax authorities including other applicable statutory dues/taxes and this will be your personal responsibility. The Bank shall deduct any statutory dues/taxes from amounts paid to your save er applicable laws.





## **MEDICAL FITNESS & VERIFICATION OF PARTICULARS**

Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop a critical/chronic illness which restricts you from performing your official duties or in any way put your other colleagues at risk, you are required to inform Human Resource Department of the Bank (HR) about the same. Your employment is also subject to your clearing the Personal and Professional Background Verification as per the norms of the Bank, including your antecedents and document submitted. In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre-employment declaration or any such document are found false or unsatisfactory, your employment would be liable for termination at the Bank's discretion at any time without any notice or any compensation in lieu thereof.

#### RETIREMENT

Normal Retirement Age: You will automatically retire from the employment of the Bank, as the case may be, on attaining the retirement age of 58 years or as decided by the Bank and unless concluded earlier as per the discretion of the Bank . By virtue of this clause, you shall not claim a right of employment with the Bank, as your employment is subject to the terms and conditions laid down by the Bank, as amended from time to time.

#### COMPLIANCE

In your role at the Bank, it is expected that you will abide and ensure all aspects of compliances, in letter and spirit, staying true to the law of the land. You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of your employment with the Bank, you are expected to comply with the Bank's policies, practices and procedure.

#### NOTICE PERIOD

Either party may terminate this employment by giving three (3) months' notice ("Notice Period") in writing or payment of three (3) months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of the Notice Period or proportionate payment thereof in lieu of any shortfall in the Notice Period, acceptance or waiver, which will be at the sole discretion of the Bank. The Bank reserves the right, in its sole discretion, to waive all or part of this three (3) months' Notice Period and terminate the employee's employment or relieve the employee from the employment prior to the conclusion of Notice Period, and in such cases, the employee is liable to make payment of Total Fixed Pay for the waived off/unserved Notice Period as decided by the Bank. Notwithstanding anything foregoing, in case of waiver of the Notice Period as per the discretion of the Bank, the Bank shall not be liable to make any payment of salary (in accordance with the definition of Total Fixed Pay) to the employee in lieu of the waived off Notice Period. To the extent the Bank does not waive all or part of the Notice Period, the employee shall remain employed throughout the Notice Period (or portion thereof), or payment in lieu of any unserved Notice Period will be recovered from the employee and might attract applicable taxes. All applicable taxes once deducted will not be reversed under any circumstances. In case the last date as per the Notice Period of three (3) months falls on a weekly off or a holiday, the previous working day will be considered as the Last Working Day ("LWD"), further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.

#### **TERMINATION OF EMPLOYMENT**



If you absent yourself without authorized leave for continuous five (5) days, or as per norms of the park which

may change from time to time, or remain absent beyond the period of leave originally granted or subsequently IDFC FIRST Bank Limited (formerly IDFC Bank Limited)





extended by five (5) days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you at the discretion of the Bank , including termination of your employment or considering it as voluntarily abandonment of employment by you and concluding your employment thereof. In case your employment is terminated or concluded under this clause, the Bank shall be entitled to recover from you such amounts as specified in above Clause (**Notice Period**) in lieu of the Notice Period. In addition to the above, the Bank may also claim damages and other reliefs to which it is entitled under contract, law or equity.

- The Bank reserves the right to terminate your employment/ Appointment Letter if your performance is determined to be unsatisfactory (as per the Bank's standards), by giving you a three months (3) prior written notice. In such event, you shall be paid applicable Total Fixed Pay less retirals to which you are entitled as per this Appointment Letter up to the effective date of termination.
- Your services are liable to be terminated without any notice or payment in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, fraud, disloyalty, sexual harassment or any such act of breach of yours that brings disrepute to the Bank, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or make any composition or arrangement with your creditors or non-compliance of any law on your part.
- In the event your employment is terminated by reason of an eventuality caused by (your) death, your beneficiaries will receive further compensation as deemed fit by the Bank which shall be paid to your designated beneficiary/nominee provided. However; in cases, where the nominee details are not provided, the spouse of the employee is considered as the sole nominee for married employees, and parents, as the sole nominee for unmarried employees. Any further settlement from the Bank would be drawn in the nominee's name.
- The Bank has the right to terminate your employment for any reasons other than mentioned in the General Terms and Conditions by giving notice of three (3) months in writing or payment of (3) three months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of Three (3) months' notice.
- You will be covered by the employment rules and regulations including conduct, discipline and administrative
  orders and any such other rules or orders of the Bank that may come in force from time to time. The Bank shall
  have absolute discretion to reject or refuse to accept your resignation in case of staff accountability or
  disciplinary action proceedings are contemplated or pending against you.

## NON CONFLICT OF INTEREST AND NO EXTERNAL EMPLOYMENT

You will not, during your employment with the Bank, except with the specific approval of the Bank, undertake other full time or part time work for remuneration or work that adversely affect your professional image and integrity as an employee of the Bank.

#### **RECEIPT OF PAYMENTS AND BENEFITS FROM THIRD PARTIES**

Subject to the Bank regulations issued and amended from time to time, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of a public interest of transacted (whether or not) by you or on behalf of the Bank. If you or, any member of your family or housiness entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate





commission or other benefit you will forthwith account to the Bank for the amount received or the value of the benefit so obtained.

#### INFORMATION, ASSETS AND SYSTEMS

- When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Bank policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction
- Information Security Compliance: All employees are expected to be aware of their responsibility relating to protection of Information Assets of IDFC FIRST Bank. Accordingly, you are required to familiarise yourself with the Information Security Policies and Procedures at IDFC FIRST Bank and abide by it in spirit and practice.

#### CODE OF CONDUCT AND EXPECTED EMPLOYEE CONDUCT

You are bound by the Bank's Code of Conduct and the bank may implement disciplinary procedure if you fail to comply with the Code of Conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal. You are expected to work, while in the employment with the Bank, punctually and diligently employing your best efforts with honesty and integrity to protect the interest of the Bank and observing at all times the Bank's terms and conditions of employment and the applicable guidelines and regulations.

You are expected to be well groomed and formally dressed at work.

#### **PROFESSIONAL ETHICS & CONFIDENTIALITY:**

- You acknowledge that the business of the Bank is highly competitive and that any information concerning the Bank's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, services and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Bank's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Bank.
- Unauthorized disclosure and use of confidential information constitutes a serious misconduct & the Bank shall be entitled to take appropriate disciplinary and other actions against you including termination of your employment. The disclosure and use of confidential information of the Bank after the termination of your relationship with the Bank shall entitle the Bank to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction". Where disclosure of confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Bank either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.
- You hereby agree that you will not, at any time during or after your employment with the Bank make any unauthorized disclosure of any confidential business information or trade secrets of the Bank, or make any thereof, except for the benefit of and on behalf of, the Bank. Any disclosure which has not been expressly





authorized by the Bank shall be called unauthorized disclosure'.

• During the period of your association with the Bank you will safeguard all matters, documents, manuals etc. relating to the Bank's operations and you will not be permitted to undertake any other business, work of public office, honorary or remunerative, except with the written permission of the Bank in each case.

#### DATA PROTECTION

- The Bank may be required to process, transfer and store your personal and sensitive data in any of the other locations used by the Bank/any of the locations as specified by the Bank.
- By signing this contract, you acknowledge and agree that the Bank is permitted to hold personal information about you as part of our personnel and other business records and that the Bank may use such information in the course of its business.
- You agree that the Bank may disclose such information to third parties in the event that such disclosure is, in our view, required for the proper conduct of our business or that of any associated company. This clause applies to information held, used or disclosed in any medium.

#### INTELLECTUAL PROPERTY:

- For the purposes of this clause, Intellectual property means intellectual property of all kinds including, in
  particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including
  copyright in computer software), confidential information and know-how, database rights, applications for any of
  the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in
  any part of the world.
- If you (whether alone or with others) shall, during your employment with the Bank, make or create an idea, method, invention, discovery, design or develop any and all other work either in the course of providing your services or relating to or capable of being used in those aspects of the businesses of the Bank (hereinafter called "Works") you shall promptly disclose full details thereof to the Bank and irrespective of disclosure or non-disclosure by you, all Works, shall belong exclusively to the Bank and you hereby irrevocably assign the ownership, right, title, interest, ownership of copyrights of such Works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such Works identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works (whether now existing or brought into being in the future).
- The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.
- You shall not (except as provided in this Appointment Letter or as may be necessary in the course of your duties for the Bank) disclose or make use of any Works without the Bank's prior written consent.

#### INDEMNITY

You shall indemnify the Bank against any loss, damage, proceeding which the Bank might suffer due to any wrongful

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acts, mala fide acts, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your employment on such count or the right of the Bank to seek other remedies which the Bank may have to make good the loss or damage.

## FORCE MAJEURE

Notwithstanding anything contained herein, if the regular operations of the Bank are suspended, in full or part, resulting from unforeseen circumstance or general economic conditions or regulatory, governmental or legal restriction /actions, or other general market effects or Acts of God or other cause of similar or different nature including war, outbreak of epidemic or pandemic beyond the control of the Bank, the Bank may suspend the performance of services by you and the payment of compensation herewith, during the continuation of such suspension of operations. In addition to the foregoing the Bank may, by written notice, terminate this Appointment Letter forthwith or change the terms and conditions of this agreement with no further liability whatsoever.

#### NON-SOLICITATION AND RESTRICTIVE COVENANT

- You are committed not to hire anyone or engage in any sort of discussion with an employee of IDFC FIRST Bank or any of its subsidiaries for at least one year from your last working date in IDFC FIRST Bank. This is applicable even during your period of employment whether approached by the employee or officers of IDFC FIRST Bank, or by you or by any other intermediary or by any other means whatsoever. This Covenant further specifically requires that employees or officers of IDFC FIRST Bank or any of its subsidiaries should not be solicited or encouraged to leave IDFC FIRST Bank or any of its subsidiaries to join the organization which you may join in any capacity or any of its subsidiaries, joint ventures, affiliates or associates, for a period of one year from the date of separation from the Bank.
- You agree that during your period of employment with the Bank and for a period of one year from termination or expiration of your employment with the Bank, you shall not solicit or entice, by any means whatsoever any client of the Bank. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person.to transfer from the Bank to you or to your new employer or to any other person or entity; or to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Bank.
- You agree that for a period of six (6) months from termination or expiration of your employment with the Bank, you shall not work at the capacity of Executive or Non-Executive member of the board or any management position of any supplier, vendor or partner of the Bank.

#### **REVOKING THE APPOINTMENT**

- The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.
- In the event of a criminal case being filed against you in your personal capacity, the Bank may, at its discretion, ask you to proceed on leave or suspend your employment till the issue is sorted out and you are acquitted. During this period, you will be paid as per applicable laws. If convicted, your employment with and with drawn. You may also be placed under suspension pending enquiry into the charges of misconducteds of the with edistration.





#### OTHER TERMS AND CONDITIONS:

- Your date of birth mentioned as per PAN card and any other acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.
- As a potential employee and subject to terms and conditions of the appointment, we assume that the submission of documents and details furnished as part of the documentation procedure which includes furnishing your personal, academic and professional details are authentic and self-attested duly The Bank will include these details as a part of your employment information/records as deemed confirmed by you with respect to accuracy and update of the information.
- As an employee you are responsible to provide correct email ID and phone number and all communication/information exchange will happen on the same. The email ID and phone number as provided by you will stand valid for all communication from IDFC FIRST Bank Limited. In case of change in communication information, you are liable to update the same with the Bank within Seven (7) days of such change. Failing which, any communication sent on your last recorded address shall be deemed to have been served on you. The email ID provided by you, until updated with the Bank, shall be considered as one of your unique identification ID.
- During your employment, you will be subject to the service/employment rules, regulations and policy of the Bank applicable from time to time.
- The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your employment.
- Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by the Terms and Conditions of Employment, HR Manual and other policies and procedures of the Bank as presently applicable and as may be introduced or amended from time to time.
- You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of the Bank.
- You shall not do anything or cause to do anything, which shall bring dishonor and/or disrepute to the Bank or engage in unlawful/immoral activities.
- If at any time you are involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Bank the details thereof.
- You shall not at any time use your association with the Bank to gain unfair advantage for personal purposes.
- You shall follow all directions, instructions, guidelines and policies of the Bank issued from time to time in discharge of your duties.
- In addition to the terms and conditions mentioned herein, you hereby agree that you have read and understood and shall be abided by the 'Terms and Conditions of Employment 'as available on the intranet portal and your joining portal and as may be amended from time to time by the Bank at its sole discretion.

## WARRANTY

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this letter.





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- The terms and conditions of the Appointment Letter are subject to revision and change by the Bank, without notice. The revised terms and conditions shall be applicable and abided by all the employees, effective from the date of revision or change.
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# DURATION/VALIDITY OF THE APPOINTMENT LETTER:

- If this Appointment Letter is not accepted by applicant within Five (5) days of receiving the letter, it shall stand revoked, at the discretion of the Bank, and all terms and conditions considered null and void, and neither party shall have any obligation in relation thereto.
- It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.
- If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

## GOVERNING LAW

The interpretation and enforcement of this contract shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

## Accepted & Agreed:

Signature: Date:







## Name: KARIVEER KUMAR P

Date: 27-Mar-2021 Company ID: 160768

## OUR EMPLOYEE VALUE PROPOSITION

Congratulations! We are delighted to welcome you to the IDFC FIRST Bank family.

At the IDFC FIRST Bank we aim at giving each employee an opportunity to succeed. You are an integral part of our growth story and our success stories are now intertwined.

There's a lot to learn with us, not only the work but also about our culture and values. Our employee value proposition below portrays the value and experience you will gain by working at our bank.

#### Be part of a winning team.

Drive change with cutting edge technology.

Join a work force that is high on integrity.

Be where growth is not just a number.

Make a social impact, make a difference to the society.

Be dynamic, agile, responsive, bold, disruptive.

We invite you to contribute to building the world's best bank right here in India!

We are excited about you joining the bank and wish you great success in your new role.

Warm Regards

Deepika Mahajan Head Talent Acquisition and Employer Branding Human Resource Department. IDFC FIRST BANK LTD.







#### Annexure 3

# PRE JOINING DOCUMENT CHECKLIST

## (TO BE UPLOADED ON THE IDFC FIRST BANK HR SYSTEM)

S.No	Document Name	Acceptable Proof
1	Permanent Address Proof	Passport/Driving License/Voters Id Card
2	Current Address Proof (if different from permanent address)	Passbook/Rent Agreement
3	Cancelled Cheque for Alternate Bank Account	If cheque book is not available, copy of the passbook with account number and address can be submitted
4	Employment Documents (Only for experienced candidates)	Relieving Letter/ Experience letter required for all the employments mentioned on the resume. Kindly note that, relieving letter for the last employment is required to be submitted within 45 days of joining.
5	Education Documents	Mark sheets and certificates for all relevant qualifications, as mentioned on the resume
6	Resignation proof for last employment (Only for experienced candidates)	Scanned copy of resignation proof/Resignation Email/ System Screenshot of resignation submission
7	Photo	High resolution clear passport size photograph with white background is required. This will be printed on your ID card
8	Driving License (Only for ca	Driving License copy can be uploaded
9	Insurance Book (Only for ca	Copy of the insurance book can be uploaded
10	RC Book (Only for candidat	RC Book copy can be uploaded. In case, you do not own a vehicle, an authority letter is to be Navigation: Me > Onboarding
11	Accepted Copy of the Appoint	I tment Letter with signature of the applicant and acceptance date







# LETTER OF APPOINTMENT

27-Mar-21 SHIVAPRASAD R E Bangalore 201920300404@presidencyuniversity.in Company ID: 162498

Dear SHIVAPRASAD R E,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as "Senior Officer" within *Retail Banking - Retail Liabilities* at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before 19/Apr/2021 ("Date of Joining"). Your Total Fixed Pay ("TFP") will be INR. 3,75,000/- (Rs.Three Lakh Seventy Five Thousand only) per annum. The position is currently based at Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization / Undertaking / Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein

You are requested to complete the joining formalities, on the authorized online portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s

Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- Code of Conduct
- Code of Conduct for Prohibition of Insider Trading for the Bank

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

This Appointment Letter shall be effective from your actual date of joining with the Bank. You are required to submit a signed copy of this Appointment Letter on/before the actual date of joining, failing which the appointment stands withdrawn without any further communication.

Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You, For **IDFC FIRST Bank Limited** 

Digitally Signed by

Deepika Mahajan Head Talent Acquisition & Employer Branding



IDFC FIRST Bank Limited (formerly IDFC Bank Limited)





I, SHIVAPRASAD R E, son/daughter of \_\_\_\_\_\_ confirm /certify the following:

- Date of Joining the Bank: 19/Apr/2021
- Email ID: 201920300404@presidencyuniversity.in

## Signature:

Date:

Authenticated by

do hereby accept the above and







#### Annexure 1

#### **COMPENSATION DETAILS**

Employee Name	SHIVAPRASAD R E
Grade	Senior Officer
Business Unit	Retail Banking - Retail Liabilities
Location	Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)

Component	Per Month(In INR.)	Per Annum (in INR.)
Basic Salary	6,250	75,000
Flexible Benefit Plan	23,200	2,78,400
Annual Guaranteed Cash (AGC)	29,450	3,53,400
Employer PF	1,800	21,600
Total Fixed Pay (TFP)	31,250	3,75,000

\* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

#### Notes:

- <sup>1</sup>Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme or any other plan applicable as per Bank's policy. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- In addition to TFP, Insurance premium is paid by the bank towards your life, accident & medical insurance. This is a notional premium amount & is not paid in cash to you
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.
- If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back a minimum amount of Rs.15,000 /- back to the company towards joining and training expenses incurred by IDFC FIRST Bank.







#### Annexure 2

#### **GENERAL TERMS AND CONDITIONS**

#### LOCATION

Your joining location will be **Bengaluru-Pride Hulkul Lalbagh Main Rd (Sales Hub)**. However, during your employment you may be posted / transferred, as per the sole discretion of the Bank to any of the offices / locations/ projects/ divisions/ departments/ units/ subsidiaries/ sister concerns of the Bank, in the interest of the Bank , without any additional remuneration, with/ without assigning any reasons.

## HOURS OF WORK

Actual hours may vary and will be subject to change from time to time; depending on the nature of your work and the department you work in.

## LEAVE ENTITLEMENT

You shall be eligible for holidays and leave as per the Bank's leave policy, as may be amended from time to time.

## TOTAL FIXED PAY (TFP):

The entitlements of your Total Fixed Pay are subject to the Bank's policy, procedure or guidelines that may be issued from time to time. All perquisites and benefits including reimbursements are subject to applicable Income Tax and other related/applicable laws.

## PERFORMANCE BONUS/ INCENTIVE PAYMENTS/ INDICATIVE TARGET BONUS

The Bank may, in its absolute discretion, pay you a bonus/ incentive of such amount, at such intervals and subject to such conditions as determined from time to time, in accordance with the Bank's Policy.

## STATUTORY PAYMENTS / DEDUCTIONS

All statutory payments / deductions will be as per the applicable law and maybe changed from time to time based on changes in the law of the land.

## DEDUCTIONS FROM TOTAL FIXED PAY/ANNUAL GROSS REMUNERATION PACKAGE

You agree that, at any time during your employment, or after the effective date of employment, the Bank may deduct, from your Total Fixed Pay /Annual Gross Remuneration Package/ Bank Account any overpayment made or amounts owed by you, this includes, but is not limited to, any excess (leave), outstanding loans, advances, relocation expenses, joining bonus, and the cost of repairing any damage or loss to Bank's property or equipment caused by you. You agree that, at any time during your employment, or after the effective date of employment, the Bank may recover any shortfall /loss on account of any negligence or any act of commission by you, while executing your responsibilities.

## TAX

You will be fully liable for the payment of Income Tax (or any other applicable taxes) on your total remuneration including bonuses/ variable pay to the Income Tax authorities including other applicable statutory dues/taxes and this will be your personal responsibility. The Bank shall deduct any statutory dues/taxes from amounts paid to your save er applicable laws.





## **MEDICAL FITNESS & VERIFICATION OF PARTICULARS**

Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop a critical/chronic illness which restricts you from performing your official duties or in any way put your other colleagues at risk, you are required to inform Human Resource Department of the Bank (HR) about the same. Your employment is also subject to your clearing the Personal and Professional Background Verification as per the norms of the Bank, including your antecedents and document submitted. In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre-employment declaration or any such document are found false or unsatisfactory, your employment would be liable for termination at the Bank's discretion at any time without any notice or any compensation in lieu thereof.

#### RETIREMENT

Normal Retirement Age: You will automatically retire from the employment of the Bank, as the case may be, on attaining the retirement age of 58 years or as decided by the Bank and unless concluded earlier as per the discretion of the Bank . By virtue of this clause, you shall not claim a right of employment with the Bank, as your employment is subject to the terms and conditions laid down by the Bank, as amended from time to time.

#### COMPLIANCE

In your role at the Bank, it is expected that you will abide and ensure all aspects of compliances, in letter and spirit, staying true to the law of the land. You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of your employment with the Bank, you are expected to comply with the Bank's policies, practices and procedure.

#### NOTICE PERIOD

Either party may terminate this employment by giving three (3) months' notice ("Notice Period") in writing or payment of three (3) months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of the Notice Period or proportionate payment thereof in lieu of any shortfall in the Notice Period, acceptance or waiver, which will be at the sole discretion of the Bank. The Bank reserves the right, in its sole discretion, to waive all or part of this three (3) months' Notice Period and terminate the employee's employment or relieve the employee from the employment prior to the conclusion of Notice Period, and in such cases, the employee is liable to make payment of Total Fixed Pay for the waived off/unserved Notice Period as decided by the Bank. Notwithstanding anything foregoing, in case of waiver of the Notice Period as per the discretion of the Bank, the Bank shall not be liable to make any payment of salary (in accordance with the definition of Total Fixed Pay) to the employee in lieu of the waived off Notice Period. To the extent the Bank does not waive all or part of the Notice Period, the employee shall remain employed throughout the Notice Period (or portion thereof), or payment in lieu of any unserved Notice Period will be recovered from the employee and might attract applicable taxes. All applicable taxes once deducted will not be reversed under any circumstances. In case the last date as per the Notice Period of three (3) months falls on a weekly off or a holiday, the previous working day will be considered as the Last Working Day ("LWD"), further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.

#### **TERMINATION OF EMPLOYMENT**



If you absent yourself without authorized leave for continuous five (5) days, or as per norms of the park which

may change from time to time, or remain absent beyond the period of leave originally granted or subsequently IDFC FIRST Bank Limited (formerly IDFC Bank Limited)





extended by five (5) days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you at the discretion of the Bank , including termination of your employment or considering it as voluntarily abandonment of employment by you and concluding your employment thereof. In case your employment is terminated or concluded under this clause, the Bank shall be entitled to recover from you such amounts as specified in above Clause (**Notice Period**) in lieu of the Notice Period. In addition to the above, the Bank may also claim damages and other reliefs to which it is entitled under contract, law or equity.

- The Bank reserves the right to terminate your employment/ Appointment Letter if your performance is determined to be unsatisfactory (as per the Bank's standards), by giving you a three months (3) prior written notice. In such event, you shall be paid applicable Total Fixed Pay less retirals to which you are entitled as per this Appointment Letter up to the effective date of termination.
- Your services are liable to be terminated without any notice or payment in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, fraud, disloyalty, sexual harassment or any such act of breach of yours that brings disrepute to the Bank, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or make any composition or arrangement with your creditors or non-compliance of any law on your part.
- In the event your employment is terminated by reason of an eventuality caused by (your) death, your beneficiaries will receive further compensation as deemed fit by the Bank which shall be paid to your designated beneficiary/nominee provided. However; in cases, where the nominee details are not provided, the spouse of the employee is considered as the sole nominee for married employees, and parents, as the sole nominee for unmarried employees. Any further settlement from the Bank would be drawn in the nominee's name.
- The Bank has the right to terminate your employment for any reasons other than mentioned in the General Terms and Conditions by giving notice of three (3) months in writing or payment of (3) three months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of Three (3) months' notice.
- You will be covered by the employment rules and regulations including conduct, discipline and administrative
  orders and any such other rules or orders of the Bank that may come in force from time to time. The Bank shall
  have absolute discretion to reject or refuse to accept your resignation in case of staff accountability or
  disciplinary action proceedings are contemplated or pending against you.

## NON CONFLICT OF INTEREST AND NO EXTERNAL EMPLOYMENT

You will not, during your employment with the Bank, except with the specific approval of the Bank, undertake other full time or part time work for remuneration or work that adversely affect your professional image and integrity as an employee of the Bank.

#### **RECEIPT OF PAYMENTS AND BENEFITS FROM THIRD PARTIES**

Subject to the Bank regulations issued and amended from time to time, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of a public interest of transacted (whether or not) by you or on behalf of the Bank. If you or, any member of your family or housiness entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate





commission or other benefit you will forthwith account to the Bank for the amount received or the value of the benefit so obtained.

#### INFORMATION, ASSETS AND SYSTEMS

- When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Bank policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction
- Information Security Compliance: All employees are expected to be aware of their responsibility relating to protection of Information Assets of IDFC FIRST Bank. Accordingly, you are required to familiarise yourself with the Information Security Policies and Procedures at IDFC FIRST Bank and abide by it in spirit and practice.

#### CODE OF CONDUCT AND EXPECTED EMPLOYEE CONDUCT

You are bound by the Bank's Code of Conduct and the bank may implement disciplinary procedure if you fail to comply with the Code of Conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal. You are expected to work, while in the employment with the Bank, punctually and diligently employing your best efforts with honesty and integrity to protect the interest of the Bank and observing at all times the Bank's terms and conditions of employment and the applicable guidelines and regulations.

You are expected to be well groomed and formally dressed at work.

#### **PROFESSIONAL ETHICS & CONFIDENTIALITY:**

- You acknowledge that the business of the Bank is highly competitive and that any information concerning the Bank's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, services and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Bank's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Bank.
- Unauthorized disclosure and use of confidential information constitutes a serious misconduct & the Bank shall be entitled to take appropriate disciplinary and other actions against you including termination of your employment. The disclosure and use of confidential information of the Bank after the termination of your relationship with the Bank shall entitle the Bank to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction". Where disclosure of confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Bank either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.
- You hereby agree that you will not, at any time during or after your employment with the Bank make any unauthorized disclosure of any confidential business information or trade secrets of the Bank, or make any thereof, except for the benefit of and on behalf of, the Bank. Any disclosure which has not been expressly





authorized by the Bank shall be called unauthorized disclosure'.

• During the period of your association with the Bank you will safeguard all matters, documents, manuals etc. relating to the Bank's operations and you will not be permitted to undertake any other business, work of public office, honorary or remunerative, except with the written permission of the Bank in each case.

#### DATA PROTECTION

- The Bank may be required to process, transfer and store your personal and sensitive data in any of the other locations used by the Bank/any of the locations as specified by the Bank.
- By signing this contract, you acknowledge and agree that the Bank is permitted to hold personal information about you as part of our personnel and other business records and that the Bank may use such information in the course of its business.
- You agree that the Bank may disclose such information to third parties in the event that such disclosure is, in our view, required for the proper conduct of our business or that of any associated company. This clause applies to information held, used or disclosed in any medium.

#### INTELLECTUAL PROPERTY:

- For the purposes of this clause, Intellectual property means intellectual property of all kinds including, in
  particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including
  copyright in computer software), confidential information and know-how, database rights, applications for any of
  the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in
  any part of the world.
- If you (whether alone or with others) shall, during your employment with the Bank, make or create an idea, method, invention, discovery, design or develop any and all other work either in the course of providing your services or relating to or capable of being used in those aspects of the businesses of the Bank (hereinafter called "Works") you shall promptly disclose full details thereof to the Bank and irrespective of disclosure or non-disclosure by you, all Works, shall belong exclusively to the Bank and you hereby irrevocably assign the ownership, right, title, interest, ownership of copyrights of such Works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such Works identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works (whether now existing or brought into being in the future).
- The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.
- You shall not (except as provided in this Appointment Letter or as may be necessary in the course of your duties for the Bank) disclose or make use of any Works without the Bank's prior written consent.

#### INDEMNITY

You shall indemnify the Bank against any loss, damage, proceeding which the Bank might suffer due to any wrongful

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acts, mala fide acts, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your employment on such count or the right of the Bank to seek other remedies which the Bank may have to make good the loss or damage.

## FORCE MAJEURE

Notwithstanding anything contained herein, if the regular operations of the Bank are suspended, in full or part, resulting from unforeseen circumstance or general economic conditions or regulatory, governmental or legal restriction /actions, or other general market effects or Acts of God or other cause of similar or different nature including war, outbreak of epidemic or pandemic beyond the control of the Bank, the Bank may suspend the performance of services by you and the payment of compensation herewith, during the continuation of such suspension of operations. In addition to the foregoing the Bank may, by written notice, terminate this Appointment Letter forthwith or change the terms and conditions of this agreement with no further liability whatsoever.

#### NON-SOLICITATION AND RESTRICTIVE COVENANT

- You are committed not to hire anyone or engage in any sort of discussion with an employee of IDFC FIRST Bank or any of its subsidiaries for at least one year from your last working date in IDFC FIRST Bank. This is applicable even during your period of employment whether approached by the employee or officers of IDFC FIRST Bank, or by you or by any other intermediary or by any other means whatsoever. This Covenant further specifically requires that employees or officers of IDFC FIRST Bank or any of its subsidiaries should not be solicited or encouraged to leave IDFC FIRST Bank or any of its subsidiaries to join the organization which you may join in any capacity or any of its subsidiaries, joint ventures, affiliates or associates, for a period of one year from the date of separation from the Bank.
- You agree that during your period of employment with the Bank and for a period of one year from termination or expiration of your employment with the Bank, you shall not solicit or entice, by any means whatsoever any client of the Bank. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person.to transfer from the Bank to you or to your new employer or to any other person or entity; or to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Bank.
- You agree that for a period of six (6) months from termination or expiration of your employment with the Bank, you shall not work at the capacity of Executive or Non-Executive member of the board or any management position of any supplier, vendor or partner of the Bank.

#### **REVOKING THE APPOINTMENT**

- The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.
- In the event of a criminal case being filed against you in your personal capacity, the Bank may, at its discretion, ask you to proceed on leave or suspend your employment till the issue is sorted out and you are acquitted. During this period, you will be paid as per applicable laws. If convicted, your employment with and with drawn. You may also be placed under suspension pending enquiry into the charges of misconducteds of the with edistration.





#### OTHER TERMS AND CONDITIONS:

- Your date of birth mentioned as per PAN card and any other acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.
- As a potential employee and subject to terms and conditions of the appointment, we assume that the submission of documents and details furnished as part of the documentation procedure which includes furnishing your personal, academic and professional details are authentic and self-attested duly The Bank will include these details as a part of your employment information/records as deemed confirmed by you with respect to accuracy and update of the information.
- As an employee you are responsible to provide correct email ID and phone number and all communication/information exchange will happen on the same. The email ID and phone number as provided by you will stand valid for all communication from IDFC FIRST Bank Limited. In case of change in communication information, you are liable to update the same with the Bank within Seven (7) days of such change. Failing which, any communication sent on your last recorded address shall be deemed to have been served on you. The email ID provided by you, until updated with the Bank, shall be considered as one of your unique identification ID.
- During your employment, you will be subject to the service/employment rules, regulations and policy of the Bank applicable from time to time.
- The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your employment.
- Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by the Terms and Conditions of Employment, HR Manual and other policies and procedures of the Bank as presently applicable and as may be introduced or amended from time to time.
- You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of the Bank.
- You shall not do anything or cause to do anything, which shall bring dishonor and/or disrepute to the Bank or engage in unlawful/immoral activities.
- If at any time you are involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Bank the details thereof.
- You shall not at any time use your association with the Bank to gain unfair advantage for personal purposes.
- You shall follow all directions, instructions, guidelines and policies of the Bank issued from time to time in discharge of your duties.
- In addition to the terms and conditions mentioned herein, you hereby agree that you have read and understood and shall be abided by the 'Terms and Conditions of Employment 'as available on the intranet portal and your joining portal and as may be amended from time to time by the Bank at its sole discretion.

## WARRANTY

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this letter.





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- The terms and conditions of the Appointment Letter are subject to revision and change by the Bank, without notice. The revised terms and conditions shall be applicable and abided by all the employees, effective from the date of revision or change.
- The present designation and terms of services including your emoluments are subject to change depending upon work assignment from time to time

# DURATION/VALIDITY OF THE APPOINTMENT LETTER:

- If this Appointment Letter is not accepted by applicant within Five (5) days of receiving the letter, it shall stand revoked, at the discretion of the Bank, and all terms and conditions considered null and void, and neither party shall have any obligation in relation thereto.
- It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.
- If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

## GOVERNING LAW

The interpretation and enforcement of this contract shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

## Accepted & Agreed:

Signature: Date:







## Name: SHIVAPRASAD R E

Date: 27-Mar-2021 Company ID: 162498

#### OUR EMPLOYEE VALUE PROPOSITION

Congratulations! We are delighted to welcome you to the IDFC FIRST Bank family.

At the IDFC FIRST Bank we aim at giving each employee an opportunity to succeed. You are an integral part of our growth story and our success stories are now intertwined.

There's a lot to learn with us, not only the work but also about our culture and values. Our employee value proposition below portrays the value and experience you will gain by working at our bank.

#### Be part of a winning team.

Drive change with cutting edge technology.

Join a work force that is high on integrity.

Be where growth is not just a number.

Make a social impact, make a difference to the society.

Be dynamic, agile, responsive, bold, disruptive.

We invite you to contribute to building the world's best bank right here in India!

We are excited about you joining the bank and wish you great success in your new role.

Warm Regards

Deepika Mahajan Head Talent Acquisition and Employer Branding Human Resource Department. IDFC FIRST BANK LTD.







#### Annexure 3

# PRE JOINING DOCUMENT CHECKLIST

## (TO BE UPLOADED ON THE IDFC FIRST BANK HR SYSTEM)

S.No	Document Name	Acceptable Proof
1	Permanent Address Proof	Passport/Driving License/Voters Id Card
2	Current Address Proof (if different from permanent address)	Passbook/Rent Agreement
3	Cancelled Cheque for Alternate Bank Account	If cheque book is not available, copy of the passbook with account number and address can be submitted
4	Employment Documents (Only for experienced candidates)	Relieving Letter/ Experience letter required for all the employments mentioned on the resume. Kindly note that, relieving letter for the last employment is required to be submitted within 45 days of joining.
5	Education Documents	Mark sheets and certificates for all relevant qualifications, as mentioned on the resume
6	Resignation proof for last employment (Only for experienced candidates)	Scanned copy of resignation proof/Resignation Email/ System Screenshot of resignation submission
7	Photo	High resolution clear passport size photograph with white background is required. This will be printed on your ID card
8	Driving License (Only for ca	Driving License copy can be uploaded
9	Insurance Book (Only for ca	Copy of the insurance book can be uploaded
10	RC Book (Only for candidat	RC Book copy can be uploaded. In case, you do not own a vehicle, an authority letter is to be Navigation: Me > Onboarding
11	Accepted Copy of the Appoint	I tment Letter with signature of the applicant and acceptance date





# PRIVATE AND CONFIDENTIAL

Reference No. - 1384045342 Applicant ID - 4380778

24-Mar-2021

AMRUT MORE

Dear AMRUT,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Bao Tove Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



# PRIVATE AND CONFIDENTIAL

Reference No. - 1384045342 Applicant ID - 4380778

24-Mar-2021

AMRUT MORE

Dear AMRUT,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in CORPORATE EMP SOLUTIONS GROUP at BANGALORE - HOODI.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 10-Apr-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) Professional Ethics & Confidentiality: While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) IT Security Practice & Procedures: While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Secti Baros Torres Near Chakli Offe PRAR Old Padra Road Vadodara 390 007, India.



:2:

# Reference No. - 1384045342 AMRUT MORE

 Notice Period: In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- Joining Competitor: In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation
  of your services in future, due to any reason whatsoever, you shall, for a period of six months
  from the date of such cessation, directly or indirectly, either on your own accord or on behalf
  or in conjunction with any other person/s, firm or company refrain/desist from canvassing or
  soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their
  current employment with the Bank/Group Companies/Business Partners to join the services
  of your new employer/firm/company or any other competitor of the Bank/Group
  Companies/Business Partners. Any act in contravention of the above provision shall entail
  initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Bar Towe Near Chakli Offeerar Old Padra Road Vadodara 390 007, India.



:3:

# Reference No. - 1384045342 AMRUT MORE

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notifv anv outcome of such complaint like filina of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

# **ICICI Bank Limited**

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ci Bart Torres Near Chakli Offerer RAR Old Padra Road Vadodara 390 007, India.



# Reference No. - 1384045342 AMRUT MORE

- General:
  - Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.

:4

- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Amit Anand Business HR Manager

Digitally signed by AMIT ANAND Date: 2021.03.24 23:35:13 +05:30 Reason: Offer Letter I have careful minute terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref Back Towe Near Chakli Offererar Old Padra Road, Vadodara 390 007, India.



:5:

Reference No. - 1384045342 AMRUT MORE

# Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,44,000/- (Rupees One Lakh Forty Four Thousand only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 42,000/- (Rupees Forty Two Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

• You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref Bar Towe Near Chakli Are Bran Registrar Old Padra Road Vadodara 390 007, India.



:6:

# Reference No. - 1384045342 AMRUT MORE

# Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by AMIT ANAND Date: 2021.03.24 23:35:13 +05:30 Reason: Offer Letter Location: Mumbai Signature of Applicant

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012





# JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

#### URL: https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx

Username: Registered email id or Applicant id

**Password**: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password "option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Set Back Tower Near Chakli Office RAR Old Padra Road, Vadodara 390 007, India.



**Remuneration Details** 

#### Name : AMRUT MORE

#### **Position:** Assistant Manager **Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
Total	23,550	2,82,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	25,933	3,11,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	28,183	3,38,196

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

#### Date: 24-Mar-2021

Digitally signed by AMIT ANAND Date: 2021.03.24 23:35:13 +05:30 Reason: Offer Letter Location: Mumbai

#### **ICICI Bank Limited**

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Barst Torres Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



Reference No. - 1384045292 Applicant ID - 4381045

23-Mar-2021

HARSHITHA MANJUNATHA

Dear HARSHITHA,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref Bar Towe Near Chakli Are Bran Registrar Old Padra Road Vadodara 390 007, India.



Reference No. - 1384045292 Applicant ID - 4381045

23-Mar-2021

HARSHITHA MANJUNATHA

Dear HARSHITHA,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in WEALTH MANAGEMENT at BENGALURU - RICHARDS TOWN\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Apr-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) Professional Ethics & Confidentiality: While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) IT Security Practice & Procedures: While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Back Toxe, Near Chakli Offe RAR Old Padra Road, Vadodara 390 007, India.



:2:

# Reference No. - 1384045292

HARSHITHA MANJUNATHA

 Notice Period: In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- Joining Competitor: In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation
  of your services in future, due to any reason whatsoever, you shall, for a period of six months
  from the date of such cessation, directly or indirectly, either on your own accord or on behalf
  or in conjunction with any other person/s, firm or company refrain/desist from canvassing or
  soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their
  current employment with the Bank/Group Companies/Business Partners to join the services
  of your new employer/firm/company or any other competitor of the Bank/Group
  Companies/Business Partners. Any act in contravention of the above provision shall entail
  initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Bar Towe Near Chakli Offeerar Old Padra Road Vadodara 390 007, India.



:3:

**Reference No. - 1384045292** HARSHITHA MANJUNATHA

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notifv anv outcome of such complaint like filina of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

# **ICICI Bank Limited**

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Bars Tover Near Chakli Offererar Old Padra Road Vadodara 390 007, India.



:4

Reference No. - 1384045292

HARSHITHA MANJUNATHA

- General:
  - Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
  - You will be bound by the Rules and Regulations of the Bank.
  - You will keep us informed of any change in your residential address.
  - Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Amit Anand Business HR Manager

Digitally signed by AMIT ANAND Date: 2021.03.23 22:24:14 +05:30 Reason: Offer Letter I have chiefer and would like to confirm my acceptance.

Signature of Applicant

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Baron Town Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



:5:

Reference No. - 1384045292 HARSHITHA MANJUNATHA

#### Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,44,000/- (Rupees One Lakh Forty Four Thousand only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 42,000/- (Rupees Forty Two Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

• You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref Bar Towe Near Chakli Are Bran Registrar Old Padra Road Vadodara 390 007, India.



:6:

**Reference No. - 1384045292** HARSHITHA MANJUNATHA

#### Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by AMIT ANAND Date: 2021.03.23 22:24:14 +05:30 Reason: Offer Letter Location: Mumbai Signature of Applicant

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012





# JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

#### URL: https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx

Username: Registered email id or Applicant id

**Password**: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password "option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Set Back Tower Near Chakli Office RAR Old Padra Road, Vadodara 390 007, India.



#### **Remuneration Details**

# Name : HARSHITHA MANJUNATHA Position: Assistant Manager Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
Total	23,550	2,82,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	25,933	3,11,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	28,183	3,38,196

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 23-Mar-2021

Digitally signed by AMIT ANAND Date: 2021.03.23 22:24:14 +05:30 Reason: Offer Letter Location: Mumbai

#### **ICICI Bank Limited**

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Back Torres Near Chakli Offererar Old Padra Road Vadodara 390 007, India.



Reference No. - 1384058247 Applicant ID - 4380914

25-Mar-2021

Tejaswini M

Dear Tejaswini,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Barst Towe Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



Reference No. - 1384058247 Applicant ID - 4380914

25-Mar-2021

Tejaswini M

Dear Tejaswini,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in CORPORATE EMP SOLUTIONS GROUP at BENGALURU - INFOSYS.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Apr-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) Professional Ethics & Confidentiality: While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) IT Security Practice & Procedures: While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Back Toxe, Near Chakli Offe RAR Old Padra Road, Vadodara 390 007, India.



:2:

## Reference No. - 1384058247

Tejaswini M

 Notice Period: In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- Joining Competitor: In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation
  of your services in future, due to any reason whatsoever, you shall, for a period of six months
  from the date of such cessation, directly or indirectly, either on your own accord or on behalf
  or in conjunction with any other person/s, firm or company refrain/desist from canvassing or
  soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their
  current employment with the Bank/Group Companies/Business Partners to join the services
  of your new employer/firm/company or any other competitor of the Bank/Group
  Companies/Business Partners. Any act in contravention of the above provision shall entail
  initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Bar Towe Near Chakli Offererar Old Padra Road Vadodara 390 007, India.



:3:

# Reference No. - 1384058247

Tejaswini M

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notifv anv outcome of such complaint like filina of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

# **ICICI Bank Limited**

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Bars Tover Near Chakli Offererar Old Padra Road Vadodara 390 007, India.



#### Reference No. - 1384058247

Tejaswini M

- General:
  - Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
  - You will be bound by the Rules and Regulations of the Bank.
  - You will keep us informed of any change in your residential address.
  - Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Amit Anand Business HR Manager

Digitally signed by AMIT ANAND Date: 2021.03.25 21:44:38 +05:30 Reason: Offer Letter I have cherefy minute terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Baos Tore Near Chakli Office, RAR Old Padra Road, Vadodara 390 007, India.

:4



:5:

**Reference No. - 1384058247** Tejaswini M

#### Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,44,000/- (Rupees One Lakh Forty Four Thousand only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 42,000/- (Rupees Forty Two Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

• You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Set Barst Tovier Near Chakli Offererar Old Padra Road, Vadodara 390 007, India.



:6:

#### Reference No. - 1384058247

Tejaswini M

#### Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by AMIT ANAND Date: 2021.03.25 21:44:38 +05:30 Reason: Offer Letter Location: Mumbai Signature of Applicant

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012





# JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

#### URL: https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx

Username: Registered email id or Applicant id

**Password**: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password "option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Set Back Tower Near Chakli Office RAR Old Padra Road, Vadodara 390 007, India.



**Remuneration Details** 

#### Name : Tejaswini M Position: Assistant Manager Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
Total	23,550	2,82,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	25,933	3,11,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	28,183	3,38,196

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 25-Mar-2021

Digitally signed by AMIT ANAND Date: 2021.03.25 21:44:38 +05:30 Reason: Offer Letter Location: Mumbai

#### **ICICI Bank Limited**

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Barst Torres Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



Reference No. - 1384005940 Applicant ID - 4380675

24-Mar-2021

P VILAS

Dear P,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Bao Tove Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



Reference No. - 1384005940 Applicant ID - 4380675

24-Mar-2021

P VILAS

Dear P,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at BENGALURU - BELANDUR VILLAG\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Apr-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) Professional Ethics & Confidentiality: While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) IT Security Practice & Procedures: While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Secti Baros Tower Near Chakli Offe Rar Old Padra Road Vadodara 390 007, India.



:2:

# Reference No. - 1384005940

P VILAS

 Notice Period: In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- Joining Competitor: In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation
  of your services in future, due to any reason whatsoever, you shall, for a period of six months
  from the date of such cessation, directly or indirectly, either on your own accord or on behalf
  or in conjunction with any other person/s, firm or company refrain/desist from canvassing or
  soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their
  current employment with the Bank/Group Companies/Business Partners to join the services
  of your new employer/firm/company or any other competitor of the Bank/Group
  Companies/Business Partners. Any act in contravention of the above provision shall entail
  initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

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:3:

# Reference No. - 1384005940

P VILAS

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notifv anv outcome of such complaint like filina of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

# **ICICI Bank Limited**

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Bars Tover Near Chakli Offererar Old Padra Road Vadodara 390 007, India.



#### Reference No. - 1384005940

P VILAS

- General:
  - Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.

:4

- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Amit Anand Business HR Manager

Digitally signed by AMIT ANAND Date: 2021.03.24 22:53:37 +05:30 Reason: Offer Letter I have charge in the offer and would like to confirm my acceptance.

Signature of Applicant

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Baos Tore Near Chakli Office, RAR Old Padra Road, Vadodara 390 007, India.



:5:

Reference No. - 1384005940 P VILAS

#### Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,44,000/- (Rupees One Lakh Forty Four Thousand only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 42,000/- (Rupees Forty Two Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

• You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref Bar Towe Near Chakli Are Bran Registrar Old Padra Road Vadodara 390 007, India.



:6:

# Reference No. - 1384005940

P VILAS

# Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by AMIT ANAND Date: 2021.03.24 22:53:37 +05:30 Reason: Offer Letter Location: Mumbai Signature of Applicant

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012

Regd. Office : 98 Ba Near Chakli CREGISTRAR Old Padra Road, Vadodara 390 007, India.



# JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

#### URL: https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx

Username: Registered email id or Applicant id

**Password**: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password "option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Set Back Tower Near Chakli Office RAR Old Padra Road, Vadodara 390 007, India.



#### **Remuneration Details**

# Name : P VILAS Position: Assistant Manager Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
Total	23,550	2,82,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	25,933	3,11,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	28,183	3,38,196

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 24-Mar-2021

Digitally signed by AMIT ANAND Date: 2021.03.24 22:53:37 +05:30 Reason: Offer Letter Location: Mumbai

#### ICICI Bank Limited

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Barst Torres Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



Reference No. - 1384058238 Applicant ID - 4380875

23-Mar-2021

NIDESH MN

Dear NIDESH,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Bao Tove Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



Reference No. - 1384058238 Applicant ID - 4380875

23-Mar-2021

NIDESH MN

Dear NIDESH,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at MANGALORE - RAO ROAD\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Apr-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) Professional Ethics & Confidentiality: While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) IT Security Practice & Procedures: While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Secti Baros Tower Near Chakli Offe Rar Old Padra Road Vadodara 390 007, India.



:2:

#### Reference No. - 1384058238 NIDESH MN

 Notice Period: In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- Joining Competitor: In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation
  of your services in future, due to any reason whatsoever, you shall, for a period of six months
  from the date of such cessation, directly or indirectly, either on your own accord or on behalf
  or in conjunction with any other person/s, firm or company refrain/desist from canvassing or
  soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their
  current employment with the Bank/Group Companies/Business Partners to join the services
  of your new employer/firm/company or any other competitor of the Bank/Group
  Companies/Business Partners. Any act in contravention of the above provision shall entail
  initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Bar Towe Near Chakli Offeerar Old Padra Road Vadodara 390 007, India.



:3:

#### Reference No. - 1384058238 NIDESH MN

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notifv anv outcome of such complaint like filina of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

# **ICICI Bank Limited**

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Bars Tover Near Chakli Offererar Old Padra Road Vadodara 390 007, India.



#### Reference No. - 1384058238 NIDESH MN

- General:
  - Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
  - You will be bound by the Rules and Regulations of the Bank.
  - You will keep us informed of any change in your residential address.
  - Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Amit Anand Business HR Manager

Digitally signed by AMIT ANAND Date: 2021.03.23 22:24:43 +05:30 Reason: Offer Letter I have charge with the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Baros Tove Near Chakli Are Registrar Old Padra Road, Vadodara 390 007, India.

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:5:

Reference No. - 1384058238 NIDESH MN

#### Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,20,000/- (Rupees One Lakh Twenty Thousand only) per annum. Supplementary allowance will include –Conveyance
   / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 42,000/- (Rupees Forty Two Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

• You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref Bar Towe Near Chakli Are Bran Registrar Old Padra Road Vadodara 390 007, India.



:6:

#### Reference No. - 1384058238 NIDESH MN

#### Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by AMIT ANAND Date: 2021.03.23 22:24:43 +05:30 Reason: Offer Letter Location: Mumbai Signature of Applicant

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012

Regd. Office : 98 Ba Near Chakli CREGISTRAR Old Padra Road, Vadodara 390 007, India.



## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

## URL: https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx

Username: Registered email id or Applicant id

**Password**: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password "option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Set Back Tower Near Chakli Office RAR Old Padra Road, Vadodara 390 007, India.



**Remuneration Details** 

## Name : NIDESH MN Position: Assistant Manager Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	10,000	1,20,000
Superannuation Allowance **	1050.00	12,600
Total	21,550	2,58,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	23,933	2,87,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	26,183	3,14,196

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 23-Mar-2021

Digitally signed by AMIT ANAND Date: 2021.03.23 22:24:43 +05:30 Reason: Offer Letter Location: Mumbai

## **ICICI Bank Limited**

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Barst Torres Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



Reference No. - 1384045316 Applicant ID - 4380948

24-Mar-2021

MANJUNATH D

Dear MANJUNATH,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Bao Tove Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



Reference No. - 1384045316 Applicant ID - 4380948

24-Mar-2021

MANJUNATH D

Dear MANJUNATH,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in WEALTH MANAGEMENT at BENGALURU-INDIRA NAGAR 12 MAIN.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Apr-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) Professional Ethics & Confidentiality: While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) IT Security Practice & Procedures: While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : RC i Bao Tove Near Chakli Offer,RAR Old Padra Road Vadodara 390 007, India.



:2:

## Reference No. - 1384045316 MANJUNATH D

 Notice Period: In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- Joining Competitor: In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation
  of your services in future, due to any reason whatsoever, you shall, for a period of six months
  from the date of such cessation, directly or indirectly, either on your own accord or on behalf
  or in conjunction with any other person/s, firm or company refrain/desist from canvassing or
  soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their
  current employment with the Bank/Group Companies/Business Partners to join the services
  of your new employer/firm/company or any other competitor of the Bank/Group
  Companies/Business Partners. Any act in contravention of the above provision shall entail
  initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Bad Tower Near Chakli Offeerar Old Padra Road Vadodara 390 007, India.



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## Reference No. - 1384045316 MANJUNATH D

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notifv anv outcome of such complaint like filina of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

## **ICICI Bank Limited**

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : SCI Bart Tover Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



:4

#### Reference No. - 1384045316 MANJUNATH D

- General:
  - Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
  - You will be bound by the Rules and Regulations of the Bank.
  - You will keep us informed of any change in your residential address.
  - Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Amit Anand Business HR Manager

Digitally signed by AMIT ANAND Date: 2021.03.25 00:27:45 +05:30 Reason: Offer Letter I have charge in the conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Baros Tove Near Chakli Are Registrar Old Padra Road, Vadodara 390 007, India.



:5:

Reference No. - 1384045316 MANJUNATH D

#### Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,44,000/- (Rupees One Lakh Forty Four Thousand only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 42,000/- (Rupees Forty Two Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

• You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref Bar Towe Near Chakli Are Bran Registrar Old Padra Road Vadodara 390 007, India.



:6:

#### Reference No. - 1384045316 MANJUNATH D

## Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by AMIT ANAND Date: 2021.03.25 00:27:45 +05:30 Reason: Offer Letter Location: Mumbai Signature of Applicant

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012





## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

## URL: https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx

Username: Registered email id or Applicant id

**Password**: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password "option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Set Back Tower Near Chakli Office RAR Old Padra Road, Vadodara 390 007, India.



**Remuneration Details** 

## Name : MANJUNATH D Position: Assistant Manager Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
Total	23,550	2,82,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	25,933	3,11,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	28,183	3,38,196

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 24-Mar-2021

Digitally signed by AMIT ANAND Date: 2021.03.25 00:27:45 +05:30 Reason: Offer Letter Location: Mumbai

## **ICICI Bank Limited**

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Barst Torres Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



Reference No. - 1384045303 Applicant ID - 4429112

23-Mar-2021

satish reddy

Dear satish,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Bao Tove Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



Reference No. - 1384045303 Applicant ID - 4429112

23-Mar-2021

satish reddy

Dear satish,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in WEALTH MANAGEMENT at BENGALURU - RICHARDS TOWN\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Apr-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) Professional Ethics & Confidentiality: While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) IT Security Practice & Procedures: While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Baron Torres Near Chakli Offe RAR Old Padra Road Vadodara 390 007, India.



:2:

## Reference No. - 1384045303

satish reddy

 Notice Period: In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- Joining Competitor: In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation
  of your services in future, due to any reason whatsoever, you shall, for a period of six months
  from the date of such cessation, directly or indirectly, either on your own accord or on behalf
  or in conjunction with any other person/s, firm or company refrain/desist from canvassing or
  soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their
  current employment with the Bank/Group Companies/Business Partners to join the services
  of your new employer/firm/company or any other competitor of the Bank/Group
  Companies/Business Partners. Any act in contravention of the above provision shall entail
  initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Bar Towe Near Chakli Offererar Old Padra Road Vadodara 390 007, India.



:3:

# Reference No. - 1384045303 satish reddy

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notifv anv outcome of such complaint like filina of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

## **ICICI Bank Limited**

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : SCI Bart Tover Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



:4

## Reference No. - 1384045303

satish reddy

- General:
  - Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
  - You will be bound by the Rules and Regulations of the Bank.
  - You will keep us informed of any change in your residential address.
  - Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Amit Anand Business HR Manager

Digitally signed by AMIT ANAND Date: 2021.03.23 20:56:32 +05:30 Reason: Offer Letter I have charge in the conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Bath Towe Near Chakli Office RAR Old Padra Road, Vadodara 390 007, India.



:5:

Reference No. - 1384045303 satish reddy

#### Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,44,000/- (Rupees One Lakh Forty Four Thousand only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 42,000/- (Rupees Forty Two Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

• You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref Bar Towe Near Chakli Are Bran Registrar Old Padra Road Vadodara 390 007, India.



:6:

#### Reference No. - 1384045303 satish reddy

## Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by AMIT ANAND Date: 2021.03.23 20:56:32 +05:30 Reason: Offer Letter Location: Mumbai Signature of Applicant

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012





## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

## URL: https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx

Username: Registered email id or Applicant id

**Password**: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password "option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Set Back Tower Near Chakli Office RAR Old Padra Road, Vadodara 390 007, India.



**Remuneration Details** 

## Name : satish reddy Position: Assistant Manager Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
Total	23,550	2,82,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	25,933	3,11,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	28,183	3,38,196

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 23-Mar-2021

Digitally signed by AMIT ANAND Date: 2021.03.23 20:56:32 +05:30 Reason: Offer Letter Location: Mumbai

## **ICICI Bank Limited**

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Barst Torres Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



Reference No. - 1384038657 Applicant ID - 4380987

25-Mar-2021

NARENDRA BABU K N

Dear NARENDRA,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Bao Tove Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



Reference No. - 1384038657 Applicant ID - 4380987

25-Mar-2021

NARENDRA BABU K N

Dear NARENDRA,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at BENGALURU - AMRUTHAHALLI\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Apr-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) Professional Ethics & Confidentiality: While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) IT Security Practice & Procedures: While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Baron Torres Near Chakli Offe RAR Old Padra Road Vadodara 390 007, India.



:2:

## Reference No. - 1384038657

NARENDRA BABU K N

 Notice Period: In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- Joining Competitor: In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation
  of your services in future, due to any reason whatsoever, you shall, for a period of six months
  from the date of such cessation, directly or indirectly, either on your own accord or on behalf
  or in conjunction with any other person/s, firm or company refrain/desist from canvassing or
  soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their
  current employment with the Bank/Group Companies/Business Partners to join the services
  of your new employer/firm/company or any other competitor of the Bank/Group
  Companies/Business Partners. Any act in contravention of the above provision shall entail
  initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Bar Towe Near Chakli Offererar Old Padra Road Vadodara 390 007, India.



:3:

Reference No. - 1384038657 NARENDRA BABU K N

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will outcome filina notifv anv of such complaint like of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

## **ICICI Bank Limited**

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : SCI Bart Tover Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



:4

Reference No. - 1384038657

NARENDRA BABU K N

- General:
  - Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
  - You will be bound by the Rules and Regulations of the Bank.
  - You will keep us informed of any change in your residential address.
  - Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Amit Anand Business HR Manager

Digitally signed by AMIT ANAND Date: 2021.03.25 09:51:56 +05:30 Reason: Offer Letter I have defend with the conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Registration Near Chakli Office, RAR Old Padra Road, Vadodara 390 007, India.



:5:

Reference No. - 1384038657 NARENDRA BABU K N

#### Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,44,000/- (Rupees One Lakh Forty Four Thousand only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 42,000/- (Rupees Forty Two Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

• You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref Bar Towe Near Chakli Are Bran Registrar Old Padra Road Vadodara 390 007, India.



:6:

Reference No. - 1384038657 NARENDRA BABU K N

#### Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by AMIT ANAND Date: 2021.03.25 09:51:56 +05:30 Reason: Offer Letter Location: Mumbai Signature of Applicant

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012





## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

## URL: https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx

Username: Registered email id or Applicant id

**Password**: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password "option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Set Back Tower Near Chakli Office RAR Old Padra Road, Vadodara 390 007, India.



#### **Remuneration Details**

Name : NARENDRA BABU K N Position: Assistant Manager Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
Total	23,550	2,82,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	25,933	3,11,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	28,183	3,38,196

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

#### Date: 25-Mar-2021

Digitally signed by AMIT ANAND Date: 2021.03.25 09:51:56 +05:30 Reason: Offer Letter Location: Mumbai

## ICICI Bank Limited

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Barst Torres Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



Reference No. - 1384045252 Applicant ID - 4381370

23-Mar-2021

Lavanya BM

Dear Lavanya,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Barst Towe Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.



Reference No. - 1384045252 Applicant ID - 4381370

23-Mar-2021

Lavanya BM

Dear Lavanya,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at MYSORE - HOOTAGALI INFOSYS\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Apr-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) Professional Ethics & Confidentiality: While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) IT Security Practice & Procedures: While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Baron Torres Near Chakli Offe RAR Old Padra Road Vadodara 390 007, India.



:2:

## Reference No. - 1384045252

Lavanya BM

 Notice Period: In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- Joining Competitor: In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation
  of your services in future, due to any reason whatsoever, you shall, for a period of six months
  from the date of such cessation, directly or indirectly, either on your own accord or on behalf
  or in conjunction with any other person/s, firm or company refrain/desist from canvassing or
  soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their
  current employment with the Bank/Group Companies/Business Partners to join the services
  of your new employer/firm/company or any other competitor of the Bank/Group
  Companies/Business Partners. Any act in contravention of the above provision shall entail
  initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Bad Tower Near Chakli Offeerar Old Padra Road Vadodara 390 007, India.



:3:

#### Reference No. - 1384045252 Lavanya BM

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notifv anv outcome of such complaint like filina of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
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      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

## **ICICI Bank Limited**

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\_\_\_\_

## Reference No. - 1384045252

Lavanya BM

- General:
  - Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.

:4

- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Amit Anand Business HR Manager

Digitally signed by AMIT ANAND Date: 2021.03.24 02:25:21 +05:30 Reason: Offer Letter I have defend with the conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Baros Tove Near Chakli Are Registrar Old Padra Road, Vadodara 390 007, India.



:5:

Reference No. - 1384045252 Lavanya BM

#### Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,20,000/- (Rupees One Lakh Twenty Thousand only) per annum. Supplementary allowance will include –Conveyance
   / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 42,000/- (Rupees Forty Two Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

• You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref Bar Towe Near Chakli Are Bran Registrar Old Padra Road Vadodara 390 007, India.



:6:

Reference No. - 1384045252 Lavanya BM

## Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by AMIT ANAND Date: 2021.03.24 02:25:21 +05:30 Reason: Offer Letter Location: Mumbai Signature of Applicant

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012





# JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

#### URL: https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx

Username: Registered email id or Applicant id

**Password**: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password "option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Set Back Tower Near Chakli Office RAR Old Padra Road, Vadodara 390 007, India.



**Remuneration Details** 

# Name : Lavanya BM Position: Assistant Manager Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	10,000	1,20,000
Superannuation Allowance **	1050.00	12,600
Total	21,550	2,58,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	23,933	2,87,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	26,183	3,14,196

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 23-Mar-2021

Digitally signed by AMIT ANAND Date: 2021.03.24 02:25:21 +05:30 Reason: Offer Letter Location: Mumbai

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Back Torres Near Chakli Office, RAR Old Padra Road, Vadodara 390 007, India.



Reference No. - 1384045301 Applicant ID - 4381006

23-Mar-2021

Rashmi N

Dear Rashmi,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Barst Toxie Near Chakli Office RAR Old Padra Road, Vadodara 390 007, India.



Reference No. - 1384045301 Applicant ID - 4381006

23-Mar-2021

Rashmi N

Dear Rashmi,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in WEALTH MANAGEMENT at BENGALURU -JP NGR 5TH PHASE\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Apr-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) Professional Ethics & Confidentiality: While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) IT Security Practice & Procedures: While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited** 

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:2:

# Reference No. - 1384045301

Rashmi N

Notice Period: In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- Transfer: The Bank shall have the right to transfer/depute you to any of its offices or ICICI • group companies in India and abroad.
- Joining Competitor: In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**ICICI Bank Limited ICICI Bank Towers** Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012

Regd. Office : 98 Near Chakli CREGISTRAR Old Padra Road, Vadodara 390 007, India.



:3:

#### Reference No. - 1384045301 Rashmi N

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notifv anv outcome of such complaint like filina of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

# **ICICI Bank Limited**

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## Reference No. - 1384045301

Rashmi N

- General:
  - Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.

:4

- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Amit Anand Business HR Manager

Digitally signed by AMIT ANAND Date: 2021.03.24 01:56:44 +05:30 Reason: Offer Letter I have charge in the offer and would like to confirm my acceptance.

Signature of Applicant

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Baos Tore Near Chakli Office, RAR Old Padra Road, Vadodara 390 007, India.



:5:

Reference No. - 1384045301 Rashmi N

#### Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,44,000/- (Rupees One Lakh Forty Four Thousand only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 42,000/- (Rupees Forty Two Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

• You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

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:6:

#### Reference No. - 1384045301 Rashmi N

#### Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by AMIT ANAND Date: 2021.03.24 01:56:44 +05:30 Reason: Offer Letter Location: Mumbai Signature of Applicant

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012

Regd. Office : 98 Ba Near Chakli CREGISTRAR Old Padra Road, Vadodara 390 007, India.



# JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

#### URL: https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx

Username: Registered email id or Applicant id

**Password**: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password "option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Set Back Tower Near Chakli Office RAR Old Padra Road, Vadodara 390 007, India.



**Remuneration Details** 

# Name : Rashmi N Position: Assistant Manager Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
Total	23,550	2,82,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	25,933	3,11,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	28,183	3,38,196

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 23-Mar-2021

Digitally signed by AMIT ANAND Date: 2021.03.24 01:56:44 +05:30 Reason: Offer Letter Location: Mumbai

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Back Torres Near Chakli Office, RAR Old Padra Road, Vadodara 390 007, India.



Reference No. - 1384045329 Applicant ID - 4379960

24-Mar-2021

AJAY G

Dear AJAY,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Bao Tove Near Chakli Office Ref Ran Old Padra Road Vadodara 390 007, India.



Reference No. - 1384045329 Applicant ID - 4379960

24-Mar-2021

AJAY G

Dear AJAY,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in CORPORATE EMP SOLUTIONS GROUP at BLR-BANGALORE - INFOSYS SEZ.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Apr-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) Professional Ethics & Confidentiality: While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) IT Security Practice & Procedures: While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s

# **ICICI Bank Limited**

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : RC i Bao Tove Near Chakli Offer,RAR Old Padra Road Vadodara 390 007, India.



of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

# Reference No. - 1384045329 AJAY G

• Notice Period: In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

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- Please note that during the course of your services with the Bank or in the event of cessation
  of your services in future, due to any reason whatsoever, you shall, for a period of six months
  from the date of such cessation, directly or indirectly, either on your own accord or on behalf
  or in conjunction with any other person/s, firm or company refrain/desist from canvassing or
  soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their
  current employment with the Bank/Group Companies/Business Partners to join the services
  of your new employer/firm/company or any other competitor of the Bank/Group
  Companies/Business Partners. Any act in contravention of the above provision shall entail
  initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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:3:

#### **Reference No. - 1384045329** AJAY G

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will outcome notifv anv of such complaint like filina of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
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    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
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# Reference No. - 1384045329

AJAY G

- General:
  - Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.

:4

- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Amit Anand Business HR Manager

Digitally signed by AMIT ANAND Date: 2021.03.24 23:41:53 +05:30 Reason: Offer Letter I have cherefy minute terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Ref i Baros Tove Near Chakli Are Registrar Old Padra Road, Vadodara 390 007, India.



:5:

**Reference No. - 1384045329** AJAY G

#### Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,44,000/- (Rupees One Lakh Forty Four Thousand only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 42,000/- (Rupees Forty Two Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

• You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

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:6:

#### Reference No. - 1384045329 AJAY G

#### Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by AMIT ANAND Date: 2021.03.24 23:41:53 +05:30 Reason: Offer Letter Location: Mumbai Signature of Applicant

**ICICI Bank Limited** 

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012

Regd. Office : 98 Ba Near Chakli CREGISTRAR Old Padra Road, Vadodara 390 007, India.



# JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

#### URL: https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx

Username: Registered email id or Applicant id

**Password**: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password "option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

ICICI Bank Limited ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India.

Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012





#### **Remuneration Details**

# Name : AJAY G Position: Assistant Manager Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
Total	23,550	2,82,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	25,933	3,11,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	28,183	3,38,196

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 24-Mar-2021

Digitally signed by AMIT ANAND Date: 2021.03.24 23:41:53 +05:30 Reason: Offer Letter Location: Mumbai

#### **ICICI Bank Limited**

ICICI Bank Towers Bandra-Kurla Complex Mumbai 400 051, India. Tel.: (91-22) 2653 1414 Fax: (91-22) 2653 1122 Website www.icicibank.com CIN.: L65190GJ1994PLC021012 Regd. Office : Sec. Barst Torres Near Chakli Office RAR Old Padra Road Vadodara 390 007, India.