



of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 

The Registrar's signature is written in green ink. To its right is a circular blue seal with the text 'PRESIDENCY UNIVERSITY BANGALORE' around the perimeter and 'Registrar' in the center.



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Mohammed Noeman,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear K Sai Charan,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

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shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

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## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I K Sai Charan,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

*Sai Charan*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
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<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

Dear Dharmendra M,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

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Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  


Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 

The Registrar's signature is written in green ink. To its right is a circular blue stamp with the text 'PRESIDENCY UNIVERSITY BANGALORE' around the perimeter and 'Registrar' in the center.



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 F5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Dharmendra M,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  
The seal is circular with a blue border. The text 'PRESIDENCY UNIVERSITY' is written along the top inner edge, and 'BANGALORE' is written along the bottom inner edge. In the center, the word 'Registrar' is written in a blue, serif font.



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

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Name

  
REGISTRAR  


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THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

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<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Deepak R,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

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REGISTRAR  




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REGISTRAR  


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As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
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- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
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## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
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6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Deepak R,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

*Sanu*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Sam Sanjith Calvin B,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
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## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
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Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

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You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

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Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

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You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

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The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
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## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Sam Sanjith Calvin B,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Mohammed Usman Nihal,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically . We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

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Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

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6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Mohammed Usman Nihal,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 

The Registrar's signature is written in green ink. To its right is a circular blue stamp with the text 'PRESIDENCY UNIVERSITY REGISTRAR BANGALORE' around the perimeter and a star on each side.



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
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4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Likhith Kumar J,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
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## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Likhith Kumar J,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

*Likhith Kumar J*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear A Sai Nithin,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

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When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


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Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

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REGISTRAR  




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The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

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- Do not disclose personal data without authority

  
REGISTRAR  


- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

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of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

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## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I A Sai Nithin,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Kartik A Tondi,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority



- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 

The Registrar's signature is written in green ink. To its right is a circular blue stamp with the text 'REGISTRAR' at the top, 'BANGALORE' at the bottom, and 'PRESIDENCY UNIVERSITY' around the inner edge. The word 'Registrar' is written in the center of the stamp.



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Kartik A Tondi,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  
The seal is circular with a blue border. Inside the border, the text 'PRESIDENCY UNIVERSITY' is written at the top and 'BANGALORE' at the bottom, separated by two small stars. In the center of the seal, the word 'Registrar' is written in a blue, serif font.



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

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<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

Dear Ibrahim S,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes

*[Signature]*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Ibrahim S,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
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<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
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Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Ambavarapu Jeevitesh Reddy,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




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As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

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REGISTRAR  


- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
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Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

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of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 F5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**("Thecompany")**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company's regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

*Janu*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Ambavarapu Jeevitesh Reddy,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Omer Farooq,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Omer Farooq,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
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	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
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<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Chaya Swaroop S,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

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Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

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Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

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REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 

The seal is circular with a blue border. The text 'PRESIDENCY UNIVERSITY' is written along the top inner edge, and 'BANGALORE' is written along the bottom inner edge. In the center, the word 'Registrar' is written in a blue serif font.



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR 



## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Chaya Swaroop S,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

*Chaya*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

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With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

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Dear Sai Tarun S S,

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REGISTRAR  




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As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

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The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 

The Registrar's signature is written in green ink. To its right is a circular blue stamp with the text 'PRESIDENCY UNIVERSITY BANGALORE' around the perimeter and 'Registrar' in the center.



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
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6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Sai Tarun S S,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

*Sai Tarun S S*  
REGISTRAR  
The seal of the Registrar of Presidency University, Bangalore. It is a circular stamp with 'PRESIDENCY UNIVERSITY' at the top, 'Registrar' in the center, and 'BANGALORE' at the bottom, flanked by two stars.



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

Dear Soma Tejeswara Reddy,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

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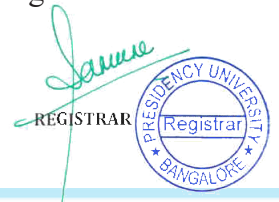
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You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

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Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority



- Do not access information or systems not directly relevant to each task
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- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

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In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

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of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

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shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 

The Registrar's signature is written in green ink. To its right is a circular blue seal with the text 'PRESIDENCY UNIVERSITY BANGALORE' around the perimeter and 'Registrar' in the center.



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



**HR 2.01 F5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Soma Tejeswara Reddy,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Mohammed Imaad Thouheed,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 

The Registrar's signature is written in green ink. To its right is a circular blue stamp with the text 'PRESIDENCY UNIVERSITY BANGALORE' around the perimeter and 'Registrar' in the center.



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

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Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

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5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Mohammed Imaad Thouheed,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

*Imaad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
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4	Special Allowances	₹12,000	₹1,000
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<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
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<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Kalash S Telkar,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
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## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 

The seal is circular with 'PRESIDENCY UNIVERSITY' at the top and 'BANGALORE' at the bottom. In the center, it says 'Registrar'.



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR 



## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Kalash S Telkar,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Harsha Vardhan Gorantla,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

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In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

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REGISTRAR  


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REGISTRAR  




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- Do not disclose personal data without authority



- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

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of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

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You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

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You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

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Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 

The Registrar's signature is written in green ink. To its right is a circular blue stamp with the text 'PRESIDENCY UNIVERSITY BANGALORE' around the perimeter and 'Registrar' in the center.



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Harsha Vardhan Gorantla,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  
The seal is circular with a blue border. The text 'PRESIDENCY UNIVERSITY' is written along the top inner edge, and 'BANGALORE' is written along the bottom inner edge. In the center, the word 'Registrar' is written in a blue, serif font.



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Yashwanth S,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 

The signature is in green ink. The seal is circular with a blue border containing the text 'PRESIDENCY UNIVERSITY' at the top and 'BANGALORE' at the bottom, with two stars on either side. The word 'Registrar' is written in the center of the seal.



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

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Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Yashwanth S,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Akshay Kumar Sathish,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
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Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Akshay Kumar Sathish,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

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<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

Dear Ravi Kumar,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

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REGISTRAR  




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REGISTRAR  


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Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Ravi Kumar,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 

The Registrar's signature is written in green ink. To its right is a circular blue stamp with the text 'PRESIDENCY UNIVERSITY REGISTRAR BANGALORE' around the perimeter and a star on each side.



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Rajesh K R,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

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The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 

The Registrar's signature is written in green ink. To the right is a circular blue stamp with the text 'PRESIDENCY UNIVERSITY BANGALORE' around the perimeter and 'Registrar' in the center.



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

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Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Rajesh K R,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
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<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

Dear Preetham D S,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

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Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

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I Preetham D S,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

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## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

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Name

  
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THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

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- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

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<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
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 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
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[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

Dear Kavya T S,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

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REGISTRAR  




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Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

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In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority



- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
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## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
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6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Kavya T S,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☑ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☑ EPFO guidelines for International Worker applicable.
- ☑ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☑ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Owk Madhu,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
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## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

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Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

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of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

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You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

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The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

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Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Owk Madhu,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

*Janu*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Kasturi Rangan D N S S S,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

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Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

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REGISTRAR  




I Kasturi Rangan D N S S S,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

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Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
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- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

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<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
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<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Meher Taj,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority



- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes

*[Signature]*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 

The Registrar's signature is written in green ink. To its right is a circular blue stamp with the text 'PRESIDENCY UNIVERSITY' at the top, 'Registrar' in the center, and 'BANGALORE' at the bottom, flanked by two stars.



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Meher Taj,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

*Meher Taj*  
REGISTRAR  
The seal of the Registrar of Presidency University, Bangalore. It is a circular stamp with 'PRESIDENCY UNIVERSITY' at the top, 'Registrar' in the center, and 'BANGALORE' at the bottom, flanked by two stars.



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☑ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☑ EPFO guidelines for International Worker applicable.
- ☑ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☑ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@Codeyoung.com](mailto:support@Codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

Dear Gagan M N,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

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REGISTRAR  


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Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

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Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

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## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

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REGISTRAR  




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As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

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The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

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- Do not disclose personal data without authority

  
REGISTRAR  


- ☒ Do not access information or systems not directly relevant to each task
- ☒ Do not treat personal data carelessly
- ☒ lock all printouts away when not in use
- ☒ Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

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Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

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You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

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shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

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Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
REGISTRAR  




I Gagan M N,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹240,000	₹20,000
2	House Rent Allowance	₹112,608	₹9,384
3	LTA	₹12,000	₹1,000
4	Special Allowances	₹12,000	₹1,000
	<b>Gross Salary</b>	<b>₹376,608</b>	<b>₹31,384</b>
<b>C</b>	Employer Contribution to PF	₹23,400	₹1,950
<b>A</b>	<b>Fixed CTC</b>	<b>₹400,008</b>	<b>₹33,334</b>
	<b>Deductions</b>		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  




WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear Altamish Ahmed Pakeer,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  




## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

  
REGISTRAR  


## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

  
REGISTRAR  




Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

  
REGISTRAR  


- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any





of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes





shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## 22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## 23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.

  
REGISTRAR 

The Registrar's signature is written in green ink. To its right is a circular blue stamp with the text 'PRESIDENCY UNIVERSITY BANGALORE' around the perimeter and 'Registrar' in the center.



## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**

*Shailendra Dhakad*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**(“Thecompany”)**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company’s regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  




## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

  
REGISTRAR  


6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  




## DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Codeyoung Dept. / Job title\_

Date \_\_\_\_\_

  
REGISTRAR  


## **INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS**

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must be made.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

  
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I Altamish Ahmed Pakeer,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR 



## **HR 2.01 F10 – Data Consent Form**

### **Personal data - Consent**

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analysed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

  
REGISTRAR  


### HR 2.01 F10 – Data Consent Form

THE CTC PROVIDED BY THE COMPANY WILL BE **INR 7,00,000 per annum**. INR 4,00,000 is fixed (per annum) and INR 3,00,000 is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a quarterly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- ☒ Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- ☒ EPFO guidelines for International Worker applicable.
- ☒ Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- ☒ As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
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1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
<b>B</b>	<b>Total Deductions</b>	<b>₹24,000</b>	<b>₹2,000</b>
<b>A – B- C</b>	<b>Net Salary</b>	<b>₹352,608</b>	<b>₹29,384</b>

With regards,

Shailendra Dhakad  
Director  
Codeyoung

  
 REGISTRAR  


**Private and Confidential**

December 15, 2021

Chaithanya S

Dear, Chaithanya S

We are pleased to offer you an employment as **"Graduate Associate"** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

Please refer Appendix – II for the checklist of documents that you need to submit to HR dept.

I hope you will find CrimsonLogic India Pvt. Ltd to be an exciting and challenging place to work. Please feel free to contact me with any questions you may have regarding your appointment.

Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Chaithanya S

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
Tel: +91 80 6770 9500

Headquarters: 31, The Crimson, Science Park Road, Singapore 117611 Tel (65) 6887 7888 Fax (65) 6778 5277

Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)

(CIN: U72200KA2001PTC028649)

*Sunitha Rao M*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



**Appendix : I**

<b>Salary Per annum</b>	500,000.00
<b>Monthly Salary</b>	41,666.67
<b>Basic</b>	12,500.00
<b>House Rent Allowance</b>	5,000.00
<b>Transport Allowance</b>	800.00
<b>Co's Contri to PF</b>	1,500.00
<b>FBP</b>	
There are quite a few options where you can save your tax and will be explained to you once you join us	
<b>Personal Pay</b>	21,866.67
<b>(Balancing Figure)</b>	
<b>TOTAL GROSS PAY</b>	40,166.67
<b>DEDUCTIONS</b>	
<b>Employees PF</b>	1,500.00
<b>Professional Tax</b>	200.00
<b>TDS(depends on Individual)</b>	
<b>TOTAL DEDUCTIONS</b>	1,700.00
<b>NET PAY</b>	38,466.67

**CrimsonLogic India Pvt. Ltd.**

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(CIN: U72200KA2001PTC028649)

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**Appendix: II**

**Checklist of Documents**

1. 10<sup>th</sup> Mark Sheet
2. 12<sup>th</sup> Mark Sheet
3. Degree mark sheets and certificate
4. Post-Graduation degree and mark sheets
5. 5 passport size photographs
6. Passport copy
7. Certificate of any course attended
8. Pan Number

Please bring only the Xerox of all the above documents.

**CrimsonLogic India Pvt. Ltd.**

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(CIN: U72200KA2001PTC028649)

  
REGISTRAR  


**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96	Status: Delivered
Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Chaithanya S	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Sunitha Rao M
Time Zone: (UTC+08:00) Kuala Lumpur, Singapore	sunitha@crimsonlogic.com
	IP Address: 49.206.12.50

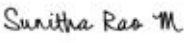
**Record Tracking**

Status: Original 16-Dec-2021   10:19	Holder: Sunitha Rao M sunitha@crimsonlogic.com	Location: DocuSign
---	---	--------------------

**Signer Events**

Signature	Timestamp
Chaithanya S 201810101475@presidencyuniversity.in Security Level: Email, Account Authentication (None)	Sent: 16-Dec-2021   10:21 Viewed: 16-Dec-2021   10:46

**Electronic Record and Signature Disclosure:**  
Accepted: 16-Dec-2021 | 10:46  
ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M sunitha@crimsonlogic.com Senior Manager (Human Resources) CrimsonLogic Pte Ltd Security Level: Email, Account Authentication (None)		Sent: 16-Dec-2021   10:21 Viewed: 16-Dec-2021   10:21 Signed: 16-Dec-2021   10:21
	Signature Adoption: Pre-selected Style Using IP Address: 49.206.12.50	

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**In Person Signer Events**

Signature	Timestamp
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**Editor Delivery Events**

Status	Timestamp
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**Agent Delivery Events**

Status	Timestamp
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**Intermediary Delivery Events**

Status	Timestamp
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**Certified Delivery Events**

Status	Timestamp
--------	-----------

**Carbon Copy Events**

Status	Timestamp
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**Witness Events**

Signature	Timestamp
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**Notary Events**

Signature	Timestamp
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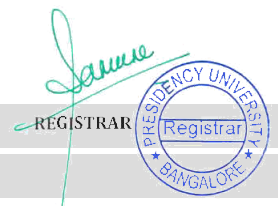
**Envelope Summary Events**

Status	Timestamps
Envelope Sent	16-Dec-2021   10:21
Certified Delivered	16-Dec-2021   10:21
Signing Complete	16-Dec-2021   10:21

**Payment Events**

Status	Timestamps
--------	------------

**Electronic Record and Signature Disclosure**



## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, CrimsonLogic Pte Ltd (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

**All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact CrimsonLogic Pte Ltd:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com)

### **To advise CrimsonLogic Pte Ltd of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from CrimsonLogic Pte Ltd**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with CrimsonLogic Pte Ltd**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**


The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

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By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CrimsonLogic Pte Ltd as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CrimsonLogic Pte Ltd during the course of your relationship with CrimsonLogic Pte Ltd.

  
REGISTRAR  


**Private and Confidential**

December 15, 2021

Pushpanjali Achuthan

Dear, Pushpanjali Achuthan

We are pleased to offer you an employment as **“Graduate Associate”** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

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Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Pushpanjali Achuthan

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
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Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)

(CIN: U72200KA2001PTC028649)

*Sunitha Rao M*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**Appendix : I**

<b>Salary Per annum</b>	500,000.00
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<b>Transport Allowance</b>	800.00
<b>Co's Contri to PF</b>	1,500.00
<b>FBP</b>	
There are quite a few options where you can save your tax and will be explained to you once you join us	
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<b>(Balancing Figure)</b>	
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<b>Employees PF</b>	1,500.00
<b>Professional Tax</b>	200.00
<b>TDS(depends on Individual)</b>	
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<b>NET PAY</b>	38,466.67

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(CIN: U72200KA2001PTC028649)

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



**Appendix: II**

**Checklist of Documents**

1. 10<sup>th</sup> Mark Sheet
2. 12<sup>th</sup> Mark Sheet
3. Degree mark sheets and certificate
4. Post-Graduation degree and mark sheets
5. 5 passport size photographs
6. Passport copy
7. Certificate of any course attended
8. Pan Number

Please bring only the Xerox of all the above documents.

**CrimsonLogic India Pvt. Ltd.**

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Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)

(CIN: U72200KA2001PTC028649)



**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96

Status: Delivered

Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Pushpanjali Achuthan

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Sunitha Rao M

AutoNav: Enabled

sunitha@crimsonlogic.com

Envelopeld Stamping: Disabled

IP Address: 49.206.12.50

Time Zone: (UTC+08:00) Kuala Lumpur, Singapore

**Record Tracking**

Status: Original

Holder: Sunitha Rao M

Location: DocuSign

16-Dec-2021 | 10:19

sunitha@crimsonlogic.com

**Signer Events****Signature****Timestamp**

Pushpanjali Achuthan

201810101475@presidencyuniversity.in

Security Level: Email, Account Authentication  
(None)

Sent: 16-Dec-2021 | 10:21

Viewed: 16-Dec-2021 | 10:46

**Electronic Record and Signature Disclosure:**

Accepted: 16-Dec-2021 | 10:46

ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M

sunitha@crimsonlogic.com

Senior Manager (Human Resources)

CrimsonLogic Pte Ltd

Security Level: Email, Account Authentication  
(None)*Sunitha Rao M*

Sent: 16-Dec-2021 | 10:21

Viewed: 16-Dec-2021 | 10:21

Signed: 16-Dec-2021 | 10:21

Signature Adoption: Pre-selected Style

Using IP Address: 49.206.12.50

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

16-Dec-2021 | 10:21

Certified Delivered

Security Checked

16-Dec-2021 | 10:21

Signing Complete

Security Checked

16-Dec-2021 | 10:21

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, CrimsonLogic Pte Ltd (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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### **All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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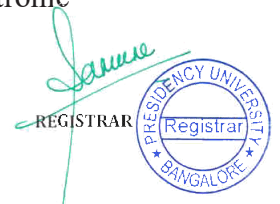
If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from CrimsonLogic Pte Ltd**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with CrimsonLogic Pte Ltd**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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- You can access and read this Electronic Record and Signature Disclosure; and
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REGISTRAR  


**Private and Confidential**

December 15, 2021

Kishan S

Dear, Kishan S

We are pleased to offer you an employment as **"Graduate Associate"** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

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Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Kishan S

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
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**Appendix : I**

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<b>Transport Allowance</b>	800.00
<b>Co's Contri to PF</b>	1,500.00
<b>FBP</b>	
There are quite a few options where you can save your tax and will be explained to you once you join us	
<b>Personal Pay</b>	21,866.67
<b>(Balancing Figure)</b>	
<b>TOTAL GROSS PAY</b>	40,166.67
<b>DEDUCTIONS</b>	
<b>Employees PF</b>	1,500.00
<b>Professional Tax</b>	200.00
<b>TDS(depends on Individual)</b>	
<b>TOTAL DEDUCTIONS</b>	1,700.00
<b>NET PAY</b>	38,466.67

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
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Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)

(CIN: U72200KA2001PTC028649)

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**Appendix: II**

**Checklist of Documents**

1. 10<sup>th</sup> Mark Sheet
2. 12<sup>th</sup> Mark Sheet
3. Degree mark sheets and certificate
4. Post-Graduation degree and mark sheets
5. 5 passport size photographs
6. Passport copy
7. Certificate of any course attended
8. Pan Number

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*Sanne*  
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PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96	Status: Delivered
Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Kishan S	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator: Sunitha Rao M sunitha@crimsonlogic.com
Envelopeld Stamping: Disabled	IP Address: 49.206.12.50
Time Zone: (UTC+08:00) Kuala Lumpur, Singapore	

**Record Tracking**

Status: Original 16-Dec-2021   10:19	Holder: Sunitha Rao M sunitha@crimsonlogic.com	Location: DocuSign
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**Signer Events**

Signature	Timestamp
Kishan S 201810101475@presidencyuniversity.in Security Level: Email, Account Authentication (None)	Sent: 16-Dec-2021   10:21 Viewed: 16-Dec-2021   10:46

**Electronic Record and Signature Disclosure:**  
Accepted: 16-Dec-2021 | 10:46  
ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M sunitha@crimsonlogic.com Senior Manager (Human Resources) CrimsonLogic Pte Ltd Security Level: Email, Account Authentication (None)	<i>Sunitha Rao M</i>  Signature Adoption: Pre-selected Style Using IP Address: 49.206.12.50	Sent: 16-Dec-2021   10:21 Viewed: 16-Dec-2021   10:21 Signed: 16-Dec-2021   10:21
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**In Person Signer Events**

Signature	Timestamp
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**Editor Delivery Events**

Status	Timestamp
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**Agent Delivery Events**

Status	Timestamp
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**Intermediary Delivery Events**

Status	Timestamp
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**Certified Delivery Events**

Status	Timestamp
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**Carbon Copy Events**

Status	Timestamp
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**Witness Events**

Signature	Timestamp
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**Notary Events**

Signature	Timestamp
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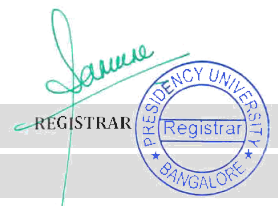
**Envelope Summary Events**

Status	Timestamps
Envelope Sent	16-Dec-2021   10:21
Certified Delivered	16-Dec-2021   10:21
Signing Complete	16-Dec-2021   10:21

**Payment Events**

Status	Timestamps
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**Electronic Record and Signature Disclosure**



## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, CrimsonLogic Pte Ltd (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

**All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact CrimsonLogic Pte Ltd:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

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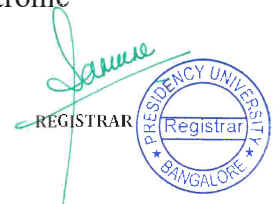
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### **To withdraw your consent with CrimsonLogic Pte Ltd**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

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By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CrimsonLogic Pte Ltd as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CrimsonLogic Pte Ltd during the course of your relationship with CrimsonLogic Pte Ltd.

  
REGISTRAR  


**Private and Confidential**

December 15, 2021

Bharat Krishnan

Dear, Bharat Krishnan

We are pleased to offer you an employment as **"Graduate Associate"** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

Please refer Appendix – II for the checklist of documents that you need to submit to HR dept.

I hope you will find CrimsonLogic India Pvt. Ltd to be an exciting and challenging place to work. Please feel free to contact me with any questions you may have regarding your appointment.

Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Bharat Krishnan

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
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(CIN: U72200KA2001PTC028649)

*Sunitha Rao M*  
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PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

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BANGALORE

**Appendix: II**

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REGISTRAR 

**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96

Status: Delivered

Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Bharat Krishnan

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Sunitha Rao M

AutoNav: Enabled

sunitha@crimsonlogic.com

Envelopeld Stamping: Disabled

IP Address: 49.206.12.50

Time Zone: (UTC+08:00) Kuala Lumpur, Singapore

**Record Tracking**

Status: Original

Holder: Sunitha Rao M

Location: DocuSign

16-Dec-2021 | 10:19

sunitha@crimsonlogic.com

**Signer Events****Signature****Timestamp**

Bharat Krishnan

201810101475@presidencyuniversity.in

Security Level: Email, Account Authentication  
(None)

Sent: 16-Dec-2021 | 10:21

Viewed: 16-Dec-2021 | 10:46

**Electronic Record and Signature Disclosure:**

Accepted: 16-Dec-2021 | 10:46

ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M

sunitha@crimsonlogic.com

Senior Manager (Human Resources)

CrimsonLogic Pte Ltd

Security Level: Email, Account Authentication  
(None)*Sunitha Rao M*

Sent: 16-Dec-2021 | 10:21

Viewed: 16-Dec-2021 | 10:21

Signed: 16-Dec-2021 | 10:21

Signature Adoption: Pre-selected Style

Using IP Address: 49.206.12.50

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

16-Dec-2021 | 10:21

Certified Delivered

Security Checked

16-Dec-2021 | 10:21

Signing Complete

Security Checked

16-Dec-2021 | 10:21

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**



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If you created a DocuSign account, you may update it with your new email address through your account preferences.

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### **To withdraw your consent with CrimsonLogic Pte Ltd**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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REGISTRAR  


**Private and Confidential**

December 15, 2021

Shalini S

Dear, Shalini S

We are pleased to offer you an employment as **“Graduate Associate”** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

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Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Shalini S

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
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REGISTRAR  


**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96	Status: Delivered
Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Shalini S	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator: Sunitha Rao M sunitha@crimsonlogic.com
Envelope Stamping: Disabled	IP Address: 49.206.12.50
Time Zone: (UTC+08:00) Kuala Lumpur, Singapore	

**Record Tracking**

Status: Original 16-Dec-2021   10:19	Holder: Sunitha Rao M sunitha@crimsonlogic.com	Location: DocuSign
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**Signer Events**

Signature	Timestamp
Shalini S 201810101475@presidencyuniversity.in Security Level: Email, Account Authentication (None)	Sent: 16-Dec-2021   10:21 Viewed: 16-Dec-2021   10:46

**Electronic Record and Signature Disclosure:**

Accepted: 16-Dec-2021 | 10:46  
ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M

sunitha@crimsonlogic.com  
Senior Manager (Human Resources)  
CrimsonLogic Pte Ltd

Security Level: Email, Account Authentication (None)

*Sunitha Rao M*

Signature Adoption: Pre-selected Style  
Using IP Address: 49.206.12.50

Sent: 16-Dec-2021 | 10:21  
Viewed: 16-Dec-2021 | 10:21  
Signed: 16-Dec-2021 | 10:21

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events**

Signature	Timestamp
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**Editor Delivery Events**

Status	Timestamp
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**Agent Delivery Events**

Status	Timestamp
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**Intermediary Delivery Events**

Status	Timestamp
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**Certified Delivery Events**

Status	Timestamp
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**Carbon Copy Events**

Status	Timestamp
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**Witness Events**

Signature	Timestamp
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**Notary Events**

Signature	Timestamp
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**Envelope Summary Events**

Status	Timestamps
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Envelope Sent	Hashed/Encrypted	16-Dec-2021   10:21
Certified Delivered	Security Checked	16-Dec-2021   10:21
Signing Complete	Security Checked	16-Dec-2021   10:21

**Payment Events**

Status	Timestamps
--------	------------

**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, CrimsonLogic Pte Ltd (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

**All notices and disclosures will be sent to you electronically**





Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact CrimsonLogic Pte Ltd:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com)

### **To advise CrimsonLogic Pte Ltd of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from CrimsonLogic Pte Ltd**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with CrimsonLogic Pte Ltd**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CrimsonLogic Pte Ltd as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CrimsonLogic Pte Ltd during the course of your relationship with CrimsonLogic Pte Ltd.

  
REGISTRAR  


**Private and Confidential**

December 15, 2021

Skandh Muthanna M S

Dear, Skandh Muthanna M S

We are pleased to offer you an employment as **“Graduate Associate”** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

Please refer Appendix – II for the checklist of documents that you need to submit to HR dept.

I hope you will find CrimsonLogic India Pvt. Ltd to be an exciting and challenging place to work. Please feel free to contact me with any questions you may have regarding your appointment.

Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Skandh Muthanna M S

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
Tel: +91 80 6770 9500

Headquarters: 31, The Crimson, Science Park Road, Singapore 117611 Tel (65) 6887 7888 Fax (65) 6778 5277

Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)

(CIN: U72200KA2001PTC028649)

*Sunitha Rao M*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

**Appendix : I**

<b>Salary Per annum</b>	500,000.00
<b>Monthly Salary</b>	41,666.67
<b>Basic</b>	12,500.00
<b>House Rent Allowance</b>	5,000.00
<b>Transport Allowance</b>	800.00
<b>Co's Contri to PF</b>	1,500.00
<b>FBP</b>	
There are quite a few options where you can save your tax and will be explained to you once you join us	
<b>Personal Pay</b>	21,866.67
<b>(Balancing Figure)</b>	
<b>TOTAL GROSS PAY</b>	40,166.67
<b>DEDUCTIONS</b>	
<b>Employees PF</b>	1,500.00
<b>Professional Tax</b>	200.00
<b>TDS(depends on Individual)</b>	
<b>TOTAL DEDUCTIONS</b>	1,700.00
<b>NET PAY</b>	38,466.67

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
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Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)

(CIN: U72200KA2001PTC028649)

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**Appendix: II**

**Checklist of Documents**

1. 10<sup>th</sup> Mark Sheet
2. 12<sup>th</sup> Mark Sheet
3. Degree mark sheets and certificate
4. Post-Graduation degree and mark sheets
5. 5 passport size photographs
6. Passport copy
7. Certificate of any course attended
8. Pan Number

Please bring only the Xerox of all the above documents.

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
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Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)

(CIN: U72200KA2001PTC028649)



**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96

Status: Delivered

Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Skandh Muthanna M S

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Sunitha Rao M

AutoNav: Enabled

sunitha@crimsonlogic.com

Envelopeld Stamping: Disabled

IP Address: 49.206.12.50

Time Zone: (UTC+08:00) Kuala Lumpur, Singapore

**Record Tracking**

Status: Original

Holder: Sunitha Rao M

Location: DocuSign

16-Dec-2021 | 10:19

sunitha@crimsonlogic.com

**Signer Events****Signature****Timestamp**

Skandh Muthanna M S

201810101475@presidencyuniversity.in

Security Level: Email, Account Authentication  
(None)

Sent: 16-Dec-2021 | 10:21

Viewed: 16-Dec-2021 | 10:46

**Electronic Record and Signature Disclosure:**

Accepted: 16-Dec-2021 | 10:46

ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M

sunitha@crimsonlogic.com

Senior Manager (Human Resources)

CrimsonLogic Pte Ltd

Security Level: Email, Account Authentication  
(None)*Sunitha Rao M*

Sent: 16-Dec-2021 | 10:21

Viewed: 16-Dec-2021 | 10:21

Signed: 16-Dec-2021 | 10:21

Signature Adoption: Pre-selected Style

Using IP Address: 49.206.12.50

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

16-Dec-2021 | 10:21

Certified Delivered

Security Checked

16-Dec-2021 | 10:21

Signing Complete

Security Checked

16-Dec-2021 | 10:21

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

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**All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from CrimsonLogic Pte Ltd**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with CrimsonLogic Pte Ltd**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:





- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**


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- Until or unless you notify CrimsonLogic Pte Ltd as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CrimsonLogic Pte Ltd during the course of your relationship with CrimsonLogic Pte Ltd.

  
REGISTRAR  


**Private and Confidential**

December 15, 2021

Amaravathi Lavanya

Dear, Amaravathi Lavanya

We are pleased to offer you an employment as **“Graduate Associate”** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

Please refer Appendix – II for the checklist of documents that you need to submit to HR dept.

I hope you will find CrimsonLogic India Pvt. Ltd to be an exciting and challenging place to work. Please feel free to contact me with any questions you may have regarding your appointment.

Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Amaravathi Lavanya

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
Tel: +91 80 6770 9500

Headquarters: 31, The Crimson, Science Park Road, Singapore 117611 Tel (65) 6887 7888 Fax (65) 6778 5277

Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)

(CIN: U72200KA2001PTC028649)

*Sunitha Rao M*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**Appendix : I**

<b>Salary Per annum</b>	500,000.00
<b>Monthly Salary</b>	41,666.67
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<b>Transport Allowance</b>	800.00
<b>Co's Contri to PF</b>	1,500.00
<b>FBP</b>	
There are quite a few options where you can save your tax and will be explained to you once you join us	
<b>Personal Pay</b>	21,866.67
<b>(Balancing Figure)</b>	
<b>TOTAL GROSS PAY</b>	40,166.67
<b>DEDUCTIONS</b>	
<b>Employees PF</b>	1,500.00
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<b>TDS(depends on Individual)</b>	
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Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)

(CIN: U72200KA2001PTC028649)

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**Appendix: II**

**Checklist of Documents**

1. 10<sup>th</sup> Mark Sheet
2. 12<sup>th</sup> Mark Sheet
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5. 5 passport size photographs
6. Passport copy
7. Certificate of any course attended
8. Pan Number

Please bring only the Xerox of all the above documents.

**CrimsonLogic India Pvt. Ltd.**

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Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)

(CIN: U72200KA2001PTC028649)

  
REGISTRAR 

**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96	Status: Delivered
Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Amaravathi Lavanya	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Sunitha Rao M
Time Zone: (UTC+08:00) Kuala Lumpur, Singapore	sunitha@crimsonlogic.com
	IP Address: 49.206.12.50

**Record Tracking**

Status: Original	Holder: Sunitha Rao M	Location: DocuSign
16-Dec-2021   10:19	sunitha@crimsonlogic.com	

**Signer Events**

Signature	Timestamp
Amaravathi Lavanya 201810101475@presidencyuniversity.in Security Level: Email, Account Authentication (None)	Sent: 16-Dec-2021   10:21 Viewed: 16-Dec-2021   10:46

**Electronic Record and Signature Disclosure:**  
Accepted: 16-Dec-2021 | 10:46  
ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M sunitha@crimsonlogic.com Senior Manager (Human Resources) CrimsonLogic Pte Ltd Security Level: Email, Account Authentication (None)	<i>Sunitha Rao M</i>	Sent: 16-Dec-2021   10:21 Viewed: 16-Dec-2021   10:21 Signed: 16-Dec-2021   10:21
	Signature Adoption: Pre-selected Style Using IP Address: 49.206.12.50	

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**In Person Signer Events**

Signature	Timestamp
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**Editor Delivery Events**

Status	Timestamp
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**Agent Delivery Events**

Status	Timestamp
--------	-----------

**Intermediary Delivery Events**

Status	Timestamp
--------	-----------

**Certified Delivery Events**

Status	Timestamp
--------	-----------

**Carbon Copy Events**

Status	Timestamp
--------	-----------

**Witness Events**

Signature	Timestamp
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**Notary Events**

Signature	Timestamp
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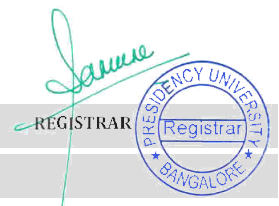
**Envelope Summary Events**

Status	Timestamps
Envelope Sent	16-Dec-2021   10:21
Certified Delivered	16-Dec-2021   10:21
Signing Complete	16-Dec-2021   10:21

**Payment Events**

Status	Timestamps
--------	------------

**Electronic Record and Signature Disclosure**



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### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

**All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact CrimsonLogic Pte Ltd:**

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### **To advise CrimsonLogic Pte Ltd of your new email address**

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If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from CrimsonLogic Pte Ltd**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with CrimsonLogic Pte Ltd**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**


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By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CrimsonLogic Pte Ltd as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CrimsonLogic Pte Ltd during the course of your relationship with CrimsonLogic Pte Ltd.

  
REGISTRAR  




**Private and Confidential**

December 15, 2021

Chandana G S

Dear, Chandana G S

We are pleased to offer you an employment as **"Graduate Associate"** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

Please refer Appendix – II for the checklist of documents that you need to submit to HR dept.

I hope you will find CrimsonLogic India Pvt. Ltd to be an exciting and challenging place to work. Please feel free to contact me with any questions you may have regarding your appointment.

Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Chandana G S

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
Tel: +91 80 6770 9500

Headquarters: 31, The Crimson, Science Park Road, Singapore 117611 Tel (65) 6887 7888 Fax (65) 6778 5277

Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)

(CIN: U72200KA2001PTC028649)

*Sunitha Rao M*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**Appendix : I**

<b>Salary Per annum</b>	500,000.00
<b>Monthly Salary</b>	41,666.67
<b>Basic</b>	12,500.00
<b>House Rent Allowance</b>	5,000.00
<b>Transport Allowance</b>	800.00
<b>Co's Contri to PF</b>	1,500.00
<b>FBP</b>	
There are quite a few options where you can save your tax and will be explained to you once you join us	
<b>Personal Pay</b>	21,866.67
<b>(Balancing Figure)</b>	
<b>TOTAL GROSS PAY</b>	40,166.67
<b>DEDUCTIONS</b>	
<b>Employees PF</b>	1,500.00
<b>Professional Tax</b>	200.00
<b>TDS(depends on Individual)</b>	
<b>TOTAL DEDUCTIONS</b>	1,700.00
<b>NET PAY</b>	38,466.67

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(CIN: U72200KA2001PTC028649)

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**Appendix: II**

**Checklist of Documents**

1. 10<sup>th</sup> Mark Sheet
2. 12<sup>th</sup> Mark Sheet
3. Degree mark sheets and certificate
4. Post-Graduation degree and mark sheets
5. 5 passport size photographs
6. Passport copy
7. Certificate of any course attended
8. Pan Number

Please bring only the Xerox of all the above documents.

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REGISTRAR 

**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96	Status: Delivered
Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Chandana G S	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Sunitha Rao M
Time Zone: (UTC+08:00) Kuala Lumpur, Singapore	sunitha@crimsonlogic.com
	IP Address: 49.206.12.50


**Record Tracking**

Status: Original	Holder: Sunitha Rao M	Location: DocuSign
16-Dec-2021   10:19	sunitha@crimsonlogic.com	

**Signer Events**

Signature	Timestamp
Chandana G S	Sent: 16-Dec-2021   10:21
201810101475@presidencyuniversity.in	Viewed: 16-Dec-2021   10:46
Security Level: Email, Account Authentication (None)	

**Electronic Record and Signature Disclosure:**  
 Accepted: 16-Dec-2021 | 10:46  
 ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M		Sent: 16-Dec-2021   10:21
sunitha@crimsonlogic.com		Viewed: 16-Dec-2021   10:21
Senior Manager (Human Resources)		Signed: 16-Dec-2021   10:21
CrimsonLogic Pte Ltd		
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 49.206.12.50	

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

**In Person Signer Events**

Signature	Timestamp
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**Editor Delivery Events**

Status	Timestamp
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**Agent Delivery Events**

Status	Timestamp
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**Intermediary Delivery Events**

Status	Timestamp
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**Certified Delivery Events**

Status	Timestamp
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**Carbon Copy Events**

Status	Timestamp
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**Witness Events**

Signature	Timestamp
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**Notary Events**

Signature	Timestamp
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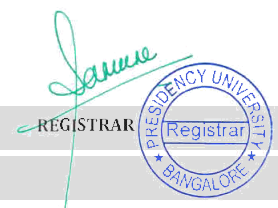
**Envelope Summary Events**

Status	Timestamps
Envelope Sent	16-Dec-2021   10:21
Certified Delivered	16-Dec-2021   10:21
Signing Complete	16-Dec-2021   10:21

**Payment Events**

Status	Timestamps
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**Electronic Record and Signature Disclosure**



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**All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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If you created a DocuSign account, you may update it with your new email address through your account preferences.

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### **To withdraw your consent with CrimsonLogic Pte Ltd**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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REGISTRAR  


**Private and Confidential**

December 15, 2021

Mohammed Siddique Izhan V K

Dear, Mohammed Siddique Izhan V K

We are pleased to offer you an employment as **"Graduate Associate"** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

Please refer Appendix – II for the checklist of documents that you need to submit to HR dept.

I hope you will find CrimsonLogic India Pvt. Ltd to be an exciting and challenging place to work. Please feel free to contact me with any questions you may have regarding your appointment.

Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Mohammed Siddique Izhan V K

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
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(CIN: U72200KA2001PTC028649)

*Sunitha Rao M*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



**Appendix : I**

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<b>Transport Allowance</b>	800.00
<b>Co's Contri to PF</b>	1,500.00
<b>FBP</b>	
There are quite a few options where you can save your tax and will be explained to you once you join us	
<b>Personal Pay</b>	21,866.67
<b>(Balancing Figure)</b>	
<b>TOTAL GROSS PAY</b>	40,166.67
<b>DEDUCTIONS</b>	
<b>Employees PF</b>	1,500.00
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<b>TDS(depends on Individual)</b>	
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*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

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5. 5 passport size photographs
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7. Certificate of any course attended
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Please bring only the Xerox of all the above documents.

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(CIN: U72200KA2001PTC028649)

  
REGISTRAR  


**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96

Status: Delivered

Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Mohammed Siddique Izhan V K

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Sunitha Rao M

AutoNav: Enabled

sunitha@crimsonlogic.com

Envelopeld Stamping: Disabled

IP Address: 49.206.12.50

Time Zone: (UTC+08:00) Kuala Lumpur, Singapore

**Record Tracking**

Status: Original

Holder: Sunitha Rao M

Location: DocuSign

16-Dec-2021 | 10:19

sunitha@crimsonlogic.com

**Signer Events****Signature****Timestamp**

Mohammed Siddique Izhan V K

201810101475@presidencyuniversity.in

Security Level: Email, Account Authentication  
(None)

Sent: 16-Dec-2021 | 10:21

Viewed: 16-Dec-2021 | 10:46

**Electronic Record and Signature Disclosure:**

Accepted: 16-Dec-2021 | 10:46

ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M

sunitha@crimsonlogic.com

Senior Manager (Human Resources)

CrimsonLogic Pte Ltd

Security Level: Email, Account Authentication  
(None)*Sunitha Rao M*

Sent: 16-Dec-2021 | 10:21

Viewed: 16-Dec-2021 | 10:21

Signed: 16-Dec-2021 | 10:21

Signature Adoption: Pre-selected Style

Using IP Address: 49.206.12.50

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

16-Dec-2021 | 10:21

Certified Delivered

Security Checked

16-Dec-2021 | 10:21

Signing Complete

Security Checked

16-Dec-2021 | 10:21

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

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If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from CrimsonLogic Pte Ltd**

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### **To withdraw your consent with CrimsonLogic Pte Ltd**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**


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By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CrimsonLogic Pte Ltd as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CrimsonLogic Pte Ltd during the course of your relationship with CrimsonLogic Pte Ltd.

  
REGISTRAR  


**Private and Confidential**

December 15, 2021

Bommireddy Mahidhar Reddy

Dear, Bommireddy Mahidhar Reddy

We are pleased to offer you an employment as **“Graduate Associate”** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

Please refer Appendix – II for the checklist of documents that you need to submit to HR dept.

I hope you will find CrimsonLogic India Pvt. Ltd to be an exciting and challenging place to work. Please feel free to contact me with any questions you may have regarding your appointment.

Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Bommireddy Mahidhar Reddy

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
Tel: +91 80 6770 9500

Headquarters: 31, The Crimson, Science Park Road, Singapore 117611 Tel (65) 6887 7888 Fax (65) 6778 5277

Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)

(CIN: U72200KA2001PTC028649)

*Sunitha Rao M*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

**Appendix : I**

<b>Salary Per annum</b>	500,000.00
<b>Monthly Salary</b>	41,666.67
<b>Basic</b>	12,500.00
<b>House Rent Allowance</b>	5,000.00
<b>Transport Allowance</b>	800.00
<b>Co's Contri to PF</b>	1,500.00
<b>FBP</b>	
There are quite a few options where you can save your tax and will be explained to you once you join us	
<b>Personal Pay</b>	21,866.67
<b>(Balancing Figure)</b>	
<b>TOTAL GROSS PAY</b>	40,166.67
<b>DEDUCTIONS</b>	
<b>Employees PF</b>	1,500.00
<b>Professional Tax</b>	200.00
<b>TDS(depends on Individual)</b>	
<b>TOTAL DEDUCTIONS</b>	1,700.00
<b>NET PAY</b>	38,466.67

**CrimsonLogic India Pvt. Ltd.**

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*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



**Appendix: II**

**Checklist of Documents**

1. 10<sup>th</sup> Mark Sheet
2. 12<sup>th</sup> Mark Sheet
3. Degree mark sheets and certificate
4. Post-Graduation degree and mark sheets
5. 5 passport size photographs
6. Passport copy
7. Certificate of any course attended
8. Pan Number

Please bring only the Xerox of all the above documents.

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Registrar  
BANGALORE

**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96

Status: Delivered

Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Bommireddy Mahidhar Reddy

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Sunitha Rao M

AutoNav: Enabled

sunitha@crimsonlogic.com

Envelopeld Stamping: Disabled

IP Address: 49.206.12.50

Time Zone: (UTC+08:00) Kuala Lumpur, Singapore

**Record Tracking**

Status: Original

Holder: Sunitha Rao M

Location: DocuSign

16-Dec-2021 | 10:19

sunitha@crimsonlogic.com

**Signer Events****Signature****Timestamp**

Bommireddy Mahidhar Reddy

Sent: 16-Dec-2021 | 10:21

201810101475@presidencyuniversity.in

Viewed: 16-Dec-2021 | 10:46

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Accepted: 16-Dec-2021 | 10:46

ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M

sunitha@crimsonlogic.com

Senior Manager (Human Resources)

CrimsonLogic Pte Ltd

Security Level: Email, Account Authentication  
(None)*Sunitha Rao M*

Sent: 16-Dec-2021 | 10:21

Viewed: 16-Dec-2021 | 10:21

Signed: 16-Dec-2021 | 10:21

Signature Adoption: Pre-selected Style

Using IP Address: 49.206.12.50

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

16-Dec-2021 | 10:21

Certified Delivered

Security Checked

16-Dec-2021 | 10:21

Signing Complete

Security Checked

16-Dec-2021 | 10:21

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

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### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

**All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact CrimsonLogic Pte Ltd:**

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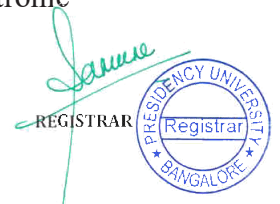
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REGISTRAR  


**Private and Confidential**

December 15, 2021

Arun R

Dear, Arun R

We are pleased to offer you an employment as **"Graduate Associate"** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

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Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Arun R

Date:

**CrimsonLogic India Pvt. Ltd.**

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(CIN: U72200KA2001PTC028649)

*Sunitha Rao M*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**Appendix : I**

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<b>(Balancing Figure)</b>	
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*Sanne*  
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Registrar  
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(CIN: U72200KA2001PTC028649)

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96	Status: Delivered
Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Arun R	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Sunitha Rao M
Time Zone: (UTC+08:00) Kuala Lumpur, Singapore	sunitha@crimsonlogic.com
	IP Address: 49.206.12.50

**Record Tracking**

Status: Original	Holder: Sunitha Rao M	Location: DocuSign
16-Dec-2021   10:19	sunitha@crimsonlogic.com	

**Signer Events**

Signature	Timestamp
Arun R 201810101475@presidencyuniversity.in Security Level: Email, Account Authentication (None)	Sent: 16-Dec-2021   10:21 Viewed: 16-Dec-2021   10:46

**Electronic Record and Signature Disclosure:**

Accepted: 16-Dec-2021 | 10:46  
ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M  
sunitha@crimsonlogic.com  
Senior Manager (Human Resources)  
CrimsonLogic Pte Ltd  
Security Level: Email, Account Authentication (None)

*Sunitha Rao M*

Sent: 16-Dec-2021 | 10:21  
Viewed: 16-Dec-2021 | 10:21  
Signed: 16-Dec-2021 | 10:21

Signature Adoption: Pre-selected Style  
Using IP Address: 49.206.12.50

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events**

Signature	Timestamp
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**Editor Delivery Events**

Status	Timestamp
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**Agent Delivery Events**

Status	Timestamp
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**Intermediary Delivery Events**

Status	Timestamp
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**Certified Delivery Events**

Status	Timestamp
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**Carbon Copy Events**

Status	Timestamp
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**Witness Events**

Signature	Timestamp
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**Notary Events**

Signature	Timestamp
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**Envelope Summary Events**

Status	Timestamps
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Envelope Sent	Hashed/Encrypted	16-Dec-2021   10:21
Certified Delivered	Security Checked	16-Dec-2021   10:21
Signing Complete	Security Checked	16-Dec-2021   10:21

**Payment Events**

Status	Timestamps
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**Electronic Record and Signature Disclosure**

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**All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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- Until or unless you notify CrimsonLogic Pte Ltd as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CrimsonLogic Pte Ltd during the course of your relationship with CrimsonLogic Pte Ltd.

  
REGISTRAR  


**Private and Confidential**

December 15, 2021

Likhitha M

Dear, Likhitha M

We are pleased to offer you an employment as **“Graduate Associate”** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

Please refer Appendix – II for the checklist of documents that you need to submit to HR dept.

I hope you will find CrimsonLogic India Pvt. Ltd to be an exciting and challenging place to work. Please feel free to contact me with any questions you may have regarding your appointment.

Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Likhitha M

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
Tel: +91 80 6770 9500

Headquarters: 31, The Crimson, Science Park Road, Singapore 117611 Tel (65) 6887 7888 Fax (65) 6778 5277

Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)

(CIN: U72200KA2001PTC028649)

*Sunitha Rao M*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**Appendix : I**

<b>Salary Per annum</b>	500,000.00
<b>Monthly Salary</b>	41,666.67
<b>Basic</b>	12,500.00
<b>House Rent Allowance</b>	5,000.00
<b>Transport Allowance</b>	800.00
<b>Co's Contri to PF</b>	1,500.00
<b>FBP</b>	
There are quite a few options where you can save your tax and will be explained to you once you join us	
<b>Personal Pay</b>	21,866.67
<b>(Balancing Figure)</b>	
<b>TOTAL GROSS PAY</b>	40,166.67
<b>DEDUCTIONS</b>	
<b>Employees PF</b>	1,500.00
<b>Professional Tax</b>	200.00
<b>TDS(depends on Individual)</b>	
<b>TOTAL DEDUCTIONS</b>	1,700.00
<b>NET PAY</b>	38,466.67

**CrimsonLogic India Pvt. Ltd.**

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(CIN: U72200KA2001PTC028649)

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**Appendix: II**

**Checklist of Documents**

1. 10<sup>th</sup> Mark Sheet
2. 12<sup>th</sup> Mark Sheet
3. Degree mark sheets and certificate
4. Post-Graduation degree and mark sheets
5. 5 passport size photographs
6. Passport copy
7. Certificate of any course attended
8. Pan Number

Please bring only the Xerox of all the above documents.

**CrimsonLogic India Pvt. Ltd.**

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(CIN: U72200KA2001PTC028649)

  
REGISTRAR 

**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96	Status: Delivered
Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Likhitha M	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Sunitha Rao M
Time Zone: (UTC+08:00) Kuala Lumpur, Singapore	sunitha@crimsonlogic.com
	IP Address: 49.206.12.50

**Record Tracking**

Status: Original 16-Dec-2021   10:19	Holder: Sunitha Rao M sunitha@crimsonlogic.com	Location: DocuSign
---	---	--------------------

**Signer Events**

Signature	Timestamp
Likhitha M 201810101475@presidencyuniversity.in Security Level: Email, Account Authentication (None)	Sent: 16-Dec-2021   10:21 Viewed: 16-Dec-2021   10:46

**Electronic Record and Signature Disclosure:**  
Accepted: 16-Dec-2021 | 10:46  
ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M sunitha@crimsonlogic.com Senior Manager (Human Resources) CrimsonLogic Pte Ltd Security Level: Email, Account Authentication (None)	<i>Sunitha Rao M</i>	Sent: 16-Dec-2021   10:21 Viewed: 16-Dec-2021   10:21 Signed: 16-Dec-2021   10:21
---	----------------------	---

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**In Person Signer Events**

**Editor Delivery Events**

**Agent Delivery Events**

**Intermediary Delivery Events**

**Certified Delivery Events**

**Carbon Copy Events**

**Witness Events**

**Notary Events**

**Envelope Summary Events**

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	16-Dec-2021   10:21
Certified Delivered	Security Checked	16-Dec-2021   10:21
Signing Complete	Security Checked	16-Dec-2021   10:21

**Payment Events**

**Electronic Record and Signature Disclosure**





## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, CrimsonLogic Pte Ltd (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact CrimsonLogic Pte Ltd:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com)

### **To advise CrimsonLogic Pte Ltd of your new email address**

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If you created a DocuSign account, you may update it with your new email address through your account preferences.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with CrimsonLogic Pte Ltd**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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REGISTRAR  


**Private and Confidential**

December 15, 2021

Abhilash N

Dear, Abhilash N

We are pleased to offer you an employment as **“Graduate Associate”** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

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Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Abhilash N

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
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(CIN: U72200KA2001PTC028649)

*Sunitha Rao M*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

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(CIN: U72200KA2001PTC028649)

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
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**Appendix: II**

**Checklist of Documents**

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4. Post-Graduation degree and mark sheets
5. 5 passport size photographs
6. Passport copy
7. Certificate of any course attended
8. Pan Number

Please bring only the Xerox of all the above documents.

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(CIN: U72200KA2001PTC028649)

  
REGISTRAR  


**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96	Status: Delivered
Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Abhilash N	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator: Sunitha Rao M sunitha@crimsonlogic.com
Envelopeld Stamping: Disabled	IP Address: 49.206.12.50
Time Zone: (UTC+08:00) Kuala Lumpur, Singapore	

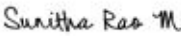
**Record Tracking**

Status: Original 16-Dec-2021   10:19	Holder: Sunitha Rao M sunitha@crimsonlogic.com	Location: DocuSign
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**Signer Events**

Signature	Timestamp
Abhilash N 201810101475@presidencyuniversity.in Security Level: Email, Account Authentication (None)	Sent: 16-Dec-2021   10:21 Viewed: 16-Dec-2021   10:46

**Electronic Record and Signature Disclosure:**  
Accepted: 16-Dec-2021 | 10:46  
ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M sunitha@crimsonlogic.com Senior Manager (Human Resources) CrimsonLogic Pte Ltd Security Level: Email, Account Authentication (None)		Sent: 16-Dec-2021   10:21 Viewed: 16-Dec-2021   10:21 Signed: 16-Dec-2021   10:21
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**In Person Signer Events**

Signature	Timestamp
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**Editor Delivery Events**

Status	Timestamp
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**Agent Delivery Events**

Status	Timestamp
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**Intermediary Delivery Events**

Status	Timestamp
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**Certified Delivery Events**

Status	Timestamp
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**Carbon Copy Events**

Status	Timestamp
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**Witness Events**

Signature	Timestamp
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**Notary Events**

Signature	Timestamp
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**Envelope Summary Events**

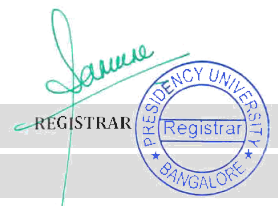
Status	Timestamps
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Envelope Sent	Hashed/Encrypted	16-Dec-2021   10:21
Certified Delivered	Security Checked	16-Dec-2021   10:21
Signing Complete	Security Checked	16-Dec-2021   10:21

**Payment Events**

Status	Timestamps
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**Electronic Record and Signature Disclosure**



## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, CrimsonLogic Pte Ltd (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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If you created a DocuSign account, you may update it with your new email address through your account preferences.

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### **To withdraw your consent with CrimsonLogic Pte Ltd**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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REGISTRAR  


**Private and Confidential**

December 15, 2021

Elwin Joshua

Dear, Elwin Joshua

We are pleased to offer you an employment as **"Graduate Associate"** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

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Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Elwin Joshua

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
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(CIN: U72200KA2001PTC028649)

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<b>Employees PF</b>	1,500.00
<b>Professional Tax</b>	200.00
<b>TDS(depends on Individual)</b>	
<b>TOTAL DEDUCTIONS</b>	1,700.00
<b>NET PAY</b>	38,466.67

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
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Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)

(CIN: U72200KA2001PTC028649)

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**Appendix: II**

**Checklist of Documents**

1. 10<sup>th</sup> Mark Sheet
2. 12<sup>th</sup> Mark Sheet
3. Degree mark sheets and certificate
4. Post-Graduation degree and mark sheets
5. 5 passport size photographs
6. Passport copy
7. Certificate of any course attended
8. Pan Number

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**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96	Status: Delivered
Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Elwin Joshua	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator: Sunitha Rao M sunitha@crimsonlogic.com
Envelopeld Stamping: Disabled	IP Address: 49.206.12.50
Time Zone: (UTC+08:00) Kuala Lumpur, Singapore	

**Record Tracking**

Status: Original 16-Dec-2021   10:19	Holder: Sunitha Rao M sunitha@crimsonlogic.com	Location: DocuSign
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**Signer Events**

Signature	Timestamp
Elwin Joshua 201810101475@presidencyuniversity.in Security Level: Email, Account Authentication (None)	Sent: 16-Dec-2021   10:21 Viewed: 16-Dec-2021   10:46

**Electronic Record and Signature Disclosure:**

Accepted: 16-Dec-2021 | 10:46  
ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M sunitha@crimsonlogic.com Senior Manager (Human Resources) CrimsonLogic Pte Ltd Security Level: Email, Account Authentication (None)	<i>Sunitha Rao M</i>	Sent: 16-Dec-2021   10:21 Viewed: 16-Dec-2021   10:21 Signed: 16-Dec-2021   10:21
	Signature Adoption: Pre-selected Style Using IP Address: 49.206.12.50	

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events**

Signature	Timestamp
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**Editor Delivery Events**

Status	Timestamp
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**Agent Delivery Events**

Status	Timestamp
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**Intermediary Delivery Events**

Status	Timestamp
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**Certified Delivery Events**

Status	Timestamp
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**Carbon Copy Events**

Status	Timestamp
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**Witness Events**

Signature	Timestamp
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**Notary Events**

Signature	Timestamp
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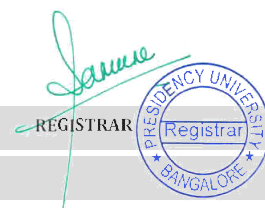
**Envelope Summary Events**

Status	Timestamps
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Envelope Sent	Hashed/Encrypted	16-Dec-2021   10:21
Certified Delivered	Security Checked	16-Dec-2021   10:21
Signing Complete	Security Checked	16-Dec-2021   10:21

**Payment Events**

Status	Timestamps
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**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, CrimsonLogic Pte Ltd (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

**All notices and disclosures will be sent to you electronically**

  
REGISTRAR  


Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact CrimsonLogic Pte Ltd:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com)

### **To advise CrimsonLogic Pte Ltd of your new email address**

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### **To withdraw your consent with CrimsonLogic Pte Ltd**

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- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**


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By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CrimsonLogic Pte Ltd as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CrimsonLogic Pte Ltd during the course of your relationship with CrimsonLogic Pte Ltd.

  
REGISTRAR  


**Private and Confidential**

December 15, 2021

Vaishnavi Appacha A

Dear, Vaishnavi Appacha A

We are pleased to offer you an employment as **“Graduate Associate”** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

Please refer Appendix – II for the checklist of documents that you need to submit to HR dept.

I hope you will find CrimsonLogic India Pvt. Ltd to be an exciting and challenging place to work. Please feel free to contact me with any questions you may have regarding your appointment.

Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Vaishnavi Appacha A

Date:

**CrimsonLogic India Pvt. Ltd.**

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(CIN: U72200KA2001PTC028649)

*Sunitha Rao M*  
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Registrar  
BANGALORE

**Appendix : I**

<b>Salary Per annum</b>	500,000.00
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<b>Transport Allowance</b>	800.00
<b>Co's Contri to PF</b>	1,500.00
<b>FBP</b>	
There are quite a few options where you can save your tax and will be explained to you once you join us	
<b>Personal Pay</b>	21,866.67
<b>(Balancing Figure)</b>	
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(CIN: U72200KA2001PTC028649)

  
REGISTRAR 

**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96

Status: Delivered

Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Vaishnavi Appacha A

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Sunitha Rao M

AutoNav: Enabled

sunitha@crimsonlogic.com

Envelopeld Stamping: Disabled

IP Address: 49.206.12.50

Time Zone: (UTC+08:00) Kuala Lumpur, Singapore

**Record Tracking**

Status: Original

Holder: Sunitha Rao M

Location: DocuSign

16-Dec-2021 | 10:19

sunitha@crimsonlogic.com

**Signer Events****Signature****Timestamp**

Vaishnavi Appacha A

201810101475@presidencyuniversity.in

Security Level: Email, Account Authentication  
(None)

Sent: 16-Dec-2021 | 10:21

Viewed: 16-Dec-2021 | 10:46

**Electronic Record and Signature Disclosure:**

Accepted: 16-Dec-2021 | 10:46

ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M

sunitha@crimsonlogic.com

Senior Manager (Human Resources)

CrimsonLogic Pte Ltd

Security Level: Email, Account Authentication  
(None)*Sunitha Rao M*

Sent: 16-Dec-2021 | 10:21

Viewed: 16-Dec-2021 | 10:21

Signed: 16-Dec-2021 | 10:21

Signature Adoption: Pre-selected Style

Using IP Address: 49.206.12.50

**Electronic Record and Signature Disclosure:**

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**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

16-Dec-2021 | 10:21

Certified Delivered

Security Checked

16-Dec-2021 | 10:21

Signing Complete

Security Checked

16-Dec-2021 | 10:21

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

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**All notices and disclosures will be sent to you electronically**



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- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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REGISTRAR  




**Private and Confidential**

December 15, 2021

Harish S

Dear, Harish S

We are pleased to offer you an employment as **“Graduate Associate”** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

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Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Harish S

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
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(CIN: U72200KA2001PTC028649)



**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96	Status: Delivered
Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Harish S	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator: Sunitha Rao M sunitha@crimsonlogic.com
Envelopeld Stamping: Disabled	IP Address: 49.206.12.50
Time Zone: (UTC+08:00) Kuala Lumpur, Singapore	

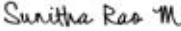
**Record Tracking**

Status: Original 16-Dec-2021   10:19	Holder: Sunitha Rao M sunitha@crimsonlogic.com	Location: DocuSign
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**Signer Events**

Signature	Timestamp
Harish S 201810101475@presidencyuniversity.in Security Level: Email, Account Authentication (None)	Sent: 16-Dec-2021   10:21 Viewed: 16-Dec-2021   10:46

**Electronic Record and Signature Disclosure:**  
Accepted: 16-Dec-2021 | 10:46  
ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M sunitha@crimsonlogic.com Senior Manager (Human Resources) CrimsonLogic Pte Ltd Security Level: Email, Account Authentication (None)		Sent: 16-Dec-2021   10:21 Viewed: 16-Dec-2021   10:21 Signed: 16-Dec-2021   10:21
---	---	---

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**In Person Signer Events**

**Editor Delivery Events**

**Agent Delivery Events**

**Intermediary Delivery Events**

**Certified Delivery Events**

**Carbon Copy Events**

**Witness Events**

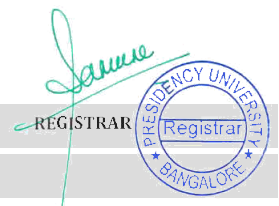
**Notary Events**

**Envelope Summary Events**

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	16-Dec-2021   10:21
Certified Delivered	Security Checked	16-Dec-2021   10:21
Signing Complete	Security Checked	16-Dec-2021   10:21

**Payment Events**

**Electronic Record and Signature Disclosure**



## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, CrimsonLogic Pte Ltd (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

**All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact CrimsonLogic Pte Ltd:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com)

### **To advise CrimsonLogic Pte Ltd of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from CrimsonLogic Pte Ltd**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with CrimsonLogic Pte Ltd**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CrimsonLogic Pte Ltd as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CrimsonLogic Pte Ltd during the course of your relationship with CrimsonLogic Pte Ltd.

  
REGISTRAR  


**Private and Confidential**

December 15, 2021

Jeevitha S Rao

Dear, Jeevitha S Rao

We are pleased to offer you an employment as **“Graduate Associate”** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

Please refer Appendix – II for the checklist of documents that you need to submit to HR dept.

I hope you will find CrimsonLogic India Pvt. Ltd to be an exciting and challenging place to work. Please feel free to contact me with any questions you may have regarding your appointment.

Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Jeevitha S Rao

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
Tel: +91 80 6770 9500

Headquarters: 31, The Crimson, Science Park Road, Singapore 117611 Tel (65) 6887 7888 Fax (65) 6778 5277

Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)

(CIN: U72200KA2001PTC028649)

*Jeevitha S Rao*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



**Appendix : I**

<b>Salary Per annum</b>	500,000.00
<b>Monthly Salary</b>	41,666.67
<b>Basic</b>	12,500.00
<b>House Rent Allowance</b>	5,000.00
<b>Transport Allowance</b>	800.00
<b>Co's Contri to PF</b>	1,500.00
<b>FBP</b>	
There are quite a few options where you can save your tax and will be explained to you once you join us	
<b>Personal Pay</b>	21,866.67
<b>(Balancing Figure)</b>	
<b>TOTAL GROSS PAY</b>	40,166.67
<b>DEDUCTIONS</b>	
<b>Employees PF</b>	1,500.00
<b>Professional Tax</b>	200.00
<b>TDS(depends on Individual)</b>	
<b>TOTAL DEDUCTIONS</b>	1,700.00
<b>NET PAY</b>	38,466.67

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(CIN: U72200KA2001PTC028649)

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**Appendix: II**

**Checklist of Documents**

1. 10<sup>th</sup> Mark Sheet
2. 12<sup>th</sup> Mark Sheet
3. Degree mark sheets and certificate
4. Post-Graduation degree and mark sheets
5. 5 passport size photographs
6. Passport copy
7. Certificate of any course attended
8. Pan Number

Please bring only the Xerox of all the above documents.

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(CIN: U72200KA2001PTC028649)

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96

Status: Delivered

Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Jeevitha S Rao

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Sunitha Rao M

AutoNav: Enabled

sunitha@crimsonlogic.com

Envelopeld Stamping: Disabled

IP Address: 49.206.12.50

Time Zone: (UTC+08:00) Kuala Lumpur, Singapore

**Record Tracking**

Status: Original

Holder: Sunitha Rao M

Location: DocuSign

16-Dec-2021 | 10:19

sunitha@crimsonlogic.com

**Signer Events****Signature****Timestamp**

Jeevitha S Rao

201810101475@presidencyuniversity.in

Security Level: Email, Account Authentication  
(None)

Sent: 16-Dec-2021 | 10:21

Viewed: 16-Dec-2021 | 10:46

**Electronic Record and Signature Disclosure:**

Accepted: 16-Dec-2021 | 10:46

ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M

sunitha@crimsonlogic.com

Senior Manager (Human Resources)

CrimsonLogic Pte Ltd

Security Level: Email, Account Authentication  
(None)*Sunitha Rao M*

Sent: 16-Dec-2021 | 10:21

Viewed: 16-Dec-2021 | 10:21

Signed: 16-Dec-2021 | 10:21

Signature Adoption: Pre-selected Style

Using IP Address: 49.206.12.50

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

16-Dec-2021 | 10:21

Certified Delivered

Security Checked

16-Dec-2021 | 10:21

Signing Complete

Security Checked

16-Dec-2021 | 10:21

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

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**All notices and disclosures will be sent to you electronically**

  
REGISTRAR 

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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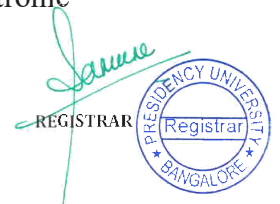
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### **To withdraw your consent with CrimsonLogic Pte Ltd**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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REGISTRAR  


**Private and Confidential**

December 15, 2021

Ektha R

Dear, Ektha R

We are pleased to offer you an employment as **"Graduate Associate"** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

Please refer Appendix – II for the checklist of documents that you need to submit to HR dept.

I hope you will find CrimsonLogic India Pvt. Ltd to be an exciting and challenging place to work. Please feel free to contact me with any questions you may have regarding your appointment.

Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Ektha R

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
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(CIN: U72200KA2001PTC028649)

*Sunitha Rao M*  
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**Appendix : I**

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There are quite a few options where you can save your tax and will be explained to you once you join us	
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<b>TOTAL GROSS PAY</b>	40,166.67
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*Sanne*  
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PRESIDENCY UNIVERSITY  
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BANGALORE



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(CIN: U72200KA2001PTC028649)



**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96	Status: Delivered
Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Ektha R	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Sunitha Rao M
Time Zone: (UTC+08:00) Kuala Lumpur, Singapore	sunitha@crimsonlogic.com
	IP Address: 49.206.12.50

**Record Tracking**

Status: Original	Holder: Sunitha Rao M	Location: DocuSign
16-Dec-2021   10:19	sunitha@crimsonlogic.com	

**Signer Events**

Signature	Timestamp
Ektha R	Sent: 16-Dec-2021   10:21
201810101475@presidencyuniversity.in	Viewed: 16-Dec-2021   10:46
Security Level: Email, Account Authentication (None)	

**Electronic Record and Signature Disclosure:**

Accepted: 16-Dec-2021 | 10:46  
ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M

sunitha@crimsonlogic.com

Senior Manager (Human Resources)

CrimsonLogic Pte Ltd

Security Level: Email, Account Authentication (None)

*Sunitha Rao M*

Sent: 16-Dec-2021 | 10:21

Viewed: 16-Dec-2021 | 10:21

Signed: 16-Dec-2021 | 10:21

Signature Adoption: Pre-selected Style

Using IP Address: 49.206.12.50

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

16-Dec-2021 | 10:21

Certified Delivered

Security Checked

16-Dec-2021 | 10:21

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16-Dec-2021 | 10:21

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

**All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact CrimsonLogic Pte Ltd:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com)

### **To advise CrimsonLogic Pte Ltd of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

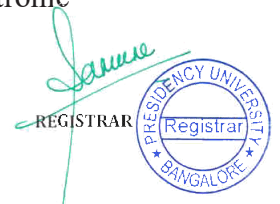
If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from CrimsonLogic Pte Ltd**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with CrimsonLogic Pte Ltd**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CrimsonLogic Pte Ltd as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CrimsonLogic Pte Ltd during the course of your relationship with CrimsonLogic Pte Ltd.

  
REGISTRAR  


**Private and Confidential**

December 15, 2021

Akula Sai Teja Reddy

Dear, Akula Sai Teja Reddy

We are pleased to offer you an employment as **"Graduate Associate"** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

Please refer Appendix – II for the checklist of documents that you need to submit to HR dept.

I hope you will find CrimsonLogic India Pvt. Ltd to be an exciting and challenging place to work. Please feel free to contact me with any questions you may have regarding your appointment.

Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

---

I hereby accept the offer and will be joining by \_\_\_\_\_

Signature:

Name: Akula Sai Teja Reddy

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
Tel: +91 80 6770 9500

Headquarters: 31, The Crimson, Science Park Road, Singapore 117611 Tel (65) 6887 7888 Fax (65) 6778 5277

Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)

(CIN: U72200KA2001PTC028649)

*Sai Teja Reddy*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

**Appendix : I**

<b>Salary Per annum</b>	500,000.00
<b>Monthly Salary</b>	41,666.67
<b>Basic</b>	12,500.00
<b>House Rent Allowance</b>	5,000.00
<b>Transport Allowance</b>	800.00
<b>Co's Contri to PF</b>	1,500.00
<b>FBP</b>	
There are quite a few options where you can save your tax and will be explained to you once you join us	
<b>Personal Pay</b>	21,866.67
<b>(Balancing Figure)</b>	
<b>TOTAL GROSS PAY</b>	40,166.67
<b>DEDUCTIONS</b>	
<b>Employees PF</b>	1,500.00
<b>Professional Tax</b>	200.00
<b>TDS(depends on Individual)</b>	
<b>TOTAL DEDUCTIONS</b>	1,700.00
<b>NET PAY</b>	38,466.67

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
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Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)

(CIN: U72200KA2001PTC028649)

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**Appendix: II**

**Checklist of Documents**

1. 10<sup>th</sup> Mark Sheet
2. 12<sup>th</sup> Mark Sheet
3. Degree mark sheets and certificate
4. Post-Graduation degree and mark sheets
5. 5 passport size photographs
6. Passport copy
7. Certificate of any course attended
8. Pan Number

Please bring only the Xerox of all the above documents.

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103  
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(CIN: U72200KA2001PTC028649)

  
REGISTRAR  




**Certificate Of Completion**

Envelope Id: C00B6853A33D47029B7DAB9E1B340D96

Status: Delivered

Subject: Please DocuSign: Offer letter - Permanent (Dynamic).doc Akula Sai Teja Reddy

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Sunitha Rao M

AutoNav: Enabled

sunitha@crimsonlogic.com

Envelopeld Stamping: Disabled

IP Address: 49.206.12.50

Time Zone: (UTC+08:00) Kuala Lumpur, Singapore

**Record Tracking**

Status: Original

Holder: Sunitha Rao M

Location: DocuSign

16-Dec-2021 | 10:19

sunitha@crimsonlogic.com

**Signer Events****Signature****Timestamp**

Akula Sai Teja Reddy

201810101475@presidencyuniversity.in

Security Level: Email, Account Authentication  
(None)

Sent: 16-Dec-2021 | 10:21

Viewed: 16-Dec-2021 | 10:46

**Electronic Record and Signature Disclosure:**

Accepted: 16-Dec-2021 | 10:46

ID: 2391df6f-7964-471c-b476-b6cd45a5f888

Sunitha Rao M

sunitha@crimsonlogic.com

Senior Manager (Human Resources)

CrimsonLogic Pte Ltd

Security Level: Email, Account Authentication  
(None)*Sunitha Rao M*

Sent: 16-Dec-2021 | 10:21

Viewed: 16-Dec-2021 | 10:21

Signed: 16-Dec-2021 | 10:21

Signature Adoption: Pre-selected Style

Using IP Address: 49.206.12.50

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

16-Dec-2021 | 10:21

Certified Delivered

Security Checked

16-Dec-2021 | 10:21

Signing Complete

Security Checked

16-Dec-2021 | 10:21

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, CrimsonLogic Pte Ltd (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

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### **All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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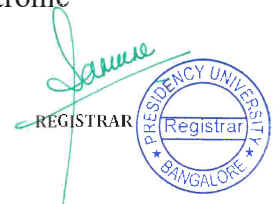
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### **To withdraw your consent with CrimsonLogic Pte Ltd**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sylviakoh@crimsonlogic.com](mailto:sylviakoh@crimsonlogic.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

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### **Acknowledging your access and consent to receive and sign documents electronically**

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REGISTRAR  


Date: 30/06/2022

**Sub:-Letter of Intent**

**To:** Rahul Sarungbam Singh

Thank you for exploring career opportunities with Employment Express Verband LLP.

Basis your interview with us, we are pleased to extend our offer for the position of **“Trader cum Business Development Intern”** with us for the process of “ICICI Securities Ltd.”.

As discussed, your compensation in your internship period will be INR 10,000/- including PLI per month for 6 Months i.e internship period. However, please note that the final compensation so offered shall range upto INR 4.0 LPA, subjected to internship performance, discipline, and other criteria discussed by management.

Your tentative joining shall be scheduled for July 2022.

You are requested to send your formal acceptance for this letter within seven days of issue of this letter through mail to company HR ([HR@Employmentexpress.net](mailto:HR@Employmentexpress.net)). Failure to do so shall result in withdrawal of selection, and the offer shall be null and void.

It is hereby stated this letter of intent is issued and considered valid as per company policy requirement and management is authorized to withdraw the offer as per company project policies.

**Kindly mail the following documents to [Hr@employmentexpress.net](mailto:Hr@employmentexpress.net) within 7 days of receiving offer-**

- 1.Passport Size Photo-1
- 2.Pan Card
- 3.Aadhaar Card (front and back) With linked active Mobile Number.
- 4.Educational Mark-sheets & Certificates
- 5.Cancel Cheque/Bank Statement (Anyone)



Auth. Sig.

ROOM NO. 15, PLOT NO. 22, Near MUNICIPAL SCHOOL, KHERWADI,  
BANDRA (E), Mumbai, Maharashtra, India 400051  
+91-7905044451, +91-8770132412  
[info@employmentexpress.net](mailto:info@employmentexpress.net)  
[employmentexpress.net](http://employmentexpress.net)



Date: 30/06/2022

**Sub:-Letter of Intent**

**To:** Yogesh K

Thank you for exploring career opportunities with Employment Express Verband LLP.

Basis your interview with us, we are pleased to extend our offer for the position of **“Trader cum Business Development Intern”** with us for the process of “ICICI Securities Ltd.”.

As discussed, your compensation in your internship period will be INR 10,000/- including PLI per month for 6 Months i.e internship period. However, please note that the final compensation so offered shall range upto INR 4.0 LPA, subjected to internship performance, discipline, and other criteria discussed by management.

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[info@employmentexpress.net](mailto:info@employmentexpress.net)  
[employmentexpress.net](http://employmentexpress.net)





Date: 30/06/2022

**Sub:-Letter of Intent**

**To:** Jnanesh A M

Thank you for exploring career opportunities with Employment Express Verband LLP.

Basis your interview with us, we are pleased to extend our offer for the position of **“Trader cum Business Development Intern”** with us for the process of “ICICI Securities Ltd.”.

As discussed, your compensation in your internship period will be INR 10,000/- including PLI per month for 6 Months i.e internship period. However, please note that the final compensation so offered shall range upto INR 4.0 LPA, subjected to internship performance, discipline, and other criteria discussed by management.

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[info@employmentexpress.net](mailto:info@employmentexpress.net)  
[employmentexpress.net](http://employmentexpress.net)



Date: 30/06/2022

**Sub:-Letter of Intent**

**To:** Pavan N D

Thank you for exploring career opportunities with Employment Express Verband LLP.

Basis your interview with us, we are pleased to extend our offer for the position of **"Trader cum Business Development Intern"** with us for the process of "ICICI Securities Ltd."

As discussed, your compensation in your internship period will be INR 10,000/- including PLI per month for 6 Months i.e internship period. However, please note that the final compensation so offered shall range upto INR 4.0 LPA, subjected to internship performance, discipline, and other criteria discussed by management.

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[info@employmentexpress.net](mailto:info@employmentexpress.net)  
[employmentexpress.net](http://employmentexpress.net)





Date: 30/06/2022

**Sub:-Letter of Intent**

**To:** K P Sohan

Thank you for exploring career opportunities with Employment Express Verband LLP.

Basis your interview with us, we are pleased to extend our offer for the position of **“Trader cum Business Development Intern”** with us for the process of “ICICI Securities Ltd.”.

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[info@employmentexpress.net](mailto:info@employmentexpress.net)  
[employmentexpress.net](http://employmentexpress.net)



Date: 30/06/2022

**Sub:-Letter of Intent**

**To:** Kattu Badi Thriloknath

Thank you for exploring career opportunities with Employment Express Verband LLP.

Basis your interview with us, we are pleased to extend our offer for the position of **“Trader cum Business Development Intern”** with us for the process of “ICICI Securities Ltd.”.

As discussed, your compensation in your internship period will be INR 10,000/- including PLI per month for 6 Months i.e internship period. However, please note that the final compensation so offered shall range upto INR 4.0 LPA, subjected to internship performance, discipline, and other criteria discussed by management.

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[info@employmentexpress.net](mailto:info@employmentexpress.net)  
[employmentexpress.net](http://employmentexpress.net)





22-Apr-2022

Resume # RES/501042/10

To,  
**Mr. Vraun Adit D S,**  
**Bangalore**

**Dear Vraun Adit D S,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



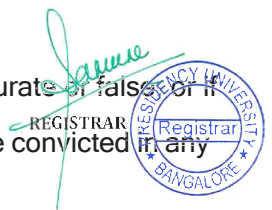
Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India  
Phone: +91 80 4674 4567, +91 80 4644 7777  
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4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.



## 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

## 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

### ACCEPTANCE

I **Mr. Vraun Adit D S**,

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_


  
REGISTRAR 



## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
<b>Deductions</b>		
Employee Provident Fund	22,320	1,860
<b>Retirals</b>		
Employer Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
REGISTRAR  




**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

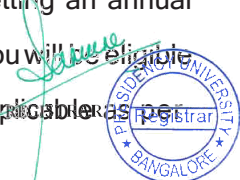
*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per applicable law).







the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### **Other Benefits**

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 



- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501043/11

To,  
**Mr. Sonam Goswami,**  
**Bangalore**

**Dear Sonam Goswami,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

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- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
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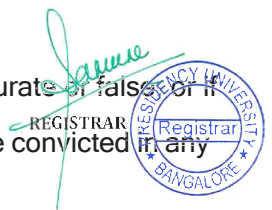
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4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
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- a) Self: four passport-size photographs.
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## 6. PAN card - Photocopy.

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REGISTRAR 



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2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

### ACCEPTANCE

I **Mr. Sonam Goswami**,

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_


  
REGISTRAR 



## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
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*Sanne*  
REGISTRAR  




**Note:**

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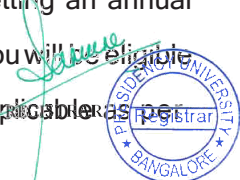
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REGISTRAR 



- **Personal Accident Insurance:**

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With best wishes,

**Bina Patil**

**Vice President – Human Resources**

REGISTRAR

PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



22-Apr-2022

Resume # RES/501044/12

To,  
**Mr. Yellanki Sairam Aryan,**  
**Bangalore**

**Dear Yellanki Sairam Aryan,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

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- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
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Nagawara, Bengaluru - 560 045, India

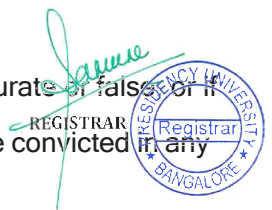
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www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.



### 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Yellanki Sairam Aryan**,

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_


  
REGISTRAR 



## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
<b>Deductions</b>		
Employee Provident Fund	22,320	1,860
<b>Retirals</b>		
Employer Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
REGISTRAR  




**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

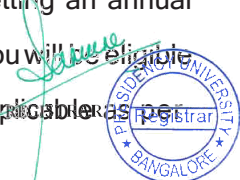
*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per the applicable law).







the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 



- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501045/13

To,  
**Mr. Syed Yunus,**  
**Bangalore**

**Dear Syed Yunus,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India

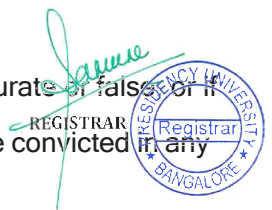
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
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  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



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### 5. Photographs:

- a) Self: four passport-size photographs.
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### 6. PAN card - Photocopy.

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REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

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3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Syed Yunus**,  
hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
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<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
REGISTRAR  




**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per the applicable law).







the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 



- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**

Apr 02, 2022

Mr. M Venkata Kishore Reddy  
201810101328@presidencyuniversity.in  
Candidate Id: CN20220895

Dear M Venkata Kishore Reddy,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

A handwritten signature in green ink is written over a circular blue stamp. The stamp contains the text "REGISTRAR" at the top, "PRESIDENCY UNIVERSITY" around the inner edge, "Registrar" in the center, and "BANGALORE" at the bottom.

Annexure I: Annual Compensation Structure			
Name	Mr. M Venkata Kishore Reddy	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.




**Arumugam N Vadivelu**  
Senior Manager – HR Ops & Strategy

**ACCEPTANCE OF OFFER**

*I hereby confirm that I accept the above offer with all its terms and conditions of employment.*

**Name & Signature of the candidate with date of acceptance**





22-Apr-2022

Resume # RES/501046/14

To,  
**Mr. Abhishek Vashishath,**  
**Bangalore**

**Dear Abhishek Vashishath,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



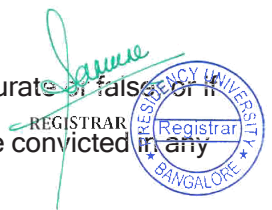
Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India  
Phone: +91 80 4674 4567, +91 80 4644 7777  
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4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.


### 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

### ACCEPTANCE

I **Mr. Abhishek Vashishath**,

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
REGISTRAR 






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
<b>Deductions</b>		
Employee Provident Fund	22,320	1,860
<b>Retirals</b>		
Employer Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
REGISTRAR  




**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per the applicable law).





the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 



- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501047/15

To,  
**Mr. Sreehari D Nair,**  
**Bangalore**

**Dear Sreehari D Nair,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



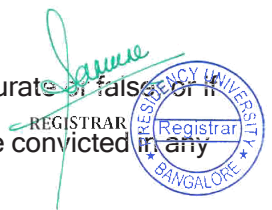
Indegene Private Limited, Aspen Block G4, 3rd Floor,  
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4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
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9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
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  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

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**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.


## 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

## 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Sreehari D Nair**,

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
REGISTRAR 






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
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*Sanne*  
REGISTRAR  




**Note:**

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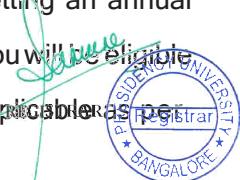
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As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

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REGISTRAR 



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You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501048/16

To,  
**Mr. Praveen S,**  
**Bangalore**

**Dear Praveen S,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

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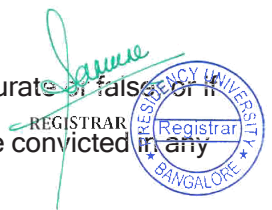
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3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.


### 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

### ACCEPTANCE

I **Mr. Praveen S,**

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
REGISTRAR 






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
<b>Deductions</b>		
Employee Provident Fund	22,320	1,860
<b>Retirals</b>		
Employer Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
REGISTRAR  




**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

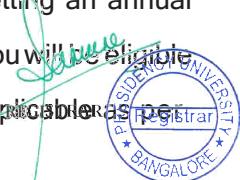
*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per applicable law).





the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 



- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501049/17

To,  
**Mr. Abhishek Surashetty S,**  
**Bangalore**

**Dear Abhishek Surashetty S,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India

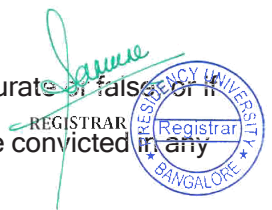
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.


### 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Abhishek Surashetty S,**

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
REGISTRAR 






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
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*Sanne*  
REGISTRAR  




**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

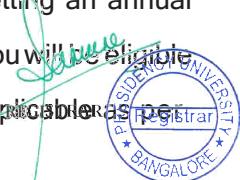
*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

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This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

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the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 



- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501050/18

To,  
**Mr. Ugganageri Dileep,**  
**Bangalore**

**Dear Ugganageri Dileep,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

**1. Band, Level & Department: A : Level 1 People Practice & Operations**

**2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.

**3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



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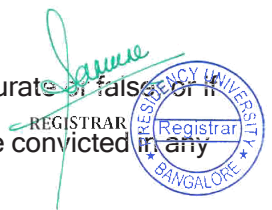
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
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  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

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- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

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REGISTRAR 



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2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

### ACCEPTANCE

I **Mr. Ugganageri Dileep**,

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
REGISTRAR 






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

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<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
<b>Deductions</b>		
Employee Provident Fund	22,320	1,860
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Employer Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
REGISTRAR





**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

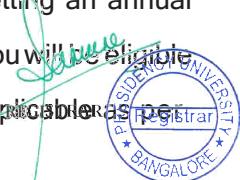
*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per applicable law).





the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 



- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501051/19

To,  
**Mr. Rahul Kumar,**  
**Bangalore**

**Dear Rahul Kumar,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



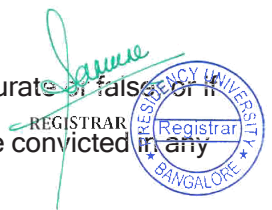
Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India  
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.


### 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Rahul Kumar**,  
hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_








## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
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*Sanne*  
REGISTRAR  




**Note:**

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- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

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Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
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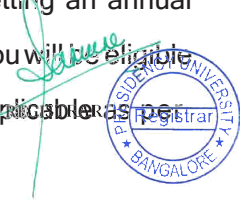
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This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

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You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

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As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 



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You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**

Requisition ID #  
HC#IND/15957/11



22-Apr-2022

Resume # RES/501052/20

To,  
**Mr. Tejaswini P M,**  
**Bangalore**

**Dear Tejaswini P M,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India

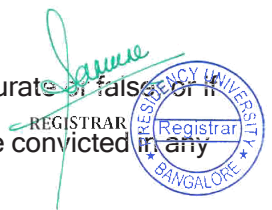
Phone: +91 80 4674 4567, +91 80 4644 7777  
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4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
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6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
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  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

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- a) Self: four passport-size photographs.
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REGISTRAR 



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**ACCEPTANCE**

I **Mr. Tejaswini P M**,

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
REGISTRAR 






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

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*Sanne*  
REGISTRAR





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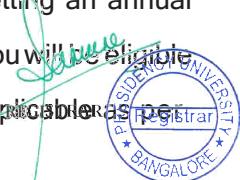
*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per applicable law).





the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 



- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**

Requisition ID #  
HC#IND/15958/12



22-Apr-2022

Resume # RES/501053/21

To,  
**Mr. Pinniboina Chaitanya,**  
**Bangalore**

**Dear Pinniboina Chaitanya,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India

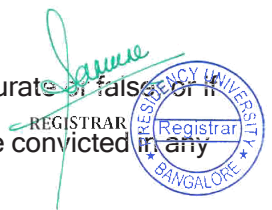
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.


### 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Pinniboina Chaitanya**,

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
REGISTRAR 






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
<b>Deductions</b>		
Employee Provident Fund	22,320	1,860
<b>Retirals</b>		
Employer Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
REGISTRAR





**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

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Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per the applicable law).





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As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

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REGISTRAR 



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You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501054/22

To,  
**Mr. Koulik Saha,**  
**Bangalore**

**Dear Koulik Saha,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
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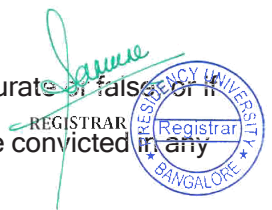
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4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
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REGISTRAR 



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**ACCEPTANCE**

I **Mr. Koulik Saha**,

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

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<b>Total</b>	<b>51,663</b>	<b>4,305</b>
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*Sanne*  
REGISTRAR  




**Note:**

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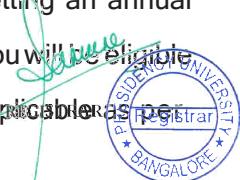
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As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 



- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**

Requisition ID #  
HC#IND/15960/14



22-Apr-2022

Resume # RES/501055/23

To,  
Mr. Jhanhavi V,  
Bangalore

Dear Jhanhavi V,

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India

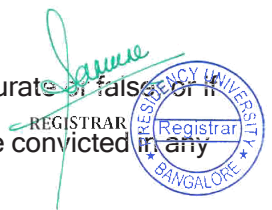
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.


## 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

## 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Jhanhavi V,**

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
REGISTRAR 






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
<b>Deductions</b>		
Employee Provident Fund	22,320	1,860
<b>Retirals</b>		
Employer Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
REGISTRAR  




**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

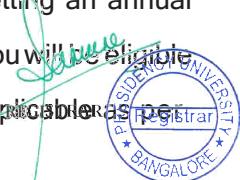
*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per applicable law).





the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 



- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**  
Vice President – Human Resources

Requisition ID #  
HC#IND/15961/15

22-Apr-2022

Resume # RES/501056/24

To,  
Mr. Harsha A N,  
Bangalore

Dear Harsha A N,

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

**1. Band, Level & Department: A : Level 1 People Practice & Operations**

**2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.

**3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



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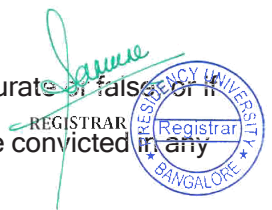
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4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
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### 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

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REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

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3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Harsha A N**,

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
REGISTRAR 






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

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*Sanne*  
REGISTRAR  




**Note:**

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Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

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Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

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- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

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This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

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- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

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REGISTRAR 



- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501057/25

To,  
**Mr. Gurvinder Singh,**  
**Bangalore**

**Dear Gurvinder Singh,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

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- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
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Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India

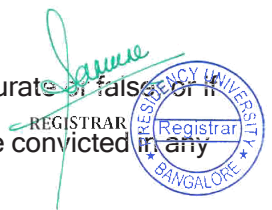
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.


### 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Gurvinder Singh**,

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
REGISTRAR 






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
<b>Deductions</b>		
Employee Provident Fund	22,320	1,860
<b>Retirals</b>		
Employer Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
REGISTRAR





**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per applicable law).





the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 



- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501058/26

To,  
**Mr. Y Deepak,**  
**Bangalore**

**Dear Y Deepak,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



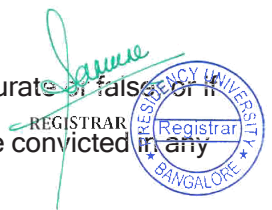
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Phone: +91 80 4674 4567, +91 80 4644 7777  
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4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
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  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

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**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.


### 5. Photographs:

- a) Self: four passport-size photographs.
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### 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Y Deepak**,

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
REGISTRAR 






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
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Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
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*Sanne*  
REGISTRAR  




**Note:**

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- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

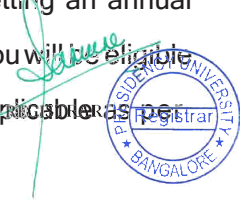
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- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 



- **Personal Accident Insurance:**

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- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501059/27

To,  
**Mr. SoumyaSharanabasappa G,**  
**Bangalore**

**Dear SoumyaSharanabasappa G,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

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- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
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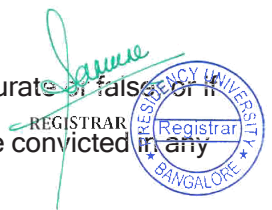
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4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
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## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.


### 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. SoumyaSharanabasappa G,**

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
REGISTRAR 






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
<b>Deductions</b>		
Employee Provident Fund	22,320	1,860
<b>Retirals</b>		
Employer Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
REGISTRAR





**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

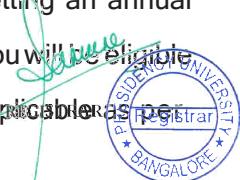
*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per applicable law).





the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 



- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501060/28

To,  
**Mr. Venigalla Sai Deepak,**  
**Bangalore**

**Dear Venigalla Sai Deepak,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India

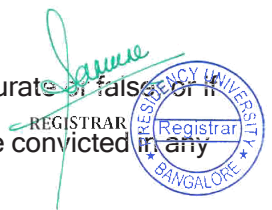
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
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**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.


### 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

### ACCEPTANCE

I **Mr. Venigalla Sai Deepak**,

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

REGISTRAR REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
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Variable Pay - On a rating of 3	16,000	1,333
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*Sanne*  
REGISTRAR





**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

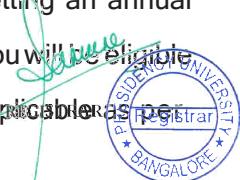
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- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

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- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### **Other Benefits**

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 



- **Personal Accident Insurance:**

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With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501061/29

To,  
**Mr. Amoolya G,**  
**Bangalore**

**Dear Amoolya G,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



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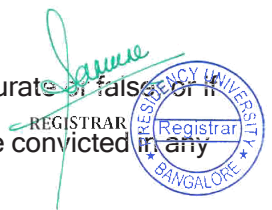
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
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  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
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- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

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REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

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1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Amoolya G,**

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
REGISTRAR 






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
<b>Deductions</b>		
Employee Provident Fund	22,320	1,860
<b>Retirals</b>		
Employer Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
REGISTRAR  




**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

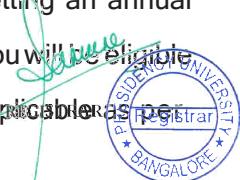
*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per the applicable law).





the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 



- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501062/30

To,  
**Mr. K Akhil Joseph Xavier,**  
**Bangalore**

**Dear K Akhil Joseph Xavier,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

**1. Band, Level & Department: A : Level 1 People Practice & Operations**

**2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.

**3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India

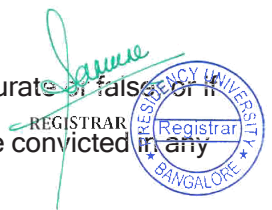
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.


## 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

## 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. K Akhil Joseph Xavier**,

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
REGISTRAR 






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
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<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
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*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
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<b>Deductions</b>		
Employee Provident Fund	22,320	1,860
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<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
REGISTRAR  




**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

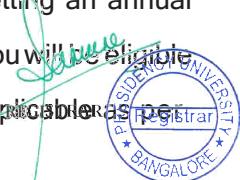
*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

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This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

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Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per the applicable law).





the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 



- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**

Apr 02, 2022

Mr. Tom Mathew Kurian  
201610100008@presidencyuniversity.in  
Candidate Id: CN20220894

Dear Tom Mathew Kurian,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

A handwritten signature in green ink is written over a circular blue stamp. The stamp contains the text "REGISTRAR" at the top, "PRESIDENCY UNIVERSITY" around the inner edge, "Registrar" in the center, and "BANGALORE" at the bottom.

Annexure I: Annual Compensation Structure			
Name	Mr. Tom Mathew Kurian	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

**Notes:** \*Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



**Arumugam N Vadivelu**  
**Senior Manager – HR Ops & Strategy**

**ACCEPTANCE OF OFFER**

*I hereby confirm that I accept the above offer with all its terms and conditions of employment.*

**Name & Signature of the candidate with date of acceptance**



## Offer Letter

**Mr. Mohamed Ahmed**

**15<sup>th</sup> December, 2021**

**Sub:** Offer of appointment as **Associate Manager-Bangalore** Sunstone Education Technology Pvt. Ltd.

**Dear Mohamed Ahmed,**

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Associate Manager- Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1<sup>st</sup> February 2022 i.e., Tuesday**.
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. After successfully completion of the 3 months' probation period your salary will revised as per **Annexure B**.
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
  - (a) 6 passport size color photographs.
  - (b) Proof of age certificate along with the photocopy.
  - (c) Proof of academic / technical qualifications certificates along with the photocopies.
  - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
  - (e) Last pay drawn certificate, if in employment.
  - (f) Form16 from Last Employer, if in employment
  - (g) PAN Card

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034


**corporate office**

Sunstone Eduversity, 3rd Floor, Tower B,  
Unitech Cyber Park, Sector 39,  
Gurgaon, Haryana 122002

**contact**

**+91 8860 22 34 56**  
**+91 8800 92 08 08**

[www.sunstone.edu.in](http://www.sunstone.edu.in)  
[connect@sunstone.edu.in](mailto:connect@sunstone.edu.in)

  
REGISTRAR  


- (h) Cancelled Cheque / Photocopy of Credit Card
  - (i) Appointment letter from current employer
  - (j) Last increment letter from current from current employer, if in employment
  - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Associate Manager-Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

*Sanam Chawla Sarda*

**Sanam Chawla Sarda**

AVP- Human Resources

**regd office**

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

**corporate office**

Sunstone Eduversity, 3rd Floor, Tower B,  
Unitech Cyber Park, Sector 39,  
Gurgaon, Haryana 122002

**contact**

+91 8860 22 34 56  
+91 8800 92 08 08

[www.sunstone.edu.in](http://www.sunstone.edu.in)  
[connect@sunstone.edu.in](mailto:connect@sunstone.edu.in)

*Sanam*  
REGISTRAR  
  
PRESIDENCY UNIVERSITY  
BANGALORE



## Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

### Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
<b>Gross CTC (A)</b>	<b>22,758</b>	<b>2,73,100</b>
<b>Deductions</b>		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
<b>Total (B)</b>	<b>2,731</b>	<b>32,772</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>20,027</b>	<b>2,40,328</b>

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

### Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
<b>Gross CTC (A)</b>	<b>29,167</b>	<b>3,50,000</b>
<b>Deductions</b>		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
<b>Total (B)</b>	<b>3,500</b>	<b>42,000</b>
Performance Linked Incentive*		1,50,000
<b>Total CTC</b>		<b>5,00,000</b>
<b>Net Take Home (Before TDS and Incentive)</b>	<b>25,667</b>	<b>3,08,000</b>

\*Performance Linked Incentive will be paid annually.

\*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

#### regd office

A95, Ground Floor,  
Saraswati Vihar,  
Delhi 110034

#### corporate office

Sunstone Eduversity, 3rd Floor, Tower B,  
Unitech Cyber Park, Sector 39,  
Gurgaon, Haryana 122002

#### contact

+91 8860 22 34 56  
+91 8800 92 08 08

www.sunstone.edu.in  
connect@sunstone.edu.in





22-Apr-2022

Resume # RES/501064/32

To,  
**Mr. Palash Maji,**  
**Bangalore**

**Dear Palash Maji,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



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Nagawara, Bengaluru - 560 045, India

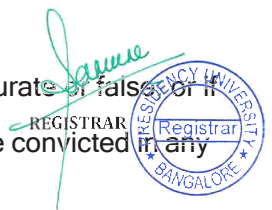
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.



### 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Palash Maji**,  
hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
<b>Deductions</b>		
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Employer Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
REGISTRAR  




**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per applicable law).





the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 





- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**

REGISTRAR

PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



22-Apr-2022

Resume # RES/501065/33

To,  
**Mr. Amith Gowda B R,**  
**Bangalore**

**Dear Amith Gowda B R,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

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- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
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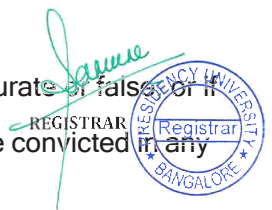
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4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
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- a) Self: four passport-size photographs.
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## ACCEPTANCE OF OFFER

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REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Amith Gowda B R**,

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_


  
REGISTRAR 



## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
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*Sanne*  
REGISTRAR  




**Note:**

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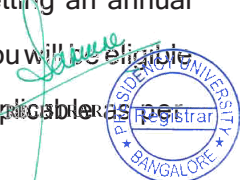
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REGISTRAR 





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You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501066/34

To,  
**Mr. Vasanth Kumar,**  
**Bangalore**

**Dear Vasanth Kumar,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

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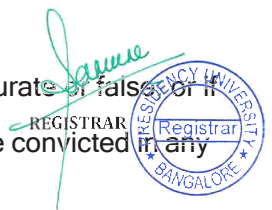
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4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.



## 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

## 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

### ACCEPTANCE

I **Mr. Vasanth Kumar**,

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE




## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
<b>Deductions</b>		
Employee Provident Fund	22,320	1,860
<b>Retirals</b>		
Employer Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
REGISTRAR





**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

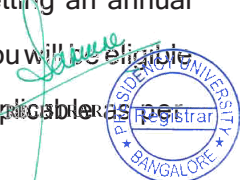
*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per applicable law).





the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### **Other Benefits**

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 





- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501067/35

To,  
**Mr. Vinay Kavalur,**  
**Bangalore**

**Dear Vinay Kavalur,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

**1. Band, Level & Department: A : Level 1 People Practice & Operations**

**2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.

**3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India

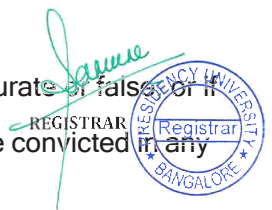
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
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9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
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  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



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### 5. Photographs:

- a) Self: four passport-size photographs.
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### 6. PAN card - Photocopy.

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REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

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3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Vinay Kavalur**,  
hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_






## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
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*Sanne*  
REGISTRAR  




**Note:**

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Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

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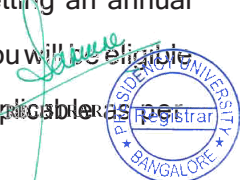
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- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

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Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- (Rupees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 





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With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501068/36

To,  
**Mr. Sanjay T R,**  
**Bangalore**

**Dear Sanjay T R,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
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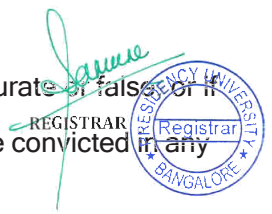
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
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4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.



### 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Sanjay T R,**

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
REGISTRAR 




## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
<b>Deductions</b>		
Employee Provident Fund	22,320	1,860
<b>Retirals</b>		
Employer Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
REGISTRAR





**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

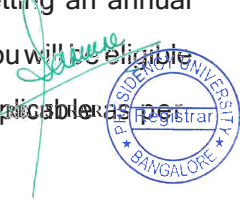
*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per the applicable law).





the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- (Rupees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 





- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501069/37

To,  
**Mr. Suhasini R,**  
**Bangalore**

**Dear Suhasini R,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India

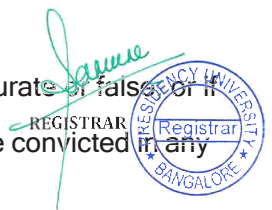
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.



### 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

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REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

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3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Suhasini R,**

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_


REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
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<b>Total</b>	<b>51,663</b>	<b>4,305</b>
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*Sanne*  
REGISTRAR  




**Note:**

- **Provident Fund (PF)\*:**

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- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

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- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

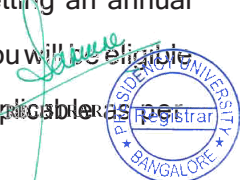
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- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- (Rupees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 





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With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501070/38

To,  
Mr. Teju N,  
Bangalore

Dear Teju N,

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

**1. Band, Level & Department: A : Level 1 People Practice & Operations**

**2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.

**3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



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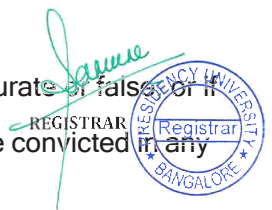
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
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If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



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- a) Self: four passport-size photographs.
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REGISTRAR 



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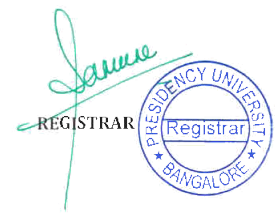
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3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Teju N**,  
hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

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## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
<b>Deductions</b>		
Employee Provident Fund	22,320	1,860
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Employer Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
 REGISTRAR  




**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

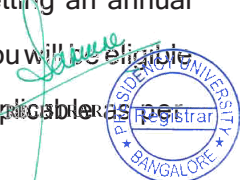
*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per applicable law).





the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### **Other Benefits**

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 





- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**

Requisition ID #  
HC#IND/15976/30



22-Apr-2022

Resume # RES/501071/39

To,  
Mr. Divya D,  
Bangalore

Dear Divya D,

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



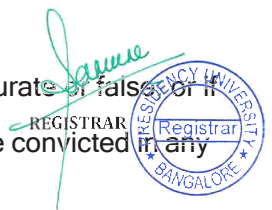
Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India  
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.



### 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Divya D,**

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_


  
REGISTRAR 



## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
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*Sanne*  
REGISTRAR  




**Note:**

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Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

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Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

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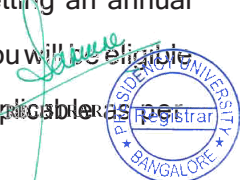
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You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
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As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

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Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 





- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

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You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501072/40

To,  
Mr. Shagufta,  
Bangalore

Dear Shagufta,

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India

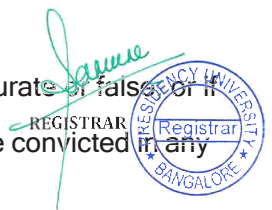
Phone: +91 80 4674 4567, +91 80 4644 7777  
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4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
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  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

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## 5. Photographs:

- a) Self: four passport-size photographs.
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## ACCEPTANCE OF OFFER

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REGISTRAR 



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3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Shagufta**,

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
REGISTRAR 




## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

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*Sanne*  
REGISTRAR





**Note:**

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Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

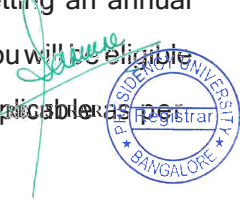
*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per the applicable law).





the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 





- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501073/41

To,  
**Mr. Faiza Tasneem,**  
**Bangalore**

**Dear Faiza Tasneem,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India

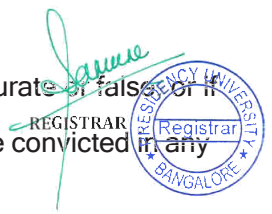
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.



### 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Mr. Faiza Tasneem**,  
hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_


  
REGISTRAR 



## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
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<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
REGISTRAR  




**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
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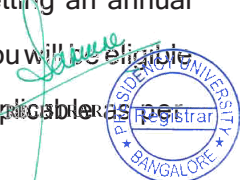
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REGISTRAR 





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With best wishes,

**Bina Patil**

**Vice President – Human Resources**

Resume # RES/501074/42

To,  
**Mr. Deobrat,**  
**Bangalore**

**Dear Deobrat,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
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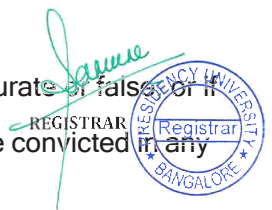
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Date: \_\_\_\_\_


  
REGISTRAR 



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*Sanne*  
REGISTRAR  




**Note:**

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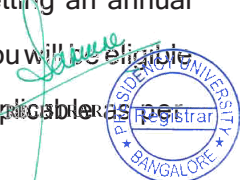
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- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 





- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**



22-Apr-2022

Resume # RES/501075/43

To,  
**Mr. Abhishek P,**  
**Bangalore**

**Dear Abhishek P,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

**1. Band, Level & Department: A : Level 1 People Practice & Operations**

**2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.

**3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India

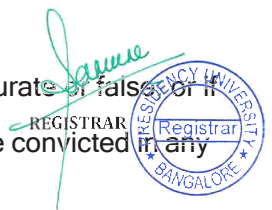
Phone: +91 80 4674 4567, +91 80 4644 7777  
www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any



criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.



### 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
REGISTRAR 



Your compensation details are confidential and you may discuss it only with the HR team, 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 Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

### ACCEPTANCE

I **Mr. Abhishek P,**

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_


  
REGISTRAR 



## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
<b>Deductions</b>		
Employee Provident Fund	22,320	1,860
<b>Retirals</b>		
Employer Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

*Sanne*  
REGISTRAR  




**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

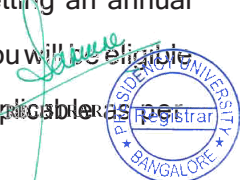
*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per the applicable law).





the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

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REGISTRAR 





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With best wishes,

**Bina Patil**

**Vice President – Human Resources**

REGISTRAR

PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



22-Apr-2022

Resume # RES/501076/44

To,  
**Mr. Yashwanth Kumar R,**  
**Bangalore**

**Dear Yashwanth Kumar R,**

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents 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 Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
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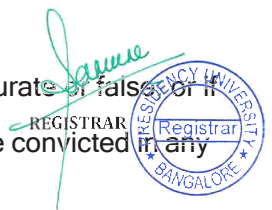
Phone: +91 80 4674 4567, +91 80 4644 7777  
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- a) Self: four passport-size photographs.
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## 6. PAN card - Photocopy.

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REGISTRAR 



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### ACCEPTANCE

I **Mr. Yashwanth Kumar R,**

hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
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## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
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*Sanne*  
REGISTRAR





**Note:**

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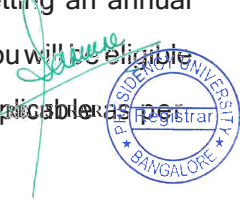
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You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

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### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- (Rupees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
REGISTRAR 





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You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

With best wishes,

**Bina Patil**

**Vice President – Human Resources**

To,  
**Sanjay K**  
Subject: **Internship Letter**

Date: **December 14th 2021**

Dear Sanjay K,

In reference to your application, we would like to congratulate you on being selected for internship with **Intellipaat Software Solutions Pvt. Ltd.** Your work is scheduled to start from **24<sup>th</sup> January,2022** for a period of 6 Months. During this period, you will get paid Rs. 22,000/month (Rupees Twenty-Two Thousand Only) and you will be working as an '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

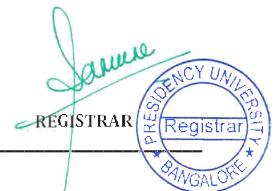
- Number of working days is 6 days in a week.
- Your First Month (30 days) salary will be dispersed along with your 4<sup>th</sup> month salary.
- During this Internship you are eligible to get Rs 200,000/- Rupees as incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, PPO will be released before the completion of your internship at Intellipaat.
- The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on Gross Salary
- You need to serve 30days of notice period without fail, or else the management of Intellipaat can hold your salary/ experience letter / relieving letter after joining.
- Minimum working duration must be 9 hours including one-hour lunch/dinner break.
- After the successful completion of 6 Months Internship period total CTC would be 900,000 INR.

Again, congratulations and we look forward to working with you.

Yours truly,  
For **Intellipaat Software Solutions Private Limited**



**Dev Bisht**  
Director- Human Resources



**Intellipaat Software Solutions Pvt. Ltd.**

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka-560068

To,  
**Punith B**  
Subject: **Internship Letter**

Date: **December 14th 2021**

Dear Punith B,

In reference to your application, we would like to congratulate you on being selected for internship with **Intellipaat Software Solutions Pvt. Ltd.** Your work is scheduled to start from **24<sup>th</sup> January,2022** for a period of 6 Months. During this period, you will get paid Rs. 22,000/month (Rupees Twenty-Two Thousand Only) and you will be working as an '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

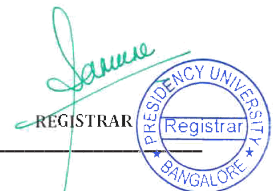
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**Dev Bisht**  
Director- Human Resources



**Intellipaat Software Solutions Pvt. Ltd.**

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka-560068

To,  
**Sake Raviteja**  
Subject: **Internship Letter**

Date: **December 14th 2021**

Dear Sake Raviteja,

In reference to your application, we would like to congratulate you on being selected for internship with **Intellipaat Software Solutions Pvt. Ltd.** Your work is scheduled to start from **24<sup>th</sup> January,2022** for a period of 6 Months. During this period, you will get paid Rs. 22,000/month (Rupees Twenty-Two Thousand Only) and you will be working as an '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

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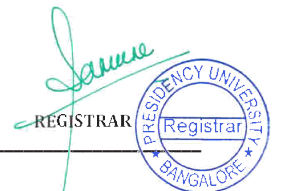
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Yours truly,  
For **Intellipaat Software Solutions Private Limited**



**Dev Bisht**  
Director- Human Resources



**Intellipaat Software Solutions Pvt. Ltd.**

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka-560068

To,  
K Keshore  
Subject: Internship Letter

Date: December 14th 2021

Dear K Keshore,

In reference to your application, we would like to congratulate you on being selected for internship with **Intellipaat Software Solutions Pvt. Ltd.** Your work is scheduled to start from **24<sup>th</sup> January,2022** for a period of 6 Months. During this period, you will get paid Rs. 22,000/month (Rupees Twenty-Two Thousand Only) and you will be working as an '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

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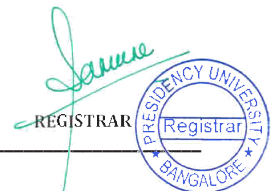
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Yours truly,  
For Intellipaat Software Solutions Private Limited



Dev Bisht  
Director- Human Resources



Intellipaat Software Solutions Pvt. Ltd.

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka-560068

To,  
**Manoj M**  
Subject: **Internship Letter**

Date: **December 14th 2021**

Dear Manoj M,

In reference to your application, we would like to congratulate you on being selected for internship with **Intellipaat Software Solutions Pvt. Ltd.** Your work is scheduled to start from **24<sup>th</sup> January,2022** for a period of 6 Months. During this period, you will get paid Rs. 22,000/month (Rupees Twenty-Two Thousand Only) and you will be working as an '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

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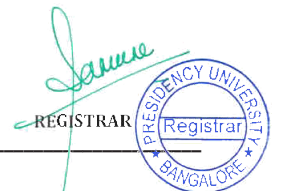
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Yours truly,  
For **Intellipaat Software Solutions Private Limited**



**Dev Bisht**  
Director- Human Resources



**Intellipaat Software Solutions Pvt. Ltd.**

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka-560068

To,  
**Karthik R S**  
Subject: **Internship Letter**

Date: **December 14th 2021**

Dear Karthik R S,

In reference to your application, we would like to congratulate you on being selected for internship with **Intellipaat Software Solutions Pvt. Ltd.** Your work is scheduled to start from **24<sup>th</sup> January,2022** for a period of 6 Months. During this period, you will get paid Rs. 22,000/month (Rupees Twenty-Two Thousand Only) and you will be working as an '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

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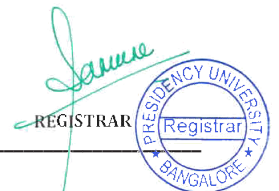
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Yours truly,  
For **Intellipaat Software Solutions Private Limited**



**Dev Bisht**  
Director- Human Resources



**Intellipaat Software Solutions Pvt. Ltd.**

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka-560068



To,  
**Ejamalla Jagadeesh**  
Subject: **Internship Letter**

Date: **December 14th 2021**

Dear Ejamalla Jagadeesh,

In reference to your application, we would like to congratulate you on being selected for internship with **Intellipaat Software Solutions Pvt. Ltd.** Your work is scheduled to start from **24<sup>th</sup> January,2022** for a period of 6 Months. During this period, you will get paid Rs. 22,000/month (Rupees Twenty-Two Thousand Only) and you will be working as an '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

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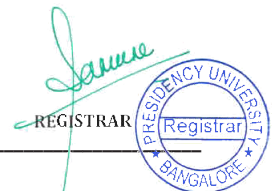
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For **Intellipaat Software Solutions Private Limited**



**Dev Bisht**  
Director- Human Resources



**Intellipaat Software Solutions Pvt. Ltd.**

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka-560068



To,  
Chandan G  
Subject: Internship Letter

Date: December 14th 2021

Dear Chandan G,

In reference to your application, we would like to congratulate you on being selected for internship with **Intellipaat Software Solutions Pvt. Ltd.** Your work is scheduled to start from **24<sup>th</sup> January,2022** for a period of 6 Months. During this period, you will get paid Rs. 22,000/month (Rupees Twenty-Two Thousand Only) and you will be working as an '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

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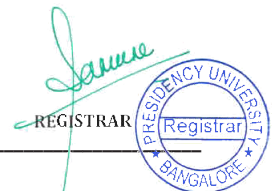
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For Intellipaat Software Solutions Private Limited



Dev Bisht  
Director- Human Resources



Intellipaat Software Solutions Pvt. Ltd.

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka-560068

28<sup>th</sup> Jan 2022

Ref: iOPEX/RRF5676.CAN20031/10488

## APPOINTMENT LETTER

Rachamala Nanda Kishore Reddy  
2/19,Katrimala(V),Pamidi(M)  
Anantapur, Andhra Pradesh- 515775

Dear Rachamala Nanda Kishore Reddy,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1** .

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]** . This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall be governed by the Terms and conditions of Employment, as amended from time to time.

### 1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before January 28, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you in writing by the Company.

### 2. Location :

Your current location of employment shall be **Bangalore** , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership or voting securities, by contract or otherwise.



### **3. Health Insurance Plan - ESIC Scheme :**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

### **4. Group Life Insurance & Personnel Accident Coverage Scheme :**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

### **5. Probationary Period and Confirmation as a Permanent Employee :**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

### **6. Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.


In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

### **7. Leave**

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

### **8. Increments & Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

  
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## 9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

## 10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

  
REGISTRAR 

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Company or (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified under Annexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV  
Director - HRA

**Encl:** Annexure A - Compensation Details  
Annexure B - Terms & Conditions  
Annexure C - Documents to be submitted at the time of joining



REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## Annexure A: Compensation Details (Salary & applicable benefits)

Name:

### a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	<b>Total Fixed Pay</b>	<b>15,261</b>	<b>183,132</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5,500	66,000
	Attendance Bonus	2,500	30,000
	<b>Total Variable Pay</b>	<b>8,000</b>	<b>96,000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	<b>Sub-Total</b>	<b>1,739</b>	<b>20,868</b>
	<b>TOTAL CTC</b>	<b>25,000</b>	<b>300,000</b>
	<b>Net Pay</b>	<b>21,904</b>	<b>262,843</b>

### b) Retirals

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

  
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**c) Variable Components**

**Night Shift Allowance** : This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

**Attendance Bonus** : Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

**d) Applicable tax would be borne by the employee.**

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**Note -**

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.

  
REGISTRAR 

## Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of two (02) years from the date of your separation from iOPEX, without the prior written permission of iOPEX
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving
7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal [myportal.iope.com](http://myportal.iope.com). In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.
9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the Company will be final.





10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefit of a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company or clients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit or hire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment, either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employed with any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

  
REGISTRAR  


15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; You agree that the Company shall be entitled to initiate legal proceedings against You and claim damages for the loss incurred by the Company, including but not limited to, cost of litigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

  
REGISTRAR 

**Its mandate to submit the below mentioned documents at the time of your joining**

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
  - a) 10th Mark Sheet
  - b) 12th Mark Sheet
  - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
  - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
  - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
  - Aadhar Card
  - Voters Identity Card
  - Driving License
  - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
  - Valid Indian Passport
  - Aadhar Card
  - Voters Identity Card
  - Telephone bill
  - Ration card
  - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

**Note:** "Kindly bring the Original certificates for validation at the time of joining"



28<sup>th</sup> Jan 2022

Ref: iOPEX/RRF5676.CAN20032/10489

## APPOINTMENT LETTER

Somavarapu Srihari Babu  
Kotapadu(Village), Chatari(Mandalam)  
House No 1-103/A Vijayawada, Andhra Pradesh- 521214

Dear Somavarapu Srihari Babu,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1** .

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]** . This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall be governed by the Terms and conditions of Employment, as amended from time to time.

### 1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before January 28, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you in writing by the Company.

### 2. Location :

Your current location of employment shall be **Bangalore** , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership or voting securities, by contract or otherwise.

  
REGISTRAR  
P. PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

### **3. Health Insurance Plan - ESIC Scheme :**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

### **4. Group Life Insurance & Personnel Accident Coverage Scheme :**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

### **5. Probationary Period and Confirmation as a Permanent Employee :**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

### **6. Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.



In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

### **7. Leave**

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

### **8. Increments & Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

  
REGISTRAR  


## 9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

## 10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

  
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This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Company or (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified under Annexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV  
Director - HRA

**Encl:** Annexure A - Compensation Details  
Annexure B - Terms & Conditions  
Annexure C - Documents to be submitted at the time of joining



REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## Annexure A: Compensation Details (Salary & applicable benefits)

Name:

### a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	<b>Total Fixed Pay</b>	<b>15,261</b>	<b>183132</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	<b>Total Variable Pay</b>	<b>8,000</b>	<b>96,000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	<b>Sub-Total</b>	<b>1,739</b>	<b>20,868</b>
	<b>TOTAL CTC</b>	<b>25,000</b>	<b>300,000</b>
	<b>Net Pay</b>	<b>21,904</b>	<b>262,843</b>

### b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

  
REGISTRAR  




**c) Variable Components**

**Night Shift Allowance** : This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

**Attendance Bonus** : Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

**d) Applicable tax would be borne by the employee.**

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**Note -**

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.

  
REGISTRAR 

## Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of two (02) years from the date of your separation from iOPEX, without the prior written permission of iOPEX
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving
7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal [myportal.iopeX.com](http://myportal.iopeX.com). In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.
9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the Company will be final.



10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefit of a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company or clients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit or hire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment, either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employed with any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

  
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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; You agree that the Company shall be entitled to initiate legal proceedings against You and claim damages for the loss incurred by the Company, including but not limited to, cost of litigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

  
REGISTRAR 

**Its mandate to submit the below mentioned documents at the time of your joining**

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
  - a) 10th Mark Sheet
  - b) 12th Mark Sheet
  - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
  - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
  - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
  - Aadhar Card
  - Voters Identity Card
  - Driving License
  - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
  - Valid Indian Passport
  - Aadhar Card
  - Voters Identity Card
  - Telephone bill
  - Ration card
  - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

**Note:** "Kindly bring the Original certificates for validation at the time of joining"



28<sup>th</sup> Jan 2022

Ref: iOPEX/RRF5676.CAN20033/10490

## APPOINTMENT LETTER

Meghana S  
Kirumani (V) Byrakur(P) Mulbagal (T)  
Kolar(D) Mulbagal, Karnataka- 56313

Dear Meghana S,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1** .

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]** . This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall be governed by the Terms and conditions of Employment, as amended from time to time.

### 1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before January 28, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you in writing by the Company.

### 2. Location :

Your current location of employment shall be **Bangalore** , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership or voting securities, by contract or otherwise.

  
REGISTRAR  
P. PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

### **3. Health Insurance Plan - ESIC Scheme :**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

### **4. Group Life Insurance & Personnel Accident Coverage Scheme :**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

### **5. Probationary Period and Confirmation as a Permanent Employee :**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

### **6. Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.


In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

### **7. Leave**

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

### **8. Increments & Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

  
REGISTRAR  




## 9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

## 10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

  
REGISTRAR 



This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Company or (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified under Annexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV  
Director - HRA

**Encl:** Annexure A - Compensation Details  
Annexure B - Terms & Conditions  
Annexure C - Documents to be submitted at the time of joining



REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## Annexure A: Compensation Details (Salary & applicable benefits)

Name:

### a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	<b>Total Fixed Pay</b>	<b>15,261</b>	<b>183132</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	<b>Total Variable Pay</b>	<b>8,000</b>	<b>96,000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	<b>Sub-Total</b>	<b>1,739</b>	<b>20,868</b>
	<b>TOTAL CTC</b>	<b>25,000</b>	<b>300,000</b>
	<b>Net Pay</b>	<b>21,904</b>	<b>262,843</b>

### b) Retirals

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

  
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**c) Variable Components**

**Night Shift Allowance** : This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

**Attendance Bonus** : Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

**d) Applicable tax would be borne by the employee.**

---

**Note -**

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.

  
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## Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of two (02) years from the date of your separation from iOPEX, without the prior written permission of iOPEX
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving
7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal [myportal.iope.com](http://myportal.iope.com). In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.
9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the Company will be final.



10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefit of a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company or clients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit or hire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment, either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employed with any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

  
REGISTRAR  


15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; You agree that the Company shall be entitled to initiate legal proceedings against You and claim damages for the loss incurred by the Company, including but not limited to, cost of litigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

  
REGISTRAR 

**Its mandate to submit the below mentioned documents at the time of your joining**

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
  - a) 10th Mark Sheet
  - b) 12th Mark Sheet
  - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
  - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
  - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
  - Aadhar Card
  - Voters Identity Card
  - Driving License
  - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
  - Valid Indian Passport
  - Aadhar Card
  - Voters Identity Card
  - Telephone bill
  - Ration card
  - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

**Note:** "Kindly bring the Original certificates for validation at the time of joining"



28<sup>th</sup> Jan 2022

Ref: iOPEX/RRF5676.CAN20034/10491

## APPOINTMENT LETTER

Vishwashree C H  
No.45 6Th Main C Cross Ganesh Nagar Layout  
Virupakshapura Kodehalli BangaloreKarnataka- 560097

Dear Vishwashree C H,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1** .

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]** . This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall be governed by the Terms and conditions of Employment, as amended from time to time.

### 1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before January 28, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you in writing by the Company.

### 2. Location :

Your current location of employment shall be **Bangalore** , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership or voting securities, by contract or otherwise.

  
REGISTRAR  
P. PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



### **3. Health Insurance Plan - ESIC Scheme :**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

### **4. Group Life Insurance & Personnel Accident Coverage Scheme :**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

### **5. Probationary Period and Confirmation as a Permanent Employee :**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

### **6. Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

### **7. Leave**

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

### **8. Increments & Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

  
REGISTRAR  


## 9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

## 10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

  
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This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Company or (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified under Annexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV  
Director - HRA

**Encl:** Annexure A - Compensation Details  
Annexure B - Terms & Conditions  
Annexure C - Documents to be submitted at the time of joining



REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## Annexure A: Compensation Details (Salary & applicable benefits)

Name:

### a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	<b>Total Fixed Pay</b>	<b>15,261</b>	<b>183132</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5,500	66000
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	<b>Total Variable Pay</b>	<b>8,000</b>	<b>96,000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	<b>Sub-Total</b>	<b>1,739</b>	<b>20,868</b>
	<b>TOTAL CTC</b>	<b>25,000</b>	<b>300,000</b>
	<b>Net Pay</b>	<b>21,904</b>	<b>262,843</b>

### b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

  
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**c) Variable Components**

**Night Shift Allowance** : This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

**Attendance Bonus** : Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

**d) Applicable tax would be borne by the employee.**

---

**Note -**

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.

  
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## Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of two (02) years from the date of your separation from iOPEX, without the prior written permission of iOPEX
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving
7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal [myportal.iopeX.com](http://myportal.iopeX.com). In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.
9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the Company will be final.



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11. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefit of a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company or clients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit or hire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment, either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employed with any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

  
REGISTRAR  


15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; You agree that the Company shall be entitled to initiate legal proceedings against You and claim damages for the loss incurred by the Company, including but not limited to, cost of litigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

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The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

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In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

  
REGISTRAR 



**Its mandate to submit the below mentioned documents at the time of your joining**

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
  - a) 10th Mark Sheet
  - b) 12th Mark Sheet
  - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
  - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
  - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
  - Aadhar Card
  - Voters Identity Card
  - Driving License
  - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
  - Valid Indian Passport
  - Aadhar Card
  - Voters Identity Card
  - Telephone bill
  - Ration card
  - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

**Note:** "Kindly bring the Original certificates for validation at the time of joining"



28<sup>th</sup> Jan 2022

Ref: iOPEX/RRF5676.CAN20035/10492

## APPOINTMENT LETTER

Shaik Mohammed Muheeth  
Bismillah Nagar, Near Sabira Masjid  
Kadapa ,Andhra Pradesh- 516001 Cuddapah

Dear Shaik Mohammed Muheeth,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1** .

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]** . This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall be governed by the Terms and conditions of Employment, as amended from time to time.

### 1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before January 28, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you in writing by the Company.

### 2. Location :

Your current location of employment shall be **Bangalore** , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership or voting securities, by contract or otherwise.

  
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### **3. Health Insurance Plan - ESIC Scheme :**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

### **4. Group Life Insurance & Personnel Accident Coverage Scheme :**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

### **5. Probationary Period and Confirmation as a Permanent Employee :**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

### **6. Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.



In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

### **7. Leave**

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

### **8. Increments & Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

  
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## 9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

## 10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

  
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This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Company or (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified under Annexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV  
Director - HRA

**Encl:** Annexure A - Compensation Details  
Annexure B - Terms & Conditions  
Annexure C - Documents to be submitted at the time of joining



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**Annexure A: Compensation Details (Salary & applicable benefits)**

Name:

**a) Remuneration**

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	<b>Total Fixed Pay</b>	<b>15,261</b>	<b>183132</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	<b>Total Variable Pay</b>	<b>8,000</b>	<b>96,000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	<b>Sub-Total</b>	<b>1,739</b>	<b>20,868</b>
	<b>TOTAL CTC</b>	<b>25,000</b>	<b>300,000</b>
	<b>Net Pay</b>	<b>21,904</b>	<b>262,843</b>

**b) Retirals**

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

  
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**c) Variable Components**

**Night Shift Allowance** : This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

**Attendance Bonus** : Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

**d) Applicable tax would be borne by the employee.**

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**Note -**

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.

  
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## Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of two (02) years from the date of your separation from iOPEX, without the prior written permission of iOPEX
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving
7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal [myportal.iope.com](http://myportal.iope.com). In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.
9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the Company will be final.





10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefit of a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company or clients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit or hire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment, either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employed with any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

  
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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; You agree that the Company shall be entitled to initiate legal proceedings against You and claim damages for the loss incurred by the Company, including but not limited to, cost of litigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

  
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**Its mandate to submit the below mentioned documents at the time of your joining**

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
  - a) 10th Mark Sheet
  - b) 12th Mark Sheet
  - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
  - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
  - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
  - Aadhar Card
  - Voters Identity Card
  - Driving License
  - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
  - Valid Indian Passport
  - Aadhar Card
  - Voters Identity Card
  - Telephone bill
  - Ration card
  - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

**Note:** "Kindly bring the Original certificates for validation at the time of joining"



28<sup>th</sup> Jan 2022

Ref: iOPEX/RRF5676.CAN20036/10493

## APPOINTMENT LETTER

Gajjala Ajay Kumar Reddy  
R.Thummalapalli,Pulivendula  
Cuddapah, Andhra Pradesh- 516391

Dear Gajjala Ajay Kumar Reddy,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1** .

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]** . This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall be governed by the Terms and conditions of Employment, as amended from time to time.

### 1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before January 28, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you in writing by the Company.

### 2. Location :

Your current location of employment shall be **Bangalore** , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership or voting securities, by contract or otherwise.

  
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### **3. Health Insurance Plan - ESIC Scheme :**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

### **4. Group Life Insurance & Personnel Accident Coverage Scheme :**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

### **5. Probationary Period and Confirmation as a Permanent Employee :**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

### **6. Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.



In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

### **7. Leave**

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

### **8. Increments & Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

  
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## 9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

## 10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

  
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This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Company or (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified under Annexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV  
Director - HRA

**Encl:** Annexure A - Compensation Details  
Annexure B - Terms & Conditions  
Annexure C - Documents to be submitted at the time of joining



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Registrar  
BANGALORE

## Annexure A: Compensation Details (Salary & applicable benefits)

Name:

### a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	<b>Total Fixed Pay</b>	<b>15,261</b>	<b>183132</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5,500	66000
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<b>Employer Contributions</b>			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	<b>Sub-Total</b>	<b>1,739</b>	<b>20,868</b>
	<b>TOTAL CTC</b>	<b>25,000</b>	<b>300,000</b>
	<b>Net Pay</b>	<b>21,904</b>	<b>262,843</b>

### b) Retirals

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

  
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**c) Variable Components**

**Night Shift Allowance** : This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

**Attendance Bonus** : Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

**d) Applicable tax would be borne by the employee.**

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**Note -**

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.

  
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## Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of two (02) years from the date of your separation from iOPEX, without the prior written permission of iOPEX
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving
7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal [myportal.iope.com](http://myportal.iope.com). In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.
9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the Company will be final.



10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefit of a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company or clients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit or hire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment, either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employed with any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

  
REGISTRAR  


15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; You agree that the Company shall be entitled to initiate legal proceedings against You and claim damages for the loss incurred by the Company, including but not limited to, cost of litigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

  
REGISTRAR 

**Its mandate to submit the below mentioned documents at the time of your joining**

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
  - a) 10th Mark Sheet
  - b) 12th Mark Sheet
  - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
  - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
  - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
  - Aadhar Card
  - Voters Identity Card
  - Driving License
  - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
  - Valid Indian Passport
  - Aadhar Card
  - Voters Identity Card
  - Telephone bill
  - Ration card
  - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

**Note:** "Kindly bring the Original certificates for validation at the time of joining"

  
REGISTRAR  


28<sup>th</sup> Jan 2022

Ref: iOPEX/RRF5676.CAN20037/10494

## APPOINTMENT LETTER

Yendra Manoj Kumar Reddy  
3/30 Ambakapalli Village, Lingala Mandal  
Pulivendhula, Andhra Pradesh- 516390

Dear Yendra Manoj Kumar Reddy,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1** .

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]** . This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall be governed by the Terms and conditions of Employment, as amended from time to time.

### 1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before January 28, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you in writing by the Company.

### 2. Location :

Your current location of employment shall be **Bangalore** , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership or voting securities, by contract or otherwise.

  
REGISTRAR  
P. RESIDENCY UNIVERSITY  
Registrar  
BANGALORE

### **3. Health Insurance Plan - ESIC Scheme :**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

### **4. Group Life Insurance & Personnel Accident Coverage Scheme :**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

### **5. Probationary Period and Confirmation as a Permanent Employee :**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

### **6. Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.


In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

### **7. Leave**

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

### **8. Increments & Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

  
REGISTRAR  




## 9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

## 10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

  
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This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Company or (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified under Annexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV  
Director - HRA

**Encl:** Annexure A - Compensation Details  
Annexure B - Terms & Conditions  
Annexure C - Documents to be submitted at the time of joining



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PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## Annexure A: Compensation Details (Salary & applicable benefits)

Name:

### a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	<b>Total Fixed Pay</b>	<b>15,261</b>	<b>183132</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	<b>Total Variable Pay</b>	<b>8,000</b>	<b>96,000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	<b>Sub-Total</b>	<b>1,739</b>	<b>20,868</b>
	<b>TOTAL CTC</b>	<b>25,000</b>	<b>300,000</b>
	<b>Net Pay</b>	<b>21,904</b>	<b>262,843</b>

### b) Retirals

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

  
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**c) Variable Components**

**Night Shift Allowance** : This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

**Attendance Bonus** : Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

**d) Applicable tax would be borne by the employee.**

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**Note -**

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.

  
REGISTRAR 

## Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of two (02) years from the date of your separation from iOPEX, without the prior written permission of iOPEX
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving
7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal [myportal.iope.com](http://myportal.iope.com). In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.
9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the Company will be final.



10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefit of a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company or clients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit or hire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment, either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employed with any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

  
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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; You agree that the Company shall be entitled to initiate legal proceedings against You and claim damages for the loss incurred by the Company, including but not limited to, cost of litigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

  
REGISTRAR 

**Its mandate to submit the below mentioned documents at the time of your joining**

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
  - a) 10th Mark Sheet
  - b) 12th Mark Sheet
  - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
  - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
  - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
  - Aadhar Card
  - Voters Identity Card
  - Driving License
  - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
  - Valid Indian Passport
  - Aadhar Card
  - Voters Identity Card
  - Telephone bill
  - Ration card
  - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

**Note:** "Kindly bring the Original certificates for validation at the time of joining"

  
REGISTRAR 

28<sup>th</sup> Jan 2022

Ref: iOPEX/RRF5676.CAN20038/10495

## APPOINTMENT LETTER

Shwetha Bhavikatti  
#C-17/669(2), Beside Bala Balaga School , Navodaya Nagar  
Tiewak Road, Dharwad Karnataka-580003

Dear Shwetha Bhavikatti,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1** .

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]** . This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall be governed by the Terms and conditions of Employment, as amended from time to time.

### 1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before January 28, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you in writing by the Company.

### 2. Location :

Your current location of employment shall be **Bangalore** , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership or voting securities, by contract or otherwise.

  
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P. PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



### **3. Health Insurance Plan - ESIC Scheme :**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

### **4. Group Life Insurance & Personnel Accident Coverage Scheme :**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

### **5. Probationary Period and Confirmation as a Permanent Employee :**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

### **6. Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.


In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

### **7. Leave**

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

### **8. Increments & Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

  
REGISTRAR  


## 9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

## 10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

  
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This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Company or (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified under Annexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV  
Director - HRA

**Encl:** Annexure A - Compensation Details  
Annexure B - Terms & Conditions  
Annexure C - Documents to be submitted at the time of joining



REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## Annexure A: Compensation Details (Salary & applicable benefits)

Name:

### a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	<b>Total Fixed Pay</b>	<b>15,261</b>	<b>183,132</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5,500	66,000
	Attendance Bonus	2,500	30,000
	<b>Total Variable Pay</b>	<b>8,000</b>	<b>96,000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	<b>Sub-Total</b>	<b>1,739</b>	<b>20,868</b>
	<b>TOTAL CTC</b>	<b>25,000</b>	<b>300,000</b>
	<b>Net Pay</b>	<b>21,904</b>	<b>262,843</b>

### b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

  
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**c) Variable Components**

**Night Shift Allowance** : This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

**Attendance Bonus** : Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

**d) Applicable tax would be borne by the employee.**

---

**Note -**

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.

  
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## Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of two (02) years from the date of your separation from iOPEX, without the prior written permission of iOPEX
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving
7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal [myportal.iopeX.com](http://myportal.iopeX.com). In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.
9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the Company will be final.



10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefit of a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company or clients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit or hire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment, either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employed with any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

  
REGISTRAR  


15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; You agree that the Company shall be entitled to initiate legal proceedings against You and claim damages for the loss incurred by the Company, including but not limited to, cost of litigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

  
REGISTRAR 



**Its mandate to submit the below mentioned documents at the time of your joining**

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
  - a) 10th Mark Sheet
  - b) 12th Mark Sheet
  - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
  - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
  - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
  - Aadhar Card
  - Voters Identity Card
  - Driving License
  - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
  - Valid Indian Passport
  - Aadhar Card
  - Voters Identity Card
  - Telephone bill
  - Ration card
  - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

**Note:** "Kindly bring the Original certificates for validation at the time of joining"

  
REGISTRAR  


28<sup>th</sup> Jan 2022

Ref: iOPEX/RRF5676.CAN20039/10496

## APPOINTMENT LETTER

Sompalli Purushotham  
Chavatagunta (Village), Vedurukuppam(Mandal)  
Tirupathi, Andhra Pradesh, 517569

Dear Sompalli Purushotham,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1** .

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]** . This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall be governed by the Terms and conditions of Employment, as amended from time to time.

### 1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before January 28, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you in writing by the Company.

### 2. Location :

Your current location of employment shall be **Bangalore** , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership or voting securities, by contract or otherwise.

  
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P. RESIDENCY UNIVERSITY  
Registrar  
BANGALORE

### **3. Health Insurance Plan - ESIC Scheme :**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

### **4. Group Life Insurance & Personnel Accident Coverage Scheme :**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

### **5. Probationary Period and Confirmation as a Permanent Employee :**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

### **6. Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.



In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

### **7. Leave**

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

### **8. Increments & Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

  
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## 9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

## 10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

  
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This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Company or (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified under Annexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV  
Director - HRA

**Encl:** Annexure A - Compensation Details  
Annexure B - Terms & Conditions  
Annexure C - Documents to be submitted at the time of joining



REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## Annexure A: Compensation Details (Salary & applicable benefits)

Name:

### a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	<b>Total Fixed Pay</b>	<b>15,261</b>	<b>183,132</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5,500	66,000
	Attendance Bonus	2,500	30,000
	<b>Total Variable Pay</b>	<b>8,000</b>	<b>96,000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	<b>Sub-Total</b>	<b>1,739</b>	<b>20,868</b>
	<b>TOTAL CTC</b>	<b>25,000</b>	<b>300,000</b>
	<b>Net Pay</b>	<b>21,904</b>	<b>262,843</b>

### b) Retirals

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

  
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**c) Variable Components**

**Night Shift Allowance** : This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

**Attendance Bonus** : Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

**d) Applicable tax would be borne by the employee.**

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**Note -**

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.

  
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## Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of two (02) years from the date of your separation from iOPEX, without the prior written permission of iOPEX
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving
7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal [myportal.iopeX.com](http://myportal.iopeX.com). In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.
9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the Company will be final.





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11. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefit of a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company or clients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit or hire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment, either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employed with any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

  
REGISTRAR  


15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; You agree that the Company shall be entitled to initiate legal proceedings against You and claim damages for the loss incurred by the Company, including but not limited to, cost of litigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

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The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

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In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

  
REGISTRAR 

**Its mandate to submit the below mentioned documents at the time of your joining**

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
  - a) 10th Mark Sheet
  - b) 12th Mark Sheet
  - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
  - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
  - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
  - Aadhar Card
  - Voters Identity Card
  - Driving License
  - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
  - Valid Indian Passport
  - Aadhar Card
  - Voters Identity Card
  - Telephone bill
  - Ration card
  - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

**Note:** "Kindly bring the Original certificates for validation at the time of joining"



28<sup>th</sup> Jan 2022

Ref: iOPEX/RRF5676.CAN20040/10497

## APPOINTMENT LETTER

Deepak B Salagare  
4-21/1, Tattapalle, Thattepalli  
K.V.Rangareddy, Telangana, 501142

Dear Deepak B Salagare,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1** .

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]** . This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall be governed by the Terms and conditions of Employment, as amended from time to time.

### 1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before January 28, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you in writing by the Company.

### 2. Location :

Your current location of employment shall be **Bangalore** , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership or voting securities, by contract or otherwise.

  
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BANGALORE

### **3. Health Insurance Plan - ESIC Scheme :**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

### **4. Group Life Insurance & Personnel Accident Coverage Scheme :**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

### **5. Probationary Period and Confirmation as a Permanent Employee :**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

### **6. Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.



In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

### **7. Leave**

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

### **8. Increments & Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

  
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## 9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

## 10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

  
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This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Company or (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified under Annexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV  
Director - HRA

**Encl:** Annexure A - Compensation Details  
Annexure B - Terms & Conditions  
Annexure C - Documents to be submitted at the time of joining



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BANGALORE

## Annexure A: Compensation Details (Salary & applicable benefits)

Name:

### a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	<b>Total Fixed Pay</b>	<b>15,261</b>	<b>183132</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	<b>Total Variable Pay</b>	<b>8,000</b>	<b>96,000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	<b>Sub-Total</b>	<b>1,739</b>	<b>20,868</b>
	<b>TOTAL CTC</b>	<b>25,000</b>	<b>300,000</b>
	<b>Net Pay</b>	<b>21,904</b>	<b>262,843</b>

### b) Retirals

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

  
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**c) Variable Components**

**Night Shift Allowance** : This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

**Attendance Bonus** : Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

**d) Applicable tax would be borne by the employee.**

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**Note -**

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.

  
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## Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of two (02) years from the date of your separation from iOPEX, without the prior written permission of iOPEX
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving
7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal [myportal.iope.com](http://myportal.iope.com). In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.
9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the Company will be final.



10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefit of a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company or clients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit or hire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment, either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employed with any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

  
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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; You agree that the Company shall be entitled to initiate legal proceedings against You and claim damages for the loss incurred by the Company, including but not limited to, cost of litigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

  
REGISTRAR 

**Its mandate to submit the below mentioned documents at the time of your joining**

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
  - a) 10th Mark Sheet
  - b) 12th Mark Sheet
  - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
  - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
  - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
  - Aadhar Card
  - Voters Identity Card
  - Driving License
  - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
  - Valid Indian Passport
  - Aadhar Card
  - Voters Identity Card
  - Telephone bill
  - Ration card
  - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

**Note:** "Kindly bring the Original certificates for validation at the time of joining"



28<sup>th</sup> Jan 2022

Ref: iOPEX/RRF5676.CAN20041/10498

## APPOINTMENT LETTER

Annapoorna R  
#1673,7Th Cross,Pipeline Road,Near Karumariamman Temple,T.Dasarahalli,  
Bengaluru Karnataka, 560057

Dear Annapoorna R,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1** .

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]** . This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall be governed by the Terms and conditions of Employment, as amended from time to time.

### 1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before January 28, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you in writing by the Company.

### 2. Location :

Your current location of employment shall be **Bangalore** , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership or voting securities, by contract or otherwise.

  
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Registrar  
BANGALORE

### **3. Health Insurance Plan - ESIC Scheme :**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

### **4. Group Life Insurance & Personnel Accident Coverage Scheme :**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

### **5. Probationary Period and Confirmation as a Permanent Employee :**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

### **6. Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.


In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

### **7. Leave**

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

### **8. Increments & Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

  
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## 9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

## 10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

  
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This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Company or (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified under Annexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV  
Director - HRA

**Encl:** Annexure A - Compensation Details  
Annexure B - Terms & Conditions  
Annexure C - Documents to be submitted at the time of joining



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PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**Annexure A: Compensation Details (Salary & applicable benefits)**

Name:

**a) Remuneration**

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	<b>Total Fixed Pay</b>	<b>15,261</b>	<b>183132</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	<b>Total Variable Pay</b>	<b>8,000</b>	<b>96,000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	<b>Sub-Total</b>	<b>1,739</b>	<b>20,868</b>
	<b>TOTAL CTC</b>	<b>25,000</b>	<b>300,000</b>
	<b>Net Pay</b>	<b>21,904</b>	<b>262,843</b>

**b) Retirals**

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

  
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**c) Variable Components**

**Night Shift Allowance** : This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

**Attendance Bonus** : Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

**d) Applicable tax would be borne by the employee.**

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**Note -**

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.

  
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## Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of two (02) years from the date of your separation from iOPEX, without the prior written permission of iOPEX
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving
7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal [myportal.iope.com](http://myportal.iope.com). In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.
9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the Company will be final.



10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefit of a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company or clients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit or hire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment, either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employed with any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

  
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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; You agree that the Company shall be entitled to initiate legal proceedings against You and claim damages for the loss incurred by the Company, including but not limited to, cost of litigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

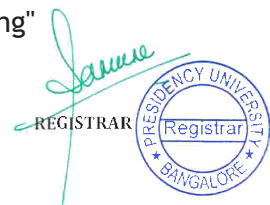
Signature

  
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**Its mandate to submit the below mentioned documents at the time of your joining**

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
  - a) 10th Mark Sheet
  - b) 12th Mark Sheet
  - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
  - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
  - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
  - Aadhar Card
  - Voters Identity Card
  - Driving License
  - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
  - Valid Indian Passport
  - Aadhar Card
  - Voters Identity Card
  - Telephone bill
  - Ration card
  - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

**Note:** "Kindly bring the Original certificates for validation at the time of joining"



28<sup>th</sup> Jan 2022

Ref: iOPEX/RRF5676.CAN20042/10499

## APPOINTMENT LETTER

Prashanth P  
#181 12Th Main 3Rd Phase Manjunathanagar  
Banglore, Karnataka, 560010

Dear Prashanth P,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1** .

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]** . This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall be governed by the Terms and conditions of Employment, as amended from time to time.

### 1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before January 28, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you in writing by the Company.

### 2. Location :

Your current location of employment shall be **Bangalore** , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership or voting securities, by contract or otherwise.

  
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Bangalore  
Registrar  
BANGALORE



### **3. Health Insurance Plan - ESIC Scheme :**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

### **4. Group Life Insurance & Personnel Accident Coverage Scheme :**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

### **5. Probationary Period and Confirmation as a Permanent Employee :**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

### **6. Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

### **7. Leave**

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

### **8. Increments & Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

  
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## 9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

## 10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

  
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This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Company or (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified under Annexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV  
Director - HRA

**Encl:** Annexure A - Compensation Details  
Annexure B - Terms & Conditions  
Annexure C - Documents to be submitted at the time of joining



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Registrar  
BANGALORE

## Annexure A: Compensation Details (Salary & applicable benefits)

Name:

### a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	<b>Total Fixed Pay</b>	<b>15,261</b>	<b>183,132</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5,500	66,000
	Attendance Bonus	2,500	30,000
	<b>Total Variable Pay</b>	<b>8,000</b>	<b>96,000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	<b>Sub-Total</b>	<b>1,739</b>	<b>20,868</b>
	<b>TOTAL CTC</b>	<b>25,000</b>	<b>300,000</b>
	<b>Net Pay</b>	<b>21,904</b>	<b>262,843</b>

### b) Retirals

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

  
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