



Date: 11-Aug-22

Ms Mahalakshmy Ganesan
6, Veena Apartment, Rajaji Path,
Near Adarsh Vidyalaya, Ram Nagar,
Dombivli East - 421201

Emp. ID:12499

LETTER OF APPOINTMENT

Dear Mahalakshmy,

Further to your application and interview with the Company, we are pleased to appoint you with CMA CGM Global Business Services (India) Pvt. Ltd.

1. **Job Title : Executive (Department: F & A Services)**
2. **Date Of Joining : 11-Aug-22**
3. **Place of Work :**

You will be based in **Thane**. However, your services may be transferred on part time / full time basis to any other Department / Division of the Company, anywhere in India or abroad. You may also be assigned such other duties, as may become necessary, in any branch or office of the Company and / or its subsidiaries or associate companies situated anywhere in India or abroad.

4. **Probation :**

You will serve a probation period of 90 days on completion of which you will be deemed confirmed. Within this 90 days period based on assessment of your performance, the management can at its discretion extend the probation by a further period as deemed appropriate

5. Your performance at work will be monitored, measured and reviewed, against the Key Result Areas (KRAs), that will be assigned to you, through Key Performance Indices (KPI) which can include but not be limited to Productivity, Cost, Timeliness, Accuracy, etc. Basis your performance appraisal, corrective actions as applicable will be taken if required.

6. **Salary :** Please refer Annexure –1

7. **Taxation :**

Income-tax and other statutory deductions will be made as per rules / laws applicable. You will solely be responsible for payment of all such taxes, penalties thereon and other dues payable in connection with the remuneration paid by the Company to you.

8. **Working Hours :**

You will be required to put in a minimum of 9 hours of work per day, based on pre-defined shifts as per organisational needs.

9. **Outside Employment :**

You will not undertake employment outside, while you are employed with the Company, with or without remuneration, as it would amount to dual employment and is against the governing laws.

CMA CGM GLOBAL BUSINESS SERVICES (INDIA) PVT. LTD.

(Formerly known as CMA CGM Shared Service Centre (India) Pvt. Ltd.)

Subsidiary of CMA CGM S.A. France

Chennai: Regd./Corporate Office: 8th Floor, 32 A&B, Ambit IT Park, Ambattur Industrial Estate, Chennai - 600 058, Tamilnadu, India. Tel: +91-44-49531555

Mumbai 2 - Thane: 3rd Floor, D-3, Kalpataru Prime, Road No.16, Wagle Industrial Estate, Panchpakhadi Village, Thane (West) - 400 604, Maharashtra, India. Tel: +91-22-49355600

Mumbai 3 - Airoli (SEZ): Unit No. 1201, 12th Floor, Building No. 4, Gigaplex Estate-SEZ, Airoli Knowledge Park, TTC Industrial Area, Airoli West, Navi Mumbai - 400 708, Maharashtra, India. Tel: +91-22-68385600

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10. Annual Leave :

Emphasizing on the importance of work-life balance and to manage personal exigencies, we have various categories of leave types which can be availed by the employees, viz., Privilege Leave (PL), Causal Leave (CL), TO (Time Off) and Flexi Holiday (FH).

The leave entitlements will reflect in your leave balances under various categories on the Online Attendance and Leave management application, as per entitlement and eligibility. You can avail these leaves as per the guidelines mentioned in the organization's Leave Entitlement Policy.

The 4 mandatory National Holidays can be availed based on operational requirements and decision/approval by your reporting manager. Based on the Business Function you are a part of, it is expected that you align to the Holiday calendar of the geography you will be servicing.

Leave entitlements will be calculated on a pro-rated basis from the date of commencement of your services. For complete details, you may refer to the Leave Entitlement Policy available on Intranet.

12. Display of Identity Cards :

You shall display at all times, the Company Identity Card, whilst in the office and in the building, where the office is located.

13. Code Of Business Conduct :

The CMA CGM Code of Business Conduct embraces all employees. You are expected to comply with its terms and renew your written understanding on a regular basis. Details of the Code of Conduct can be found in CMA CGM Global Business Services (India) Pvt. Ltd., HR Policy Manual.

During your tenure of association with us,

- a. You will not access, transmit, and upload improper and illegal texts, sounds, offensive images or movies from the Internet.
- b. You will not store movies or music files using office network or equipment.
- c. You will not share your network access password with others. In case you have to share for some reason, please keep your superiors informed about it and change the password at the earliest.

Any violation of the organization code of conduct, can lead to termination of employment, if the default and its severity has been, established

14. Retirement Age

You shall retire from the services of the Company upon completion of age of 60 (Sixty) years.

15. Submission Of Testimonials :

You are required to produce the following testimonials, at the time of joining:

- Photocopies of certificates of academic record (from matriculation onwards) and testimonials.
- Photocopies of previous experience certificate/s, if applicable.
- Seven colored passport size photographs with white background.
- Relieving certificate from your present employer, if employed.
- Passport Copy or Passport application reference number.

Please note that any falsification of information provided will attract disqualification from the services of the Company.

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Upon resignation, it is mandatory to serve the applicable notice period of **two** months unless specifically waived by the Management. Any balance leave will not be adjusted against the notice period. In case any part of the notice period is waived, the differential period will have to be settled by notice pay, equivalent to the gross salary. Waiving of the notice pay, will be at the sole discretion of the management.

The Company also reserves the right to terminate your employment at any time without notice or payment for misdemeanor, misconduct or negligence as set out in CMA CGM HR Policy Manual. In the event that you are absent from work for a period of more than seven days without necessary approval, it would account to misconduct under provisions of the company policies and governing laws. This can lead to termination of employment. For more details, you are required to refer to the Separation Policy on Intranet.

Consequences of Termination:

In the event of termination of this Agreement for any reason whatsoever, you shall immediately return to the Company or at the option of the Company destroy/ erase all material belonging to the Company which are in your possession in connection with the business and affairs of the Company as well as all the property whether moveable, immovable or intangible belonging to the Company forthwith and in any event within 1 day of the termination of your employment.

If you are agreeable to accept the aforesaid terms and conditions of appointment, including those of the various CMA CGM Policies referred to herein or available with HR Department please signify your acceptance on the duplicate copy of this letter.

This Agreement shall be interpreted and governed in all respects by the laws of India and the Courts of Chennai alone and no other Courts shall be entitled to entertain and try any dispute or matter relating to or arising out of this Agreement.

Yours truly,
For CMA CGM Global Business Services (India) Pvt. Ltd.


.....
Shashank Shanbhag
Head - Human Resources

I have read and understood the terms and conditions set out in the Employment Letter as well as the CMA CGM Policies and I am agreeable to the said terms and conditions and accept the same.

.....
Mahalakshmy Ganesan



Annexure-1
Compensation Sheet

Name: Mahalakshmy Ganesan

11-Aug-22

| COMPONENTS | | Per Month (₹) | Per Annum (₹) |
|---------------------------------------|----------------------|---------------|---------------|
| Salary Components | Basic | 10500 | 126000 |
| | HRA | 5060 | 60720 |
| | Conveyance Allowance | 0 | 0 |
| | Bonus/ Ex-Gratia | 875 | 10500 |
| Gross Salary (A) | | 16435 | 197220 |
| Employer Contribution | Provident Fund | 1365 | 16380 |
| | ESIC | 534 | 6408 |
| Employer Contributions (B) | | 1899 | 22788 |
| Total Cost to Company (A+B) | | 18334 | 220008 |
| Benefits (C) | | 3600 | 43200 |
| Indicative Take-home (Pre-tax) | | 18547 | 222564 |

| Description and Broad Guidelines Applicable for all Compensation Related Items | |
|--|---|
| Salary Components | <ul style="list-style-type: none"> All components will be paid as part of monthly salary subject to deductions due to Loss of Pay as per Company policy Annual Bonus / Ex-gratia (as per Payment of Bonus Act) determined at the rate of 8.33% on basic, is paid on monthly basis. |
| Employer Contribution | <ul style="list-style-type: none"> Employer portion of PF/ESI is paid to the respective authority on monthly basis. |
| Benefits | <ul style="list-style-type: none"> Includes Allowances for Meal, Internet / Mobile as per company policy |
| Indicative Take-home | <ul style="list-style-type: none"> Indicative take home is calculated after deductions of employee contribution to PF /ESI. In addition to PF/ESI deductions, Income tax based on applicability may be deducted. Employees can claim appropriate tax exemptions by submitting valid investment proof. |
| Other benefits | <p>As per applicable company policy, the following benefits are available in addition to your compensation</p> <ul style="list-style-type: none"> Company provided Transportation facility. Paid leaves / holidays, Night shift allowance, Weekend allowance. Coverage for Medical Insurance, Term Insurance and Accident Insurance. Encashment of Accumulated Privilege leaves in excess of 30 days at the end of calendar year Gratuity as per Payment of Gratuity Act on completion of the minimum year of service and computed as 15/26 X Monthly Basic X Number of years of service |

For CMA CGM Global Business Services (India) Pvt. Ltd.

Shashank Shanbhag
Head - Human Resources

Mahalakshmy Ganesan

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January, 03, 2023

Dear Ms. Anushka
Kakodkar

Congratulations!!!

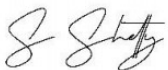
We are extremely pleased to extend you a warm welcome to the eClerx family. We wish you a successful and professionally rewarding career with us.

Please find attached your letter of appointment with eClerx. The letter sets out the terms and conditions of your employment. We request you to acknowledge the duplicate copy of this letter and return it to us as a token of your acceptance.

Your HR Business Partner will soon reach out to you to introduce themselves. Should you have any queries or concerns they will be glad to assist you.

Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy and exciting association with you.

With Best Regards,



Sagar Shetty
Associate Program Manager – Human Resources

January, 03, 2023

Dear Anushka,

Further to your Offer Letter, we are pleased to appoint you as **Analyst** in the C1 program. Your employment with us will commence on **January, 03, 2023**

Apart from the other policies binding upon the employees of the company, the general terms and conditions to your appointment are as follows.

1. Work Location

1.1. Your initial work location will be Mumbai. Though you have been engaged for a specific position and location, the Company reserves the right to transfer you, with reasonable notice, to any other location, department, establishment, or branch of the Company / group / affiliates (whether in India or abroad) as the Company may deem fit including new locations to be set up in future. You shall be bound by the policies, rules and regulations of the office at the location you are posted in at any given point in time.

1.2. In the event of your resignation from the Company from your date of relocation / transfer within a stipulated time period as mandated by the relevant transfer policy; you shall be liable to pay to the Company, all the expense incurred towards movement of your household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer including cost incurred by Company on account of your training.

2. Background Verification

2.1. Your appointment is contingent on successful verification of all documents and information provided by you as a part of your recruitment/joining process.

2.2. The Company reserves the right to end this employment agreement with you with immediate effect and without any liability(s) should the results of your background investigation come out as negative. HR team will contact you as soon as there is any insufficiency / discrepancy identified in your background check process.

2.3. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. If the reports of such testing are found to be positive, the organisation withholds the right to initiate suitable action against you, including termination of services.

3. Remuneration & Privileges

3.1. Your compensation details will be as per Annexure I. The remuneration as indicated in the annexure is comprehensive and all-inclusive and hence it shall be deemed to include all the liabilities of the Company including keeping into account any extra hours worked.

4. Probation

4.1. Your first three months with the Company constitute a training / probationary period. This will exclude any leave of absence or such other period, which is not treated as duty as per the regulations of the organization. The probation period can be extended at the discretion of the manager. During this period, the company or you may terminate this agreement by giving 30 days' notice or payment in lieu of notice period. The Company reserves the right not to accept the payment in lieu of notice.

4.2. Notwithstanding the above-mentioned clause, the company reserves the right to put you under a training module as per the requirement of the specific business, the successful completion of which would determine the confirmation of your employment.

4.3. On your being unsuccessful on assessment parameters as defined by the company after the training completion period, the company reserves the right to either extend your probation period as per the Confirmation Policy, or terminate your employment with immediate effect with 15 days of notice period in case your skill sets are found to be misfit for the business skills Without prejudice to clause no 4.1 and 4.2 as mentioned above, the Company may, during the period of training/probation. terminate your services without any notice or payment in lieu of notice should you be found guilty of violation of any of the Companies' policies or breach of code of conduct which may not be conducive to the Company or its reputation.

4.4. On successful completion of probation, you will be confirmed as a permanent employee and the rules regarding your employment then will be governed by relevant policies and code of conduct that apply all employees in a permanent capacity.

5. Training

5.1. You may need to undergo designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product expertise, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as you.

5.2. In such cases, you may be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

5.3. Breach of the agreement may call upon necessary recovery from your full and final settlement

6. Leaves

6.1. You are eligible for 24 working days of leave in a year. All leaves applied for will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under Leave policy of the company.

6.2. You are required to acquaint yourself with all the rules and regulations pertaining to leave and attendance upon joining the company in order to avoid such instances.

7. Separation

7.1. Post confirmation of your employment, your services can be terminated by the company, with or without reasons, by giving a notice of 30 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total compensation earned for an equivalent period of time.

In case you decide to terminate your employment with the Company, you would be required to serve the notice period of 60 days upon your resignation. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

7.2. Without prejudice to any clause in this contract, the Company also reserves the right to terminate your employment for Reasons mentioned below with immediate effect without any payment in lieu of notice period, whereupon you shall cease to be in the employment of the Company and you shall have no claim whatsoever against the Company for damages or otherwise by reason of such determination.

For the purposes of this Clause 7.2, 'Reason' shall mean as under:

a. Negligence or misconduct by you in complying with your duties, responsibilities, obligations and / or covenants or undertakings, which are either incapable of remedy or otherwise not remedied by you within 30 (thirty) days of a written notice being serviced on you by the Company stating the breach; or

- b. You becoming unable, for any reason whatsoever including the imposition of any court order, to efficiently perform your duties hereunder for 60 (sixty) working days in aggregate in any period of 12 (twelve) consecutive months; or
- c. You becoming of unsound mind; or
- d. You are convicted of a criminal offence; or
- e. You becoming bankrupt or compound with all your creditors or enter into any deed of arrangement with all your creditors; or
- f. You commit any breach of any of your duties or obligations under the Employment Documents; or
- g. You refuse or neglect to comply with any lawful and reasonable orders or directions given to you by the Company; or
- h. You guilty of any misconduct whether or not in the performance of your duties or commit any act which in the opinion of the Company is likely to bring the Company or any of its officers or other employees into disrepute whether or not such act is directly related to the affairs of the Company; or
- i. You becoming prohibited by law or any order from any regulatory body or government authority from being an employee of the Company; or
- j. You are unable to achieve and maintain a satisfactory level of performance and produce the desired results in your performance which are the requirements for meeting your job responsibilities; or k. Causing damage to company's property; or
- l. Going on or abetting a strike in contravention of any law for the time being in force; or
- m. Committing theft, fraud or dishonesty
- n. You are being found guilty of any unlawful activity including but not limited to threatening of employees, security breaches, harassment including sexual harassment, etc.
- o. For violation of the Company Code of Conduct and Company Ethics which goes against the ethos of the company.

The list above is suggestive and by no means exclusive. The company further reserves the right to add/amend this list without prior notice, within reasonable limits.

7.3. In the event of continued absence from work without prior information and authorization, the Company can initiate disciplinary action against you as specified in the relevant separations policy(s) and/or document(s) which may lead to termination of your employment.

7.4. You will automatically retire from the service of the Company on attaining the age of 60 (sixty) years, if not terminated earlier, [unless otherwise agreed between the parties].

7.5. On termination of your employment, all works carried out by you – both in physical and digital form – during your employment shall be immediately returned forthwith to the Company, without exception and with no copy (either part or whole thereof) retained by you in any form.

7.6. When your employment with the Company ends, for whatever reason, you will promptly deliver to the Company all originals and copies of all documents, records, software programs, media and other materials containing any confidential information. You will also return to the Company all equipment, files, software programs and other personal property belonging to the Company and complete the due handover process during the notice period that you are required to serve by the Company. In the event of your failure to do so, you shall be liable to face legal proceedings and compensate the company for any material loss of business as determined by the company at its sole discretion. The Company may withhold your exit clearance and / or full and final settlement on account of your breach of the Company's rules and regulations and until it is able to recover the losses incurred by it on account of your breach of the Company's rules and regulations.

8. Working Hours

8.1. The working hours applicable to you will be the same as are observed depending upon your process and program. The initial shift, location or program awarded to you may change at any time during the period of employment as decided by eClerx management.

9. Conflict of Interest

9.1. During your service with the company you are expected to devote your whole time and attention to the company's affairs and refrain from directly or indirectly engaging in any other business. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any trade or business, during your employment with the Company. This restriction applies whether or not the other activity is of a similar nature to or competes in any material respect with any of the businesses of the Company.

9.2. You will not seek membership of any local, public or political bodies or undertake any other business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your employment with the Company as provided in the Employment Documents.

9.3. In case you join or are transferred to the Financial Markets vertical, you may be required to disclose the details of Demat / Trading account held by you and your family members to meet the compliance requirements of the client.

10. Non-Disclosure

10.1. You hereby agree to sign and enter into a Non-Disclosure / Confidentiality Agreement on your date of joining or at any time thereafter in the format prescribed by the Company. You further agree that you shall keep the Company's Confidential Information (as defined in the Non-Disclosure / Confidentiality Agreement), whether or not prepared or developed by you, in the strictest confidence.

10.2. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and the Company will automatically be indemnified against any breach thereof.

11. Non-Solicitation of Employees and Clients and Non-Compete

11.1. During the term of your employment with the Company and for a period of 12 months thereafter immediately following the termination of employment with the Company for any reason, you shall not –

- a. Undertake and ensure that directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment with the Company, or join any other employment or undertake any other activity that is of similar nature so as to give any sort of competition to the business of the Company.
- b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company.
- c. Join the services or be associated with any former employee of the Company who is undertaking any activity competing with the business of the Company.
- d. All business opportunities known to you or made known to you at any time, with respect to and / or connected with the business of the Company are not referred to any third party but are referred only to the Company and are undertaken in any other company only with the prior written consent of the Board of Directors of the Company (hereinafter referred to as 'the Board').

e. Neither directly nor indirectly own, conduct, engage in, manage, operate, join, control, finance, invest in, bid for, advise or otherwise participate in or in any manner be associated or connected with, whether for or without remuneration, in any business, individual, partnership, firm, corporation, limited liability company or other entity whatsoever similar to or competing directly or indirectly with the business of the Company, its subsidiaries or affiliates nor undertake or be engaged, directly or indirectly in any activities or do any act or thing which would, or is likely to, be detrimental to the interests, business or reputation of the Company, its subsidiaries or affiliates.

12. Jurisdiction

12.1. In case of any dispute or difference arising out of or under this contract, resulting into any proceeding before any Authority, Courts etc. in respect of this contract, the same will be subject to the jurisdiction of Mumbai.

13. Applicable Company rules and regulations

You will be governed by the Company's rules and regulations (and practices) as enforced from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you

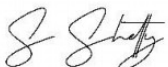
14. Change in Terms and Conditions of your employment

The company reserves the right to change the terms and conditions of your employment which would be intimated to you either through changes in company policies or through an amendment to your employment contract, or through other means of communication which would purport to amend the said terms in your employment contract.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy to the undersigned, duly affixing your full signature on the last page and initials on remaining pages.

Yours faithfully,

For eClerx Services Limited



Sagar Shetty Associate Program Manager – Human Resources

ANNEXURE I**Name: Ms. Anushka Kakodkar Designation: Analyst Date of Joining: January 03, 2023**

| SALARY OFFER BREAK-UP | Amount (INR) | Annual Amount(INR) |
|-----------------------------------|---------------------|---------------------------|
| Basic Pay | 10,465 | 1,25,580 |
| House Rent Allowance | 523 | 6,276 |
| Other Allowance | 5,342 | 64,104 |
| Bonus | 2,800 | 33,600 |
| Monthly Fixed Compensation | 19,130 | 2,29,560 |
| Retiral Fund | 1,800 | 21,600 |
| Monthly Total Compensation | 20,930 | 2,51,160 |
| Annual Total Compensation | | 2,51,160 |
| Performance Bonus (Upto) | 1,674 | 20,088 |
| Cost To Company | | 2,71,248 |
| Gratuity ³ | | 6,040 |
| Total Cost To Company | | 2,77,288 |

The Company is also pleased to extend the following benefits to you:

1. Group Medical Insurance

- a. You are eligible for floater medical insurance cover of INR 100,000 which covers yourself
- b. The insurance is inclusive of pre-existing disease cover from the date of joining.
- c. You may also opt for additional cover for your family including your spouse, children and parents / parents-in-law post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary.

2. Group Personal Accident Insurance

- a. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- b. The policy covers disablement (temporary and permanent both) and death caused due to accidents.

3. Executive Health check-up

- a. All employees aged 35 years and above are eligible for an executive health check-up once a year. Details on the appointment booking procedure will be made available to you subsequently.

4. Night Shift Allowance

- a. In case you are required to work in the night shift on account of process or client requirements, you will be eligible to receive Night Shift Allowance.

- b. The amount paid to you will depend on your designation, number of nights shifts worked and all other rules as may be specified by the company policies.

5. Language Allowance

- a. In case you're hired for a role that requires proficiency on a foreign language, you shall be eligible to be paid Language Allowance along with your monthly salary.
- b. The same will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.

6. Subsidized Transport

- a. eClerx offers subsidized transport to all its employees basis the local transport policy.
- b. Should you wish to avail, an amount of INR 700 will be deductible from your fixed compensation every month.

Other Notes:

1. Taxation

- a. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your compensation.
- b. The Company shall be entitled to deduct from your compensation, income tax, other taxes and levies which it is liable to deduct at source.

2. Gratuity

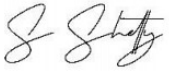
- a. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.

3. Provident Fund

- a. Since you are enrolled under the Employees Provident Fund Scheme, the Retiral Fund amount will be deposited in your PF account as Employer's contribution.
- b. Your personal contribution to PF will be deducted from your Monthly Fixed Compensation.

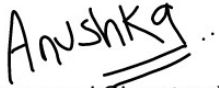
4. Performance Bonus

- a. The performance bonus mentioned in the aforementioned table includes complete liability of the company on bonus payments to you including those required by statute.
- b. Bonus pay out is contingent on your performance and will be prorated basis the date of joining or changes in salary as per company policy



Offered **By: Sagar Shetty Designation: Associate Program Manager – Human Resources**

Accepted by: Anushka Kakodkar



(Name and Signature)

Date



Appointment Letter

01st July 2022

Srushti Ashok Kadav
405/4, Siddhivinayak krupa,
Manpada road,
Behind Hanuman Mandir,
Sagaon, Dombivli (East),

Dear Ms. Srushti,

With reference to your application and participation in subsequent selection procedure, we have the pleasure to appoint you with GTS e-Services Pvt. Ltd. ("The Company") on the following terms and conditions. The terms and conditions of your employment contained in this letter ("Document"), read in conjunction with company's existing policies & procedures amended from time to time and available in the employee handbook, shall govern your employment with the company.

1. **Designation:** Your designation shall be **Trainee - Accounts**.
2. **Duties and Responsibilities:** Your designated duties and responsibilities are as shared and discussed with you and where appropriate shall be put in writing separately.
3. **Employment Start Date:** As mutually agreed, your employment start date is **01st July 2022**.
4. **Probation & Confirmation:**
 - 4.1 You shall be on probation for six months from the employment start date; this period may be further extended for a period of six months at the discretion of the company.
 - 4.2 Anytime during the probation period or at the end of the probation period, provided that your services have been found satisfactory, your appointment will be confirmed, in writing by the company.
5. **Remuneration: (Refer Annexure 1)**
 - 5.1 Your total remuneration shall be **INR.224,039** per annum (Indian Rupees Two Lakh Twenty Four Thousand Thirty Nine only per annum) all-inclusive as per details given in **Annexure-1**.
 - 5.2 Increments are not automatic but based on your performance as assessed by our performance appraisal systems and the company's performance for the relevant year.
 - 5.3 The company on its sole discretion reserves the right to vary from time to time any remuneration, benefit, facility, or perquisite ("The privilege(s)") extended to you based on periodical review of such privilege(s).
6. **Work Timings:** You shall observe the working timings and holidays as per company's policy.
7. **Leave Entitlement:** Your leave entitlement is covered under the company's leave policy, amended from time to time, details of which are readily available in employee handbook.
8. **Transfer/ Mobility:**
 - 8.1 Your appointment is transferable on company's requirement. The company at its sole discretion may transfer you to any other department or to any place in India or outside India and as such you may, at any time be transferred to any of the offices of the company, its subsidiary or its associates, whether the office, subsidiary, associate or organization is in existence today or is to be set-up hereafter on terms no less favorable than those contained in this document. While every attempt shall be made to give you reasonable advance notice of such transfer and discuss with you suitability of such transfer for you, it may be appreciated that transfer of employees for company does become necessary in course of its business, and therefore company's decision shall be final and binding including a need for an immediate transfer due emergency.
 - 8.2 Owing to the nature of work which involves support to the principals based globally, the same should not be construed as employment to the overseas office.



9. **Notice / Resignation / Termination:**

- 9.1 During the probation period, the employer or employee may discontinue the association with each other by giving 15 days' notice in writing by either side (with or without assigning a reason). In such a case, you will not be allowed to adjust your accrued Privilege Leave against the notice period. However, in exceptional circumstances, the Company may at its discretion relieve you earlier, on payment of gross salary in lieu of shortfall in the notice period.
- 9.2 On confirmation, your employment shall be subject to termination or expiration on 30 days' notice in writing by either side (with or without assigning a reason). In such a case, you will not be allowed to adjust your accrued Privilege Leave against the notice period. However, in exceptional circumstances, the Company may at its discretion relieve you earlier, on payment of gross salary in lieu of shortfall in the notice period.
- 9.3 On payment of gross salary in lieu of shortfall in the notice period is liable to GST and as such GST on the said amount (at the applicable rate) would also be recovered from you in addition to the notice pay recovery.
- 9.4 If at any time, in the opinion of the Company, which shall be final, you are insolvent or found guilty of dishonesty, disobedience, disorderly behaviors, negligence, absence from duty without permission or of other conduct considered by us detrimental to our interest, your services may be terminated without written notice/notice pay.
- 9.5 In the event of you resigning from the company without notice (Absent without permission/intimation) within the first 15 days of joining the company, the company shall not be liable for any payment towards your salary or otherwise accrued for the period worked/attended office.
- 9.6 You shall retire from the company's services on attaining the age of 60 years unless you and the company agree otherwise in writing or a limited automatic extension occurs (in which case your employment under the terms of this document shall automatically terminate on the extended expiration date unless you and the company agree otherwise in writing).

10. **Confidentiality Undertaking and Non-Disclosure Agreement (Refer to Annexure -2)**

This document constitutes the entire terms of engagement between you and the company with respect to Confidentiality Undertaking and Non-Disclosure Agreement. You are expected to read, understand and sign the **Annexure 2** along with this letter of appointment.

11. **Interaction with Media:**

Unless expressly authorized by management in writing, you are not allowed to interact with media through any medium to represent the company or any of the associated companies or company based in India and/or abroad.

12. **Signatory on behalf of Company:**


Unless expressly authorized by management in writing, you are not allowed to sign any document (legal or otherwise) on behalf of the company or any of the associated companies or company based in India and/or abroad.

13. **Health & Safety:**

You are expected to take adequate precautions during your work as per the universal precautions/guidelines applicable to your category of jobs. Also you must comply with the safety guidelines to avoid any occupational hazard.

Please return the duplicate copy of this letter duly signed, in token of acceptance of the terms and conditions of employment. We look forward to you having a long and rewarding association with the company.

Yours sincerely,
for, GTS e-Services Pvt. Ltd.


Jaspreet Arora
Managing Director

I confirm my acceptance of the term and conditions as outlined in this appointment letter and the annexures.

Name: Srushti Ashok Kadav

Date:

Signature: Srushti



Date: 4th Oct, 2022

To,
Karan Shetty
Thane, Maharashtra 400606

Sub: Appointment Letter

Dear Karan,

We have pleasure in appointing you as Talent Acquisition Specialist , in our organization, effective 3rd Oct 2022 on the following terms and conditions:

Placement & Compensation

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to compensation-(salary and other applicable benefits) of INR 1,44,000/- (Rupees One Lakh Forty Four Thousand Only). Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter details of which are mentioned in **Annexure A**.

Salary revision

The remuneration may be periodically reviewed and / or revised by the Company from time to time based on your contribution to the growth of the Company and the performance of the Company.

Posting & Transfer

Your initial posting will be at "Mumbai". However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

Probation / Trainee Period:

You will be on Probation/Training for the initial period of 3 months and your confirmation in the employment of the company is subject to your satisfactory performance during this period. If your performance is not satisfactory the period of your probation can be extended at the discretion of the Management, in which event you will be informed of such extension by communication in writing.

Leaves:

You will be entitled for 1 Sick Leave every month for the initial six months and post successful completion of your probation you will be granted 1 Casual and 1 Sick Leave every month.

Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/

Employee Forums



formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

Past Records

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have wilfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

Termination of employment

During the probationary period and any extension thereof, your services may be terminated on either side by giving one week notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving 2 months (60 days) notice or salary in lieu thereof.

Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Medical Fitness

This appointment is subject to your being, and remaining, medically fit.

General Terms

Your employment will also be subject to the Employment policy of the org.

EXCLUSIVITY:

During your employment with the Company, you are required to devote the whole of your time, to the best of your ability, to the business of the Company as directed by us and serve anywhere in India. In the performance of your duties, you shall use all the knowledge, skill and experience that you possess to the entire satisfaction of the Company and shall perform your duties faithfully and efficiently.

It is an express condition of this appointment that you will not be interested or employed at any time, either directly or indirectly, in any other business, profession or occupation so long as you are employed by the Company.

During your employment with the Company you will not undertake any activity that could be in conflict with or adversely influence your judgment, objectivity or loyalty to the Company and in the event of any situation that could lead to a potential conflict of interest you should divulge the same to the undersigned forthwith.

POLICIES:

During employment, you shall at all times comply with and be subject to such policies and procedures as may be in force in the Company from time to time.

CONFIDENTIALITY:

Either during the period of your employment or at any time thereafter, without the express consent of the Company and other than in the course of your employment and for the benefit of the Company, you shall not: directly or indirectly, use, make available, sell, disclose or otherwise communicate to any person, any non-public, proprietary or confidential information, knowledge, data or trade secrets of the Company ("Confidential Information"); use the Confidential Information for your own benefit or for the benefit of any third party; or other public statement or make or permit or authorize the making of any press release or

Employee Forums



disclosure concerning Confidential Information without the prior written consent of the Company.

No license of any kind to any part of the Confidential Information is granted, agreed to be granted or implied by the terms of this Agreement or by the disclosure of the Confidential Information to you other than to use the same in the course of your employment and for the benefit of the Company.

INTELLECTUAL PROPERTY RIGHTS:

All intellectual property rights, in India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time), invention, design, discovery, ideas, techniques, methods, processes, uses, products, services and improvements made to any of the above, or in any other matter including but not limited to training materials conceived, created or made, fully or in part (whether or not during regular office / business hours and whether alone or in conjunction with others,) by you during the period of your employment with the Company, shall on such conception, creation or making stand automatically vested in and be the sole and exclusive property of the Company. You may be required to execute and register any necessary documents, and do whatever else may be necessary as may be determined by the Company in its discretion, at the cost of the Company, even after your employment has ended to further confirm the above ownership rights in favor of the Company.

RETIREMENT:

Your employment shall terminate on the last day of the month in which you attain the age of retirement as fixed by the Company's retirement policy.

TERMINATION:

Notwithstanding anything contained herein, the Company reserves the right at all times, to terminate your service forthwith if you should be found guilty of misconduct; negligence; unsatisfactory performance or dereliction of your duties; unbecoming conduct; breach of the terms of this offer or any other terms and conditions applicable from time to time; if you are unable to fulfil your duties by reason of any incapacity or if the Company loses confidence in you at any time.

OBLIGATIONS ON TERMINATION:

On termination of your employment with the Company for any reason whatsoever, you will return all Company property (including all documents and materials) then in your possession or control and immediately settle your accounts with the Company.

It is agreed that the Company may deduct any dues owed to it from any monies then owed to you by the Company.

NON-COMPETITION:

In consideration of the disclosure of Confidential Information to you during your employment with the Company, you shall not, for a period of 12 (twelve) months after the termination of your employment with the Company, offer HR training services to any person or entity that was a customer of the Company during 12 (twelve) months immediately preceding the termination of your employment with the Company.

NON-SOLICITATION:

During your employment with the Company and for a period of 12 (twelve) months thereafter, you will not, directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity, knowingly solicit, aid or induce any employee/s of the Company to leave such employment in order to accept employment with

a. or render services to or with any other person, firm, corporation or other entity or knowingly take any action to assist or aid any other person, firm, corporation or other entity in identifying or hiring any such employee.

b. any customer or potential customer of the Company away from the Company or assist or aid any other persons or entity in identifying or soliciting, enticing etc. any such customer.

SCOPE OF RESTRICTIONS:

Employee Forums



You acknowledge that you have understood the restrictions on you in these Terms and that these are reasonable and necessary for the protection of the Company's interests including its Confidential Information and intellectual property rights. If these restrictions should become open to scrutiny and they are held invalid from the outset or because of changing circumstances, you agree, that if these restrictions would be adjudged valid and effective if the wording were revised, they shall apply amended and modified as necessary to ensure their validity.

REMEDIES FOR BREACH:

In the event of a breach or apprehended breach of the terms of this Agreement, the Company shall be entitled to an injunction restraining you from the breach / apprehended breach. The right to secure an injunction is not exclusive, and the Company may pursue any other remedies it has against you for a breach or threatened breach of this Agreement.

PREVIOUS AGREEMENTS: This Agreement supersedes all previous agreements, discussions and arrangements (if any) between you and the Company.

ASSIGNMENT:

The employment is personal to you and you may not assign or delegate any rights or obligations hereunder. The Company may assign your employment provided the Company shall require such a successor to expressly employ you on terms and conditions which as a whole are not less favourable than these terms.

SET-OFF:

The Company shall be entitled to set off, at its sole discretion, the whole or any part of amounts owed to the Company by you against any amounts due to you from the Company.

GOVERNING LAW & JURISDICTION: This Agreement shall be governed by and construed in accordance with the laws of India and the courts of Mumbai shall have jurisdiction, to the exclusion of any other Courts that may have jurisdiction in the matter, to decide any disputes that may arise in connection with or as a result of your employment.

Yours faithfully,
For Employee Forum

A handwritten signature in black ink, appearing to read 'Umesh'.

Authorized Signatory

I agree and accept this Letter of Offer which has been read, understood and accepted by me.

Signature

Name:

Date:



Annexure A

Name: Mr Karan Shetty

Designation: Talent Acquisition Specialist

Reporting to: Founder & CEO

Date of Joining: 03rd Oct 2022

Location: Mumbai

| Salary Components | Monthly | Annual |
|------------------------------|----------------|-----------------|
| Basic | 6,000 | 72,000 |
| House Rent Allowance (HRA) | 3,000 | 36,000 |
| Conveyance | 1,000 | 12,000 |
| Gross | 10,000 | 1,20,000 |
| Other Benefits | — | — |
| Mobile Bill Reimbursement | 500 | 6,000 |
| Deduction | | |
| PF (Employee's Contribution) | | |
| PT | — | — |
| ESIC (If applicable) | | |
| Total Deduction | | |
| Net (In Hand) | 10,500 | 1,26,000 |

You are eligible to receive a Travel Reimbursement upto 1500 Rs per month

You are also entitled to receive a 10% incentive on closures of mandate without any upper limit, subject to payment realization from clients. (Thr should be at least 2 closure PM to avail this benefit)

There will be an additional monthly deduction towards Income tax and professional Tax subjected to your income bracket group.

APPOINTMENT LETTER

Date : 2nd Apr 2023

Ms : Durva Jaykumar Gaikwad

We are pleased to appoint you in **Cogent E Services Limited** (*hereafter referred to as “Company”*) as 'CSA' at our organization as per the employment terms and conditions stated below. Please note that the employment terms contained in this letter are subject to Company policy.

Your effective date of appointment is 4th Jul 2022. The term of your employment with the Company shall commence on the effective date and shall continue unless this Appointment Letter is terminated by either party in accordance with the terms of separation mentioned in this letter.

Your employment with us will be governed by certain terms & conditions of employment which are mentioned below-

1. Compensation-Your cost to the company (CTC) will be Rs. (192,000) annually.

2. Service Conditions- You shall be governed by the rules and regulations and such other practices, systems, procedures, and policies in existence or established by the Company from time to time.

3. E-Induction- You will be a part of the e-induction procedure to make you familiarize with the Company policies and day-to-day working.

4. Assignment / Transfer-Your usual place of work will be Mumbai. However, during your service with the Company you shall be liable to be posted/ transferred to specific projects, assignments, jobs, etc. in which case you will be required to perform your services at such location, division, department, or branch of the Company as the Company may deem fit.

5. Duties & Obligation-

5.1 You must effectively, diligently and to the best of your ability perform all responsibilities and obligations.

5.2 You will be in whole time service /employment of the Company and shall not engage directly or indirectly in any other work either part-time or fully.

5.3 You shall act loyally and faithfully to the Company and obey the orders or instructions of the management of the Company.

5.4 You shall always maintain high standards of secrecy of confidential records, documents and information relating to the business which may be known to you and shall use them always in the best interest of the company. You shall upon end of your services to the company for any

reason, return all such records in your possession and shall not attempt to retain copies of any data records or information of the Company.

5.5 You shall always maintain the Company property in good condition, which may be given to you for official use during your employment and shall return the same to the Company immediately at the end of your services for any reason, failing which the Company reserves the right to recover the cost of the same from you.

6. Code of Conduct- You shall always abide by the rules and regulations as per the code of conduct of the Company presently applicable and amended from time to time.

7. Dress Code- Company has adopted “Smart Casual” as its Dress Code. Employees irrespective of gender should ensure that they are dressed in a decent wear to appear professional.

8. Working hours- Your normal office hours shall be intimated at the time of joining. The Company reserves the right to require you to work outside your normal working hours, if necessary, in furtherance of your duties. Suitable remedies / remuneration will be provided by the company to you in such case.

9. Leave- You will be eligible for the benefits of the leave as per the Company policy available on the EMS.

10. Termination on account fraud, misconduct or ZTP:

10.1 Under exceptional circumstances if comes to the notice of the Company that an employee is not abiding by the prescribed Code of Conduct or is not executing his/her duties and if such action is likely to cause harm to the business or adversely affect the Company’s reputation, then the Company on its own discretion can terminate the services of the employee without notice.

10.2 The decision of the Company with regards to your termination will be final and legal binding on you. In all such cases, Company shall not be liable to pay any dues and termination letter will be issued.

10.3 If at any time in the opinion of the Company an employee is found guilty on any of the grounds mentioned below, the company may terminate the services immediately and has rights to claim the damages caused, if any -

- a. Dishonesty in carrying out duties or deliberate commission of a crime against the Company.
- b. Intentionally or due to negligence, causing the Company to suffer serious damage.
- c. Fraud, theft, or gross malfeasance on the part of the Employee; conduct of any activity which is criminal in nature; conduct or involve in misappropriation of Company assets.
- d. The habitual use of drugs and intoxicants.
- e. Violation of any terms of this letter of Appointment.
- f. Repeated violation by the Employee of any of the written work rules or written policies of the Company.

11. Unauthorized Absence- If an employee absents himself /herself without information for more than 3 days or remains absent beyond the period of the originally granted leave or subsequently extended, he/she shall be considered as absconding and company shall not be liable to pay any dues or documents.

12. Resignation / Separation- When an employee shows the willingness to pursue work outside the Company, he/she shall submit a written resignation and provide services of minimum 30 days as per the defined notice period. Post the manager's and HR department's approval the employee's exit from the Company will be conducted. In all such cases, Company shall, be liable to pay all dues and relieving & experience letter will be issued.

13. Notice Period- As per the Company policy, any employee in the event of resignation due to any reason will be required to serve 30 days' notice period. The Company may, in its sole discretion, terminate the employment on business contingencies, by giving 30 days' notice or salary in lieu thereof.

14. Restrictions for representing Company after end of employment - You shall not anywhere at any time after the end of employment with company either personally or through your agents/friends / relatives directly or indirectly represent yourself as being connected in any way with the business of the Company.

15. Handing over the Company's Property at the time of separation- In the event of separation for any reason whatsoever, you must return all the Company's property & stationery including identity card, visiting cards, all details, and records of customers as maintained by you, laptop /desktop (if issued), reports, letters, notebooks, programs, proposal and any documents / copies or any confidential information concerning the Company's business. This data may be physical or digital in nature.

16. Indemnity- You shall indemnify the Company for all the losses caused to the Company due to negligence, which shall be recovered from you.

17. Jurisdiction- This is agreed by both parties (Employees and Company) that only the New Delhi courts shall have the exclusive jurisdiction in respect of any matter, claim, dispute arising out of or in any way, relating to this letter.

18. Exclusive Service- While with the Company you will not work for any other Company or person, nor carry any material / service for promotion of any other except the Company.

19. Bank Account & Salary Credit Process- The salary will be credited every month in the employee bank account only. No other means of payment will be used for crediting the salary to an employee. In case an employee fails to open his/her bank account within 30 days of joining, the company reserves the right to hold or not to process employee salary for the given month, till such time that the bank account is opened by the employee.

20. Your appointment is based on the information furnished by you. However, if there is a discrepancy in the copies of documents or certificates or information given by you, the Company retains the right to review or withdraw the appointment.

We **Congratulate** you on your appointment and wish you a long and successful career with Cogent and assure you of our support for your professional development and growth.

Yours truly,
For Cogent E Services Ltd



Authorized Signatory



APPOINTMENT LETTER

Date : 22nd Jul 2022

Ms : Neha Shankar Devarkar

We are pleased to appoint you in **Cogent E Services Limited** (*hereafter referred to as “Company”*) as 'CSA' at our organization as per the employment terms and conditions stated below. Please note that the employment terms contained in this letter are subject to Company policy.

Your effective date of appointment is 20th Jul 2022. The term of your employment with the Company shall commence on the effective date and shall continue unless this Appointment Letter is terminated by either party in accordance with the terms of separation mentioned in this letter.

Your employment with us will be governed by certain terms & conditions of employment which are mentioned below-

1. Compensation-Your cost to the company (CTC) will be Rs. (192,000) annually.

2. Service Conditions- You shall be governed by the rules and regulations and such other practices, systems, procedures, and policies in existence or established by the Company from time to time.

3. E-Induction- You will be a part of the e-induction procedure to make you familiarize with the Company policies and day-to-day working.

4. Assignment / Transfer-Your usual place of work will be Mumbai. However, during your service with the Company you shall be liable to be posted/ transferred to specific projects, assignments, jobs, etc. in which case you will be required to perform your services at such location, division, department, or branch of the Company as the Company may deem fit.

5. Duties & Obligation-

5.1 You must effectively, diligently and to the best of your ability perform all responsibilities and obligations.

5.2 You will be in whole time service /employment of the Company and shall not engage directly or indirectly in any other work either part-time or fully.

5.3 You shall act loyally and faithfully to the Company and obey the orders or instructions of the management of the Company.

5.4 You shall always maintain high standards of secrecy of confidential records, documents and information relating to the business which may be known to you and shall use them always in the best interest of the company. You shall upon end of your services to the company for any

reason, return all such records in your possession and shall not attempt to retain copies of any data records or information of the Company.

5.5 You shall always maintain the Company property in good condition, which may be given to you for official use during your employment and shall return the same to the Company immediately at the end of your services for any reason, failing which the Company reserves the right to recover the cost of the same from you.

6. Code of Conduct- You shall always abide by the rules and regulations as per the code of conduct of the Company presently applicable and amended from time to time.

7. Dress Code- Company has adopted “Smart Casual” as its Dress Code. Employees irrespective of gender should ensure that they are dressed in a decent wear to appear professional.

8. Working hours- Your normal office hours shall be intimated at the time of joining. The Company reserves the right to require you to work outside your normal working hours, if necessary, in furtherance of your duties. Suitable remedies / remuneration will be provided by the company to you in such case.

9. Leave- You will be eligible for the benefits of the leave as per the Company policy available on the EMS.

10. Termination on account fraud, misconduct or ZTP:

10.1 Under exceptional circumstances if comes to the notice of the Company that an employee is not abiding by the prescribed Code of Conduct or is not executing his/her duties and if such action is likely to cause harm to the business or adversely affect the Company’s reputation, then the Company on its own discretion can terminate the services of the employee without notice.

10.2 The decision of the Company with regards to your termination will be final and legal binding on you. In all such cases, Company shall not be liable to pay any dues and termination letter will be issued.

10.3 If at any time in the opinion of the Company an employee is found guilty on any of the grounds mentioned below, the company may terminate the services immediately and has rights to claim the damages caused, if any -

- a. Dishonesty in carrying out duties or deliberate commission of a crime against the Company.
- b. Intentionally or due to negligence, causing the Company to suffer serious damage.
- c. Fraud, theft, or gross malfeasance on the part of the Employee; conduct of any activity which is criminal in nature; conduct or involve in misappropriation of Company assets.
- d. The habitual use of drugs and intoxicants.
- e. Violation of any terms of this letter of Appointment.
- f. Repeated violation by the Employee of any of the written work rules or written policies of the Company.

11. Unauthorized Absence- If an employee absents himself /herself without information for more than 3 days or remains absent beyond the period of the originally granted leave or subsequently extended, he/she shall be considered as absconding and company shall not be liable to pay any dues or documents.

12. Resignation / Separation- When an employee shows the willingness to pursue work outside the Company, he/she shall submit a written resignation and provide services of minimum 30 days as per the defined notice period. Post the manager's and HR department's approval the employee's exit from the Company will be conducted. In all such cases, Company shall, be liable to pay all dues and relieving & experience letter will be issued.

13. Notice Period- As per the Company policy, any employee in the event of resignation due to any reason will be required to serve 30 days' notice period. The Company may, in its sole discretion, terminate the employment on business contingencies, by giving 30 days' notice or salary in lieu thereof.

14. Restrictions for representing Company after end of employment - You shall not anywhere at any time after the end of employment with company either personally or through your agents/friends / relatives directly or indirectly represent yourself as being connected in any way with the business of the Company.

15. Handing over the Company's Property at the time of separation- In the event of separation for any reason whatsoever, you must return all the Company's property & stationery including identity card, visiting cards, all details, and records of customers as maintained by you, laptop /desktop (if issued), reports, letters, notebooks, programs, proposal and any documents / copies or any confidential information concerning the Company's business. This data may be physical or digital in nature.

16. Indemnity- You shall indemnify the Company for all the losses caused to the Company due to negligence, which shall be recovered from you.

17. Jurisdiction- This is agreed by both parties (Employees and Company) that only the New Delhi courts shall have the exclusive jurisdiction in respect of any matter, claim, dispute arising out of or in any way, relating to this letter.

18. Exclusive Service- While with the Company you will not work for any other Company or person, nor carry any material / service for promotion of any other except the Company.

19. Bank Account & Salary Credit Process- The salary will be credited every month in the employee bank account only. No other means of payment will be used for crediting the salary to an employee. In case an employee fails to open his/her bank account within 30 days of joining, the company reserves the right to hold or not to process employee salary for the given month, till such time that the bank account is opened by the employee.

20. Your appointment is based on the information furnished by you. However, if there is a discrepancy in the copies of documents or certificates or information given by you, the Company retains the right to review or withdraw the appointment.

We **Congratulate** you on your appointment and wish you a long and successful career with Cogent and assure you of our support for your professional development and growth.

Yours truly,
For Cogent E Services Ltd



Authorized Signatory

APPOINTMENT LETTER

Date : 6th May 2023

Ms : Sneha Kanhaiya Gupta

We are pleased to appoint you in **Cogent E Services Limited** (*hereafter referred to as “Company”*) as 'CSA' at our organization as per the employment terms and conditions stated below. Please note that the employment terms contained in this letter are subject to Company policy.

Your effective date of appointment is 12th Jan 2023. The term of your employment with the Company shall commence on the effective date and shall continue unless this Appointment Letter is terminated by either party in accordance with the terms of separation mentioned in this letter.

Your employment with us will be governed by certain terms & conditions of employment which are mentioned below-

1. Compensation-Your cost to the company (CTC) will be Rs. (192,000) annually.

2. Service Conditions- You shall be governed by the rules and regulations and such other practices, systems, procedures, and policies in existence or established by the Company from time to time.

3. E-Induction- You will be a part of the e-induction procedure to make you familiarize with the Company policies and day-to-day working.

4. Assignment / Transfer-Your usual place of work will be Mumbai. However, during your service with the Company you shall be liable to be posted/ transferred to specific projects, assignments, jobs, etc. in which case you will be required to perform your services at such location, division, department, or branch of the Company as the Company may deem fit.

5. Duties & Obligation-

5.1 You must effectively, diligently and to the best of your ability perform all responsibilities and obligations.

5.2 You will be in whole time service /employment of the Company and shall not engage directly or indirectly in any other work either part-time or fully.

5.3 You shall act loyally and faithfully to the Company and obey the orders or instructions of the management of the Company.

5.4 You shall always maintain high standards of secrecy of confidential records, documents and information relating to the business which may be known to you and shall use them always in the best interest of the company. You shall upon end of your services to the company for any

reason, return all such records in your possession and shall not attempt to retain copies of any data records or information of the Company.

5.5 You shall always maintain the Company property in good condition, which may be given to you for official use during your employment and shall return the same to the Company immediately at the end of your services for any reason, failing which the Company reserves the right to recover the cost of the same from you.

6. Code of Conduct- You shall always abide by the rules and regulations as per the code of conduct of the Company presently applicable and amended from time to time.

7. Dress Code- Company has adopted “Smart Casual” as its Dress Code. Employees irrespective of gender should ensure that they are dressed in a decent wear to appear professional.

8. Working hours- Your normal office hours shall be intimated at the time of joining. The Company reserves the right to require you to work outside your normal working hours, if necessary, in furtherance of your duties. Suitable remedies / remuneration will be provided by the company to you in such case.

9. Leave- You will be eligible for the benefits of the leave as per the Company policy available on the EMS.

10. Termination on account fraud, misconduct or ZTP:

10.1 Under exceptional circumstances if comes to the notice of the Company that an employee is not abiding by the prescribed Code of Conduct or is not executing his/her duties and if such action is likely to cause harm to the business or adversely affect the Company’s reputation, then the Company on its own discretion can terminate the services of the employee without notice.

10.2 The decision of the Company with regards to your termination will be final and legal binding on you. In all such cases, Company shall not be liable to pay any dues and termination letter will be issued.

10.3 If at any time in the opinion of the Company an employee is found guilty on any of the grounds mentioned below, the company may terminate the services immediately and has rights to claim the damages caused, if any -

- a. Dishonesty in carrying out duties or deliberate commission of a crime against the Company.
- b. Intentionally or due to negligence, causing the Company to suffer serious damage.
- c. Fraud, theft, or gross malfeasance on the part of the Employee; conduct of any activity which is criminal in nature; conduct or involve in misappropriation of Company assets.
- d. The habitual use of drugs and intoxicants.
- e. Violation of any terms of this letter of Appointment.
- f. Repeated violation by the Employee of any of the written work rules or written policies of the Company.

11. Unauthorized Absence- If an employee absents himself /herself without information for more than 3 days or remains absent beyond the period of the originally granted leave or subsequently extended, he/she shall be considered as absconding and company shall not be liable to pay any dues or documents.

12. Resignation / Separation- When an employee shows the willingness to pursue work outside the Company, he/she shall submit a written resignation and provide services of minimum 30 days as per the defined notice period. Post the manager's and HR department's approval the employee's exit from the Company will be conducted. In all such cases, Company shall, be liable to pay all dues and relieving & experience letter will be issued.

13. Notice Period- As per the Company policy, any employee in the event of resignation due to any reason will be required to serve 30 days' notice period. The Company may, in its sole discretion, terminate the employment on business contingencies, by giving 30 days' notice or salary in lieu thereof.

14. Restrictions for representing Company after end of employment - You shall not anywhere at any time after the end of employment with company either personally or through your agents/friends / relatives directly or indirectly represent yourself as being connected in any way with the business of the Company.

15. Handing over the Company's Property at the time of separation- In the event of separation for any reason whatsoever, you must return all the Company's property & stationery including identity card, visiting cards, all details, and records of customers as maintained by you, laptop /desktop (if issued), reports, letters, notebooks, programs, proposal and any documents / copies or any confidential information concerning the Company's business. This data may be physical or digital in nature.

16. Indemnity- You shall indemnify the Company for all the losses caused to the Company due to negligence, which shall be recovered from you.

17. Jurisdiction- This is agreed by both parties (Employees and Company) that only the New Delhi courts shall have the exclusive jurisdiction in respect of any matter, claim, dispute arising out of or in any way, relating to this letter.

18. Exclusive Service- While with the Company you will not work for any other Company or person, nor carry any material / service for promotion of any other except the Company.

19. Bank Account & Salary Credit Process- The salary will be credited every month in the employee bank account only. No other means of payment will be used for crediting the salary to an employee. In case an employee fails to open his/her bank account within 30 days of joining, the company reserves the right to hold or not to process employee salary for the given month, till such time that the bank account is opened by the employee.

20. Your appointment is based on the information furnished by you. However, if there is a discrepancy in the copies of documents or certificates or information given by you, the Company retains the right to review or withdraw the appointment.

We **Congratulate** you on your appointment and wish you a long and successful career with Cogent and assure you of our support for your professional development and growth.

Yours truly,
For Cogent E Services Ltd



Authorized Signatory

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

02-Sep-2022

C7102160



**For Accenture use only*

Kaushal Kurumyya Mudavat
8/A, Laxmi Lotus Society, Kumbharkhan Pada, Dombivli West - 421202 421202 Management
Level - 13
Sublevel - 3

Job Profile - Finance Process Enablement New Associate
Job Family Group - Finance
Business Deal - Non Contact Center

Dear **Kaushal**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Mumbai**, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. Before onboarding, we strongly encourage you to take both doses of the COVID-19 vaccine as per government prescribed timelines.

Please note, that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be **INR 219240** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Kaushal, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **laavanya.kollipalli** at **9987620916** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.
Yours sincerely,



Jal
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:
Kaushal Kurumyya Mudavat
[Insert full legal name]
Date:12-09-2022

Candidate's signature 

ANNEXURE 1

Your compensation is as mentioned below:

| Total Cash Compensation | | |
|--|---|---------------------------|
| | Annual(INR) | |
| (A) Annual Fixed Compensation* | INR 189000 | |
| (B) Variable Bonus earning potential | Min. | Max. |
| | 0% | 16% |
| Annual Total earning potential (A+B) | Min. INR 189000 | Max. INR 219240 |
| (C)#Additional Benefits | | |
| Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) | INR 3100 | |
| Notional Insurance Premium paid by Company | INR 11200 | |
| (D)##Additional Discretionary WFH Benefits/Reimbursements | | |
| One-time WFH Assistance reimbursement | INR 18,000/- | |
| Annual Internet reimbursement | INR 12,000/- (capped at INR 1,000/- per month) | |
| (E)Optional opportunity to participate in the Employee Share Purchase Plan | | |
| Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value | INR 2800 (discount opportunity with an optional investment of 10% of gross pay and no change in share price) | |

**Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of **INR 189000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY23 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **16%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Statutory Bonus amounts if payable to you. Such Statutory Bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

Benefits applicable for current Company financial year:

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

| Insurance policy | Coverage for | Coverage amount | Premium paid by |
|--|--|---|-----------------|
| Medical | Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children | INR 3,00,000/- per annum | Company |
| Personal Accident | Self | Up to 3 times of annual fixed compensation | Company |
| Life | Self | Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000 | Company |
| Future Service Liability | Self | Up to INR 20,00,000/- | Company |
| Employee Deposit Linked Insurance (EDLI) | Self | INR 705,000/- (If you contribute towards Employee Provident Fund) | Company |

1. Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of preexisting ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR **5,00,000** under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

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

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

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

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

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

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

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

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

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

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

- Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

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

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

GST Clause:

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

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

General Tax:

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

ANNEXURE 3

DECLARATION

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

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

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Kaushal Kurumyya Mudavat

[Insert full legal name]

Date: 12-09-2022

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

23-Mar-2023

C7578964



**For Accenture use only*

Divyashree Narayan Poojari
B-203 Om Samarth Ashish CHS, Kopar Cross Road, Shastri Nagar, Dombivali-west 421202
Management Level - 13
Sublevel - 3

Job Profile - Procure to Pay Operations New Associate
Job Family Group - Business Process Delivery
Business Deal - Non Contact Center

Dear **Divyashree**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Mumbai**, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

Divya

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

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

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be **INR 223880** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Divyashree, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **gayatri.dubey** at **9511845808** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.
Yours sincerely,



Jal
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:
Divyashree Narayan Poojari

[Insert full legal name]

Date: 27/03/2023

Candidate's signature  _____

ANNEXURE 1

Your compensation is as mentioned below:

| Total Cash Compensation | | |
|--------------------------------------|---------------------------|---------------------------|
| | Annual(INR) | |
| (A) Annual Fixed Compensation* | INR 193000 | |
| (B) Variable Bonus earning potential | Min. | Max. |
| | 0% | 16% |
| Annual Total earning potential (A+B) | Min. INR 193000 | Max. INR 223880 |

| (C)#Additional Benefits | |
|--|------------------|
| Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) | INR 3200 |
| Notional Insurance Premium paid by Company | INR 14200 |

| (D)##Additional Discretionary WFH Benefits/Reimbursements | |
|--|---|
| One-time WFH Assistance reimbursement | INR 18,000/- |
| Annual Internet reimbursement | INR 12,000/- (capped at INR 1,000/- per month) |

| (E)Optional opportunity to participate in the Employee Share Purchase Plan | |
|--|---|
| Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value | INR 2800 (discount opportunity with an optional investment of 10% of gross pay and no change in share price) |

**Annual Fixed Compensation includes employer"s contribution to Provident Fund, as applicable.

-Annual fixed compensation of **INR 193000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY23 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **16%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*


As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Statutory Bonus amounts if payable to you. Such Statutory Bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.



Benefits applicable for current Company financial year:

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

| Insurance policy | Coverage for | Coverage amount | Premium paid by |
|--|--|---|-----------------|
| Medical | Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children | INR 3,00,000/- per annum | Company |
| Personal Accident | Self | Up to 3 times of annual fixed compensation | Company |
| Life | Self | Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000 | Company |
| Future Service Liability | Self | Up to INR 20,00,000/- | Company |
| Employee Deposit Linked Insurance (EDLI) | Self | INR 705,000/- (If you contribute towards Employee Provident Fund) | Company |

1. Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR **5,00,000** under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

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

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

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

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

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

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

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

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

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

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

- Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

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

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

GST Clause:

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

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

General Tax:

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



ANNEXURE 3

DECLARATION

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

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

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Divyashree Narayan Poojari

[Insert full legal name]

Date: 27/03/2023



ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.





Offer: Computer Consultancy
Ref: TCSL/DT20218824382/Mumbai
Date: 09/02/2022

Mr. Omkar Gajanan Kanade
Room No. - 11, Lambodar Darshan Building Star Colony, Manpada Road,
Ashapura Mandir,
Dombivli-421204,
Maharashtra.
Tel# 91-8879189341

Dear Omkar Gajanan Kanade,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

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Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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

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



BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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2

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

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

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

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

Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. Working Hours

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

4. Mobility

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

5. Compensation Structure / Salary components

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

6. Increments and Promotions

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

7. Alternative Occupation / Employment

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



8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

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

11. Overseas International Assignment Agreement

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



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

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

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

16. Pre-employment Medical Certificate

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



qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

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

18. Background Check

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

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

| | |
|-----------------------|-----------------------------|
| Name | Omkar Gajanan Kanade |
| Designation | Graduate Trainee |
| Institute Name | Others |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|----------------|-----------------|
| 1) Fixed Compensation | | |
| Basic Salary | 7,950 | 95,400 |
| Bouquet Of Benefits # | 4,343 | 52,110 |
| 2) Performance Pay | | |
| Monthly Performance Pay | 1,500 | 18,000 |
| 3) Annual Components/Retirals | | |
| Health Insurance*** | NA | 4,000 |
| Provident Fund | 954 | 11,448 |
| Gratuity | 382 | 4,589 |
| ESI Contribution## | | 5,379 |
| Total of Annual Components & Retirals | 1,336 | 20,037 |
| TOTAL GROSS | 15,129 | 1,90,926 |

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

##Contribution towards Employees' State Insurance borne by TCS.

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

| Component Category | Monthly | Annual |
|----------------------------------|----------------|---------------|
| House Rent Allowance | 3,180 | 38,160 |
| Leave Travel Assistance | 663 | 7,950 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 0 | 0 |
| GROSS BOUQUET OF BENEFITS | 4,343 | 52,110 |



Annexure 2

| | |
|---|---|
| <p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p> | <p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p> |
| <p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p> | <p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p> |
| <p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p> | <p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p> |
| <p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p> | <p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p> |
| <p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p> | <p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p> |
| <p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p> | <p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p> |
| <p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p> | <p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p> |
| <p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p> | |



Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

EMPLOYMENT OFFER LETTER


Date : 13th Oct 2022

Ms : Usha Bhimrao Sonawane

Greetings from Cogent!

Subsequent to our discussions, we are delighted to offer you the position of **CSA** with Cogent E Services Limited. We are excited about the talent you will bring to Cogent and look forward to having you as a part of the team.

We would like you to join your duties with reference to the below details.

| | | |
|---|--------------------------|--|
|  | Interview ID | INT102022363657 |
| | Candidate Name | Usha Bhimrao Sonawane |
| | Date of Interview | 2022-10-13 17:56:14 |
| | Interviewed By | Abhishek Auti |
| | Offered Salary (Monthly) | 18000 |
| | Date of Joining | 13 th Oct 2022 |
| | Stipend | INR 15000 For 45 Days, w.e.f Date Of Joining, This will be payable only on successful completion of training and certification |

Your **Annual Cost to Company (CTC)** post successful completion of the training & certification will be **Rs 216,000 CTC annually**.

As a part of Cogent e-joining process, you will be required to share scanned copy of a list of documents on Company online joining portal. The link for uploading the documents shall be received on your registered e-mail id / contact number.

You are expected to complete your e-documentation formalities before you join 13th Oct 2022. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.



Cogent also conducts a background verification for all employees. In case of any falsification or misrepresentation at the time of interview/ data submission, Company reserves all rights to terminate the employment without any notice.

You are requested to kindly go through the offer letter carefully and join us within 3 working days of the offered 13th Oct 2022. By any means if you fail to join on in the given time, this letter will be automatically considered as null and void.

If you have any query, please contact us on **9891886100**.

We congratulate you and wish you a long and successful career with Cogent. We are confident that your contribution will take us further in our journey towards becoming industry leaders.

We assure you of our support for your professional development and growth.

Yours truly,
For Cogent E Services Limited

Authorized Signatory

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteservices.com

10th April 2023

Harshada Vijaykumar Ambure

Shree Kutir CHS,

Ayodhya Nagari, Manpada Cross Road,

Dombivli(east) 421201

Dear Harshada,

RE: INTERNSHIP

Further to our telecon last week, we are pleased to offer you internship opportunity with Antal International Network, our executive placement division.

The internship will be for 2 months starting May 2023.

Our Sr. Consultant, Ms. Hiral Shah will brief you on the area of training and work responsibilities.

Kindly acknowledge and confirm your acceptance.

Yours faithfully,

Ram Chandiramani

Managing Partner

Mr. JAY SHAILESH PALAV

**C14 Geeta CHS shubhash road near agri sabhagruha , dombivali, Maharashtra
421202**

Dear JAY,

Congratulations!!!

We are extremely pleased to extend you a warm welcome to the eClerx family. We wish you a successful and professionally rewarding career with us.

Please find attached your letter of appointment with eClerx. The letter sets out the terms and conditions of your employment. We request you to acknowledge the duplicate copy of this letter and return it to us as a token of your acceptance.

Your HR Business Partner will soon reach out to you to introduce themselves. Should you have any queries or concerns they will be glad to assist you.

Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy and exciting association with you.

With Best Regards,



Sagar Shetty
Associate Program Manager – Human Resources

September, 15, 2022

Dear JAY,

Further to your Offer Letter dated **September, 14, 2022**, we are pleased to appoint you as **Analyst** in the **OASYS** program. Your employment with us will commence on **Thursday, September 15 2022**.

Apart from the other policies binding upon the employees of the company, the general terms and conditions to your appointment are as follows.

1. Work Location

1.1. Your initial work location will be Mumbai. Though you have been engaged for a specific position and location, the Company reserves the right to transfer you, with reasonable notice, to any other location, department, establishment, or branch of the Company / group / affiliates (whether in India or abroad) as the Company may deem fit including new locations to be set up in future. You shall be bound by the policies, rules and regulations of the office at the location you are posted in at any given point in time.

1.2. In the event of your resignation from the Company from your date of relocation / transfer within a stipulated time period as mandated by the relevant transfer policy; you shall be liable to pay to the Company, all the expense incurred towards movement of your household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer including cost incurred by Company on account of your training.

2. Background Verification

2.1. Your appointment is contingent on successful verification of all documents and information provided by you as a part of your recruitment/joining process.

2.2. The Company reserves the right to end this employment agreement with you with immediate effect and without any liability(s) should the results of your background investigation come out as negative. HR team will contact you as soon as there is any insufficiency / discrepancy identified in your background check process.

2.3. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. If the reports of such testing are found to be positive, the organisation withholds the right to initiate suitable action against you, including termination of services.

3. Remuneration & Privileges

3.1. Your compensation details will be as per Annexure I. The remuneration as indicated in the annexure is comprehensive and all-inclusive and hence it shall be deemed to include all the liabilities of the Company including keeping into account any extra hours worked.

4. Probation

4.1. Your first three months with the Company constitute a training / probationary period. This will exclude any leave of absence or such other period, which is not treated as duty as per the regulations of the organization. The probation period can be extended at the discretion of the manager. During this period, the company or you may terminate this agreement by giving 15 days' notice or payment in lieu of notice period. The Company reserves the right not to accept the payment in lieu of notice.

4.2. Notwithstanding the above-mentioned clause, the company reserves the right to put you under a training module as per the requirement of the specific business, the successful completion of which would determine the confirmation of your employment.

4.3. On your being unsuccessful on assessment parameters as defined by the company after the training completion period, the company reserves the right to either extend your probation period as per the Confirmation Policy, or terminate your employment with immediate effect with 15 days of notice period in case your skill sets are found to be misfit for the business skills Without prejudice to clause no 4.1 and 4.2 as mentioned above, the Company may, during the period of training/probation. terminate your services without any notice or payment in lieu of notice should you be found guilty of violation of any of the Companies' policies or breach of code of conduct which may not be conducive to the Company or its reputation.

4.4. On successful completion of probation, you will be confirmed as a permanent employee and the rules regarding your employment then will be governed by relevant policies and code of conduct that apply all employees in a permanent capacity.

5. Training

5.1. You may need to undergo designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product expertise, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as you.

5.2. In such cases, you may be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

5.3. Breach of the agreement may call upon necessary recovery from your full and final settlement

6. Leaves

6.1. You are eligible for 24 working days of leave in a year. All leaves applied for will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under Leave policy of the company.

6.2. You are required to acquaint yourself with all the rules and regulations pertaining to leave and attendance upon joining the company in order to avoid such instances.

7. Separation

7.1. Post confirmation of your employment, your services can be terminated by the company, with or without reasons, by giving a notice of 30 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total compensation earned for an equivalent period of time.

In case you decide to terminate your employment with the Company, you would be required to serve the notice period of 30 days upon your resignation. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

7.2. Without prejudice to any clause in this contract, the Company also reserves the right to terminate your employment for Reasons mentioned below with immediate effect without any payment in lieu of notice period, whereupon you shall cease to be in the employment of the Company and you shall have no claim whatsoever against the Company for damages or otherwise by reason of such determination.

For the purposes of this Clause 7.2, 'Reason' shall mean as under:

- a. Negligence or misconduct by you in complying with your duties, responsibilities, obligations and / or covenants or undertakings, which are either incapable of remedy or otherwise not remedied by you within 30 (thirty) days of a written notice being serviced on you by the Company stating the breach; or
- b. You becoming unable, for any reason whatsoever including the imposition of any court order, to efficiently perform your duties hereunder for 60 (sixty) working days in aggregate in any period of 12 (twelve) consecutive months; or
- c. You becoming of unsound mind; or
- d. You are convicted of a criminal offence; or
- e. You becoming bankrupt or compound with all your creditors or enter into any deed of arrangement with all your creditors; or
- f. You commit any breach of any of your duties or obligations under the Employment Documents; or
- g. You refuse or neglect to comply with any lawful and reasonable orders or directions given to you by the Company; or
- h. You guilty of any misconduct whether or not in the performance of your duties or commit any act which in the opinion of the Company is likely to bring the Company or any of its officers or other employees into disrepute whether or not such act is directly related to the affairs of the Company; or
- i. You becoming prohibited by law or any order from any regulatory body or government authority from being an employee of the Company; or
- j. You are unable to achieve and maintain a satisfactory level of performance and produce the desired results in your performance which are the requirements for meeting your job responsibilities; or
- k. Causing damage to company's property; or
- l. Going on or abetting a strike in contravention of any law for the time being in force; or
- m. Committing theft, fraud or dishonesty
- n. You are being found guilty of any unlawful activity including but not limited to threatening of employees, security breaches, harassment including sexual harassment, etc.
- o. For violation of the Company Code of Conduct and Company Ethics which goes against the ethos of the company.

The list above is suggestive and by no means exclusive. The company further reserves the right to add/amend this list without prior notice, within reasonable limits.

7.3. In the event of continued absence from work without prior information and authorization, the Company can initiate disciplinary action against you as specified in the relevant separations policy(s) and/or document(s) which may lead to termination of your employment.

7.4. You will automatically retire from the service of the Company on attaining the age of 60 (sixty) years, if not terminated earlier, [unless otherwise agreed between the parties].

7.5. On termination of your employment, all works carried out by you – both in physical and digital form – during your employment shall be immediately returned forthwith to the Company, without exception and with no copy (either part or whole thereof) retained by you in any form.

7.6. When your employment with the Company ends, for whatever reason, you will promptly deliver to the Company all originals and copies of all documents, records, software programs, media and other materials containing any confidential information. You will also return to the Company all equipment, files, software programs and other personal property belonging to the Company and complete the due handover process during the notice period that you are required to serve by the Company. In the event of your failure to do so, you shall be liable to face legal proceedings and compensate the company for any material loss of business as determined by the company at its sole discretion. The Company may withhold your exit clearance and / or full

and final settlement on account of your breach of the Company's rules and regulations and until it is able to recover the losses incurred by it on account of your breach of the Company's rules and regulations.

8. Working Hours

8.1. The working hours applicable to you will be the same as are observed depending upon your process and program. The initial shift, location or program awarded to you may change at any time during the period of employment as decided by eClerx management.

9. Conflict of Interest

9.1. During your service with the company you are expected to devote your whole time and attention to the company's affairs and refrain from directly or indirectly engaging in any other business. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any trade or business, during your employment with the Company. This restriction applies whether or not the other activity is of a similar nature to or competes in any material respect with any of the businesses of the Company.

9.2. You will not seek membership of any local, public or political bodies or undertake any other business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your employment with the Company as provided in the Employment Documents.

9.3. In case you join or are transferred to the Financial Markets vertical, you may be required to disclose the details of Demat / Trading account held by you and your family members to meet the compliance requirements of the client.

10. Non-Disclosure

10.1. You hereby agree to sign and enter into a Non-Disclosure / Confidentiality Agreement on your date of joining or at any time thereafter in the format prescribed by the Company. You further agree that you shall keep the Company's Confidential Information (as defined in the Non-Disclosure / Confidentiality Agreement), whether or not prepared or developed by you, in the strictest confidence.

10.2. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and the Company will automatically be indemnified against any breach thereof.

11. Non-Solicitation of Employees and Clients and Non-Compete

11.1. During the term of your employment with the Company and for a period of 12 months thereafter immediately following the termination of employment with the Company for any reason, you shall not –

- a. Undertake and ensure that directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment with the Company, or join any other employment or undertake any other activity that is of similar nature so as to give any sort of competition to the business of the Company.
- b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company.
- c. Join the services or be associated with any former employee of the Company who is undertaking any activity competing with the business of the Company.
- d. All business opportunities known to you or made known to you at any time, with respect to and / or connected with the business of the Company are not referred to any third party but are referred only to the Company and

are undertaken in any other company only with the prior written consent of the Board of Directors of the Company (hereinafter referred to as 'the Board').

e. Neither directly nor indirectly own, conduct, engage in, manage, operate, join, control, finance, invest in, bid for, advise or otherwise participate in or in any manner be associated or connected with, whether for or without remuneration, in any business, individual, partnership, firm, corporation, limited liability company or other entity whatsoever similar to or competing directly or indirectly with the business of the Company, its subsidiaries or affiliates nor undertake or be engaged, directly or indirectly in any activities or do any act or thing which would, or is likely to, be detrimental to the interests, business or reputation of the Company, its subsidiaries or affiliates.

12. Jurisdiction

12.1. In case of any dispute or difference arising out of or under this contract, resulting into any proceeding before any Authority, Courts etc. in respect of this contract, the same will be subject to the jurisdiction of Mumbai.

13. Applicable Company rules and regulations

You will be governed by the Company's rules and regulations (and practices) as enforced from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you

14. Change in Terms and Conditions of your employment

The company reserves the right to change the terms and conditions of your employment which would be intimated to you either through changes in company policies or through an amendment to your employment contract, or through other means of communication which would purport to amend the said terms in your employment contract.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy to the undersigned, duly affixing your full signature on the last page and initials on remaining pages.

Yours faithfully,

For eClerx Services Limited



Sagar Shetty

Associate Program Manager – Human Resources

ANNEXURE I**Name: JAY SHAILESH PALAV****Designation: Analyst****Date of Joining: September 15 2022**

| SALARY OFFER BREAK-UP | Amount (INR) | Annual Amount(INR) |
|---------------------------------------|---------------------|---------------------------|
| Basic Pay | 9,023 | 108,276 |
| House Rent Allowance | 451 | 5,412 |
| Other Allowance | 4,371 | 52,452 |
| Bonus | 2,593 | 31,116 |
| Monthly Fixed Compensation | 16,438 | 197,256 |
| Retiral Fund | 1,607 | 19,284 |
| Monthly Total Compensation | 18,045 | 216,540 |
| Annual Total Compensation | | 216,540 |
| Performance Bonus (Upto) | 1,444 | 17,328 |
| Cost To Company | | 233,868 |
| Gratuity ³ | | 5,208 |
| Total Cost To Company | | 239,076 |

The Company is also pleased to extend the following benefits to you:

1. Group Medical Insurance

- You are eligible for floater medical insurance cover of INR 100,000 which covers yourself
- The insurance is inclusive of pre-existing disease cover from the date of joining.
- You may also opt for additional cover for your family including your spouse, children and parents / parents-in-law post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary.

2. Group Personal Accident Insurance

- You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- The policy covers disablement (temporary and permanent both) and death caused due to accidents.

3. Executive Health check-up

- All employees aged 35 years and above are eligible for an executive health check-up once a year. Details on the appointment booking procedure will be made available to you subsequently.

4. Night Shift Allowance

- In case you are required to work in the night shift on account of process or client requirements, you will be eligible to receive Night Shift Allowance.

b. The amount paid to you will depend on your designation, number of nights shifts worked and all other rules as may be specified by the company policies.

5. Language Allowance

a. In case you're hired for a role that requires proficiency on a foreign language, you shall be eligible to be paid Language Allowance along with your monthly salary.

b. The same will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.

6. Subsidized Transport

a. eClerx offers subsidized transport to all its employees basis the local transport policy.

b. Should you wish to avail, an amount of INR 700 will be deductible from your fixed compensation every month.

Other Notes:

1. Taxation

a. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your compensation.

b. The Company shall be entitled to deduct from your compensation, income tax, other taxes and levies which it is liable to deduct at source.

2. Gratuity

a. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.

3. Provident Fund

a. Since you have opted not to participate in the Employee's Provident Fund Scheme, the Retiral Fund amount mentioned in your salary will be paid as part of Monthly Fixed Compensation.

4. Performance Bonus

a. The performance bonus mentioned in the aforementioned table includes complete liability of the company on bonus payments to you including those required by statute.

b. Bonus pay out is contingent on your performance and will be prorated basis the date of joining or changes in salary as per company policy



Offered **By: Sagar Shetty**

Designation: Associate Program Manager – Human Resources

Accepted by: _____

(Name and Signature)

Date

Candidate Name: Ms. Diya Shetty

Candidate ID: 432184

Address: Flat No. - A/104, Air Wing Chs, Gandhi Nagar, Nandivali Road, Nandivali Tharpe,, Dombivali East, Kalyan, Thane, Maharashtra - 421201, Kalyan-421201, Maharashtra, India

Offer Letter

Dear **Diya**,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **Shared Services Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Analyst** and your initial place of posting will be **Mumbai**. Your functional title will be "**Analyst**".
2. Your office address will be eClerx Services Limited, Building # 11, 4th, 5th & 6th Floor, K Raheja Mindspace, Plot #3, TTC Industrial Area, Thane Belapur Road, Airoli, Navi Mumbai - 400 708, Maharashtra, India.
3. You will be required to work for five days a week and have two days of leave at any time during the week Your weekly leaves as well as your shift timings will be conveyed to you by your manager, basis the roster for the program / process you are assigned to.
4. Your date of commencement of employment will be on or before **Jan 10,2023**.
5. Your Cost to the Company will be **INR 2,59,200** (As per the enclosed Annexure).
6. Deductions applicable: PF / Professional Tax / Income Tax / Transport (As applicable).
7. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 700** will be deductible from your net monthly salary every month.
8. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
9. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **30** days notice, with notice being provided by either you or the company.
10. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
11. Successful completion of these training and probation period is critical for confirmation of your employment.
12. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.
13. You are hereby informed that on the day of joining you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.
14. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

15. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:

You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.

- Four passport size color photographs.
- One set of photocopies of all certificates and mark sheets along with the originals for verification.
- One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
- One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
- One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
- One photocopy of passport / driving license etc. for photo ID.
- One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
- One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.

16. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.

17. Your offer of employment will not be valid if you are unable to provide all the mandatory documents on or before your Date of joining.

You will be required to report on the said date or you are required to inform the HR at least 15 days before the agreed joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.

Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,

For eClerx Services

Accepted By,

Diya Shetty



Andrews Simon
Associate Principal – Human Resources



Annexure I

Name: Diya Shetty
Designation: Analyst
Date of Joining: Jan 10,2023

| SALARY OFFER BREAK-UP | Amount (INR) | Annual Amount(INR) |
|-----------------------------------|---------------------|---------------------------|
| Basic Pay | 10,000 | 1,20,000 |
| House Rent Allowance | 500 | 6,000 |
| Leave Travel Allowance | 0 | 0 |
| Other Allowance | 4,911 | 58,932 |
| Bonus | 2,800 | 33,600 |
| Monthly Fixed Compensation | 18,211 | 2,18,532 |
| Retiral Fund | 1,789 | 21,468 |
| Monthly Total Compensation | 20,000 | 2,40,000 |
| Annual Total Compensation | | 2,40,000 |
| Performance Bonus | 1,600 | 19,200 |
| Cost To Company | - | 2,59,200 |
| Gratuity | - | 5,772 |
| Total Cost To Company | - | 2,64,972 |

Since you are enrolled under the Employees Provident Fund Scheme, the Retiral Fund amount will be deposited in your PF account as Employer's contribution. Your personal contribution to PF will be deducted from your Monthly Fixed Compensation.

Other Benefits:

- You will be entitled to earned leaves equivalent to 24 working days per year. From the total leave balance, a maximum of 12 leaves will be carry forward to next financial year and any further leave balance, after the carry forward, will lapse. The leave policy shall be guided leave policy of the company.
- All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs.
- You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
- A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of coverage is Rs.100,000.
- If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's policy.
- Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
- In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidateexperience_eclerx@eclerx.com or contact, Manjiree Badve (8082347490) or Preet Chug (8879473070).

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, Tara Sharma (9780009693) for Customer Operations and for APM+ contact, Manjiree Badve (8082347490) or Preet Chug (8879473070).

eClerx

You hereby agree and confirm that you will not include / use any third party's know how, techniques or software, tools, intellectual property while providing your services to eClerx under this offer letter / any of the subsequent documentation. And that all work, including the services, and any parts thereof, as may be ordered or commissioned by eClerx shall be considered as "work made for hire". eClerx shall be considered as author / owner for purposes of applicable intellectual property laws and shall accordingly own all the rights in your work. To the extent that any copyrights or other intellectual property rights in the eClerx work or other intellectual property created by you or in connection with your performance of the services do not vest in eClerx as a work made for hire, you hereby irrevocably assigns to eClerx, its successors and assigns, on a perpetual, worldwide and exclusive basis, and without further consideration, any and all rights, title and interest that you have in any of the eClerx Work, including, but not limited to, copyrights, trade secrets, patents, trademarks and other intellectual property rights, whether now known or hereafter to become known, for the respective maximum terms of protection available throughout the world, and shall be the sole and exclusive property of eClerx for any purpose or uses whatsoever. During the Term of, and following termination of, your employment / engagement with eClerx, you will not use, or submit to or permit the use of, by anyone, any eClerx Work in whole or in part without eClerx's prior written consent, which it may withhold or give in its sole and absolute discretion.

By way of acceptance of this offer letter, You hereby agree to indemnify and hold harmless eClerx Services Limited, its parents, subsidiaries, affiliates, and each of their respective partners, officers, directors, employees and agents from and against any and all damages, claims, liabilities, losses, judgments, actions, lawsuits, executions, costs (including reasonable attorneys' fees and costs and expenses of legal actions) and expenses arising from (a) any representations, promises, agreements or allowances made by you in writing, orally or otherwise to any party that are not approved in writing by eClerx; (b) any claim of infringement arising from any data, software, materials, processes or intellectual property provided by you to eClerx. The terms of this paragraph shall survive in perpetuity.

I have read and understood all the above mentioned points and accept the offer.



Offered By: Andrews Simon

Designation: Associate Principal– Human Resources

Accepted by: _____

Date: _____

Candidate Name: Ms. Diya Shetty

Candidate ID: 432184

Address: Flat No. - A/104, Air Wing Chs, Gandhi Nagar, Nandivali Road, Nandivali Tharpe,, Dombivali East, Kalyan, Thane, Maharashtra - 421201, Kalyan-421201, Maharashtra, India

Offer Letter

Dear **Diya**,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **Shared Services Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Analyst** and your initial place of posting will be **Mumbai**. Your functional title will be "**Analyst**".
2. Your office address will be eClerx Services Limited, Building # 11, 4th, 5th & 6th Floor, K Raheja Mindspace, Plot #3, TTC Industrial Area, Thane Belapur Road, Airoli, Navi Mumbai - 400 708, Maharashtra, India.
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5. Your Cost to the Company will be **INR 2,59,200** (As per the enclosed Annexure).
6. Deductions applicable: PF / Professional Tax / Income Tax / Transport (As applicable).
7. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 700** will be deductible from your net monthly salary every month.
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Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,

For eClerx Services

Accepted By,

Diya Shetty



Andrews Simon
Associate Principal – Human Resources



Annexure I

Name: Diya Shetty
Designation: Analyst
Date of Joining: Jan 10,2023

| SALARY OFFER BREAK-UP | Amount (INR) | Annual Amount(INR) |
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| Monthly Fixed Compensation | 18,211 | 2,18,532 |
| Retiral Fund | 1,789 | 21,468 |
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| Cost To Company | - | 2,59,200 |
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| Total Cost To Company | - | 2,64,972 |

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- All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs.
- You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
- A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of coverage is Rs.100,000.
- If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's policy.
- Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
- In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidateexperience_eclerx@eclerx.com or contact, Manjiree Badve (8082347490) or Preet Chug (8879473070).

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, Tara Sharma (9780009693) for Customer Operations and for APM+ contact, Manjiree Badve (8082347490) or Preet Chug (8879473070).

eClerx

You hereby agree and confirm that you will not include / use any third party's know how, techniques or software, tools, intellectual property while providing your services to eClerx under this offer letter / any of the subsequent documentation. And that all work, including the services, and any parts thereof, as may be ordered or commissioned by eClerx shall be considered as "work made for hire". eClerx shall be considered as author / owner for purposes of applicable intellectual property laws and shall accordingly own all the rights in your work. To the extent that any copyrights or other intellectual property rights in the eClerx work or other intellectual property created by you or in connection with your performance of the services do not vest in eClerx as a work made for hire, you hereby irrevocably assigns to eClerx, its successors and assigns, on a perpetual, worldwide and exclusive basis, and without further consideration, any and all rights, title and interest that you have in any of the eClerx Work, including, but not limited to, copyrights, trade secrets, patents, trademarks and other intellectual property rights, whether now known or hereafter to become known, for the respective maximum terms of protection available throughout the world, and shall be the sole and exclusive property of eClerx for any purpose or uses whatsoever. During the Term of, and following termination of, your employment / engagement with eClerx, you will not use, or submit to or permit the use of, by anyone, any eClerx Work in whole or in part without eClerx's prior written consent, which it may withhold or give in its sole and absolute discretion.

By way of acceptance of this offer letter, You hereby agree to indemnify and hold harmless eClerx Services Limited, its parents, subsidiaries, affiliates, and each of their respective partners, officers, directors, employees and agents from and against any and all damages, claims, liabilities, losses, judgments, actions, lawsuits, executions, costs (including reasonable attorneys' fees and costs and expenses of legal actions) and expenses arising from (a) any representations, promises, agreements or allowances made by you in writing, orally or otherwise to any party that are not approved in writing by eClerx; (b) any claim of infringement arising from any data, software, materials, processes or intellectual property provided by you to eClerx. The terms of this paragraph shall survive in perpetuity.

I have read and understood all the above mentioned points and accept the offer.



Offered By: Andrews Simon

Designation: Associate Principal– Human Resources

Accepted by: _____

Date: _____

**BE YOURSELF.
MAKE A DIFFERENCE.**

Accenture

12-May-2022

C6586695



**For Accenture use only*

Bhavani Rajagopal Moopnar
Sai Krupa aptm room no.5/6 ground floor near hanuman mandir sagarli gymkhana road Dombivli East. 421
Management Level - 13
Sublevel - 3

Job Profile - Transaction Processing New Associate
Job Family Group - Business Process Delivery
Business Deal - Non Contact Center

Dear **Bhavani**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Mumbai**, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

Version 7.8 March 2022

1

Reference Id: e049a687-8b47-4195-8fc6-ae0cab2b7db6_2
Signed By: Jal Rumi Master

Candidate's Signature

We believe
Yours sincerely

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note, that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

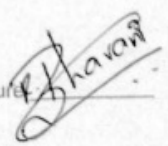
This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet upon joining Accenture but no later than six months of your start date in Accenture, failing which Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

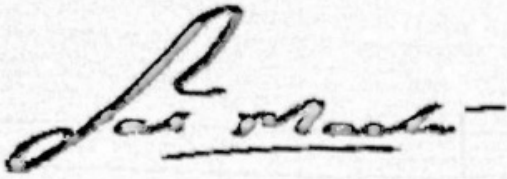
Your annual total cash compensation will be **INR 232000** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Bhavani, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **r.bhagyashree.kadam** at **9029097546** should you have anything you would like to discuss further.



We believe you have a successful career ahead of you and look forward to your joining us.
Yours sincerely,



Jal
Managing Director - Accenture Operations in India & Sri Lanka

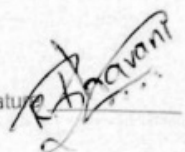
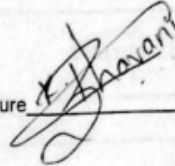
ACKNOWLEDGED AND AGREED:

Bhavani RajaGopal Moopana

[Insert full legal name]

Date: 19/05/2022

Candidate's signature



ANNEXURE 1

Your compensation is as mentioned below:

| Total Cash Compensation | | Annual(INR) | |
|--------------------------------------|------|-------------|------------|
| (A) Annual Fixed Compensation* | | INR 200000 | |
| (B) Variable Bonus earning potential | Min. | | Max. |
| | 0% | | 16% |
| Annual Total earning potential (A+B) | Min. | | Max. |
| | | INR 200000 | INR 232000 |

| (C)#Additional Benefits | |
|--|-----------|
| Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) | INR 3300 |
| Notional Insurance Premium paid by Company | INR 11200 |

| (D)##Additional Discretionary WFH Benefits/Reimbursements | |
|---|--|
| One-time WFH Assistance reimbursement | INR 18,000/- |
| Annual Internet reimbursement | INR 12,000/- (capped at INR 1,000/- per month) |

| (E)Optional opportunity to participate in the Employee Share Purchase Plan | |
|---|--|
| Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value | INR 3000 (discount opportunity with an optional investment of 10% of gross pay and no change in share price) |

**Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of **INR 200000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 16%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.



Benefits applicable for current Company financial year:

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

| Insurance Policy | Coverage | Coverage Amount | Premium Payee |
|--|--|---|---------------|
| Medical | Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children | INR 3,00,000/- per annum | Company |
| Personal Accident | Self | Up to 3 times of annual fixed compensation | Company |
| Life | Self | Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000 | Company |
| Future Service Liability | Self | Up to INR 20,00,000/- | Company |
| Employee Deposit Linked Insurance (EDLI) | Self | INR 705,000/- (If you contribute towards Employee Provident Fund) | Company |

1. Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

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

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

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

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

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

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

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

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

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

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

- Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

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

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

GST Clause:

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

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

General Tax:

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



ANNEXURE 3

DECLARATION

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

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

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Bhavani RajaGopal Mooparar

[Insert full legal name]

Date: 19/05/22



ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

 P. Shavani

Issue Date :01-06-2022

Private & Confidential
Offer-Cum-Appointment Letter

Kaveri Ashok Thorat

room no.11, Ganga Niwas,

Near Vinayak Super Market Kopargaon Dombivali (west),

Thane, Maharashtra, India - 421202

Dear Kaveri,

Congratulations! We are very excited to have you on board!

We are pleased to make an offer to you for the position of Trainee - Branch Underwriting - Branch Underwriting at Piramal Finance Sales and Service Private Limited. You shall join the company on or before 16-06-2022. If you do not join on or before the above mentioned date, this Offer Cum Appointment Letter stands withdrawn. Your initial posting will be at Thane - Dombivli, Thane Vitthal Apt,B-wing,1st Floor,Sha,Nr. Sarvesh Hall,Dombivali (East), . You shall be governed by the terms and Conditions applicable to all employees of the company.

The details of the Salary and other terms and conditions of your employment are enclosed herewith as following:

Annexure "A" : Salary and Benefits

Annexure "B" : General Terms & Conditions of services for Managerial Personnel.

Annexure "C" : Documents required at the time of joining

All the Annexure mentioned above shall form a part and parcel of this letter. If the terms and conditions enumerated in this letter, including its annexure are acceptable to you, please confirm your acceptance by accepting the offer on the system within 3 days the date of this letter. In case no confirmation is received within the above mentioned period this letter shall be deemed to have been withdrawn.

You are required to treat this Letter and its contents as strictly confidential.

We look forward for a long, successful and pleasant association with the Company.

Sincerely yours,

Piramal Finance Sales and Service Private Limited

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India

T +912262309400 F +912261513444

For Piramal Finance Sales and Service Private Limited



Parneet Soni

Authorized Signatory

Accepted and Agreed:

Name:

Signature:

Date:

ANNEXURE A
COMPENSATION DETAILS

Employee Name: Kaveri Ashok Thorat

Band / Grade: Band G1 /G1

Business Unit: Piramal Finance Sales and Service Private Limited, Branch Underwriting,-

Location: Thane - Dombivli, Thane Vitthal Apt, B-wing, 1st Floor, Shahid Bhagat Singh Road, Tai Pingale Chowk, Nr. Sarvesh Hall, Dombivali (East),

| SALARY COMPUTATION | | |
|---------------------------|------------------|------------------|
| Components | Per Annum | Per Month |
| Basic | 90,000 | 7,500 |
| HRA | 25,313 | 2,109 |
| Special Allowance | 22,500 | 1,875 |
| Statutory Bonus | 16,800 | 1,400 |
| Professional Development | 22,500 | 1,875 |
| Medical Allowance | 22,500 | 1,875 |
| Total Gross | 1,99,613 | 16,634 |
| Provident Fund | 18,900 | 1,575 |
| Esic | 6,487 | 541 |
| Total Fixed Pay | 2,25,000 | 18,750 |

Piramal Finance Sales and Service Private Limited

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| | | |
|-------------------|-----------------|---------------|
| Performance Bonus | 18,000 | 1,500 |
| Total CTC | 2,43,000 | 20,250 |

Notes:

- Advance Statutory Bonus: The amount against this component will include Statutory Bonus Payment that you are entitled to under the Payment of Bonus Act, 1965 if it is applicable to you. This amount would be paid to you on a monthly basis along with your salary. This amount does not include any variable pay like Incentive etc. if you are eligible for the same.
- Basket of Benefits is inclusive of Travel and Communication Expenses of INR 1500 which will be paid in monthly salary.
- Group Medclaim Policy with coverage of family, as per Company policy in existence and as amended from time to time.
- Group Term Life Insurance covering self, as per company policy in existence and as amended from time to time.
- Group Personal Accident Insurance covering self, as per company policy in existence and as amended from time to time.
- Gratuity will be applicable as per the Payment of Gratuity Act.
- PF Co's contribution is 12% of Basic.
- ESIC Co's contribution is (wherever applicable) is 3.25% of Total

Annexure "B"

GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGERIAL PERSONNEL EMPLOYED BY COMPANY

The following are the broad terms and condition of your employment at the Company. Your employment with the Company shall be subject to the policies of the Company as applicable from time to time read together with the terms of this Letter.

Compensation

You shall be paid compensation as per the details mentioned in Annexure "A" of this Letter with effect from the date of your joining.

Place of Work

Depending on the business needs of the Company, you may be required to undertake a periodic visit to the Company's other locations within or outside India. In view of the nature of our business, the Company may transfer you to different divisions, associate companies, concerns, sections, subsidiaries, entities, offices or location of Company on a temporary or permanent basis whether within or outside India at its discretion as it may consider necessary from time to time. You may be sent on deputation to any other organization anywhere in the Country or abroad which may be under the same management or under different managements.

Roles and Responsibilities

You shall properly, diligently and honestly perform all the duties, responsibilities which the Company may assign to you from time to time. For any duties performed by you not in good faith or in violation of applicable law or breach of this Letter and/or the policies of the Company, you shall be solely liable and shall reimburse the Company for any

loss incurred by it as a consequence thereof.

Rules, Policies, Procedures and Code of Conduct

You shall comply at all times with the Company's Rules, Policies and Procedures as amended from time to time ("Policies"). The Policies are incorporated by reference into this Letter and are subject to change, replacement or withdrawal at the discretion of the Company. It is your responsibility to keep yourself aware of all the policies of the Company at all times during your employment. By accepting this offer you hereby undertake that you shall comply with all the policies of the Company at all times during your employment. You hereby further undertake that you shall promptly disclose to the Company any transactions or matters which are, or may be, in contravention of the Policies.

You are also bound by the Company Code of Conduct and the Fair Practice code. The Company may implement the disciplinary procedure if you fail to comply with the code of conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal.

Compliance

You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of the employment you are expected to comply with the Company's policies, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

Leave, Work hours and Weekly holidays

You shall be governed by the Company's policy pertaining to leave, work hours and weekly holidays.

Probation and Confirmation

You will be on probation for a period of 6 months. Upon successful completion of the probation and subsequent performance evaluation, your position may be confirmed. During the period of your probation, if your performance is found to be wanting or there are deficiencies in your performance, the management may at its discretion with a view to give you an opportunity to improve upon your performance, extend your period of probation by a Letter in writing. Unless confirmed in writing, you will continue to be on probation.

Performance Bonus/Incentive Payments/Increment/Promotion

The Company may in its absolute discretion pay you a Performance bonus/incentive of such amount, at such intervals and subject to such conditions as the Company may in its absolute discretion determine from time to time in accordance with the Company's Policy. Each year you will qualify for a discretionary performance bonus/incentive as applicable to you as per company policy. In the first year, in case your date of joining with the Company is on or before 31st December, the performance bonus if applicable to you will be paid pro-rated for the period ending March from the date of your joining. Any bonus/incentive may be paid in cash, shares or any other form, may be deferred in full or in part, and may be forfeited or reduced in such circumstances and on such terms as the Company may determine appropriate.

The exercise of discretion to pay a bonus/incentive in one financial year shall not bind the Company or act as a precedent for the exercise of discretion in any other financial year. If, on or before the date when a bonus/incentive might otherwise have been payable, your employment has terminated or either party has given notice under these

terms and conditions to terminate your employment, you will not be entitled to receive any such bonus/incentive (whether in cash, shares or any other form).

Annual increment will be given only to those employees who have joined the organization on or before 30th September of that particular performance year. Increments will be given on fixed pay only. Increments will be based strictly on individual and business performance. In case individual and/or business performance is not satisfactory, the Company, at its discretion can decide not to give any increment whatsoever. Your performance and contribution to the Company will be an important consideration for salary increments and promotions. Neither the promotion nor the increment can be claimed as a matter of right. The Company reserves the right to amend, change or cancel the above terms pertaining to the bonus/incentive/increment, at any time without prior notice.

Retiral benefits

You will be entitled for Provident Fund, Gratuity as per the rules applicable to Management Personnel, which may be changed from time to time.

Group Mediclaim policy

Group Mediclaim Policy is applicable to all the Management Staff working with the Company for his/her family members. Hospitalization expenses due to accidental injury or sickness will be covered. The limits of coverage would be as mentioned in the Company policy and would vary as per the management grade in which you are placed at any given time period of your service. The policy is liable to change as per the discretion of the management from time to time. Employees should refer to the policy board for changes/revisions, which may take place from time to time.

Tax

You will be fully liable for the payment of income tax on your total remuneration including bonuses/ variable pay to the income tax authorities including other such statutory dues/taxes and this will be your personal responsibility. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

Deductions from Annual Gross Remuneration Package

You agree that, at any time during your employment or on termination, the Company will deduct from your annual gross remuneration package any overpayment made or amounts owed by you. This includes but is not limited to any excess holiday/(leave), outstanding loans, advances, joining expenses, relocation expenses, and the cost of repairing any damage or loss to Company's property or equipment caused by you.

The Company shall be entitled to retain any and all amounts due to you including salary, remuneration, compensation and other amounts as applicable; and to adjust and deduct there from, any or all amounts due to be recoverable from or payable by you to the Company on any count.

Confidentiality

You will not either during your employment or at any time post resignation from services, use or communicate to any person, any information of a confidential nature concerning the business of the Company, or of its customer, supplier or other person having dealings with the Company, as the case may be, and which comes to your knowledge during the course of your employment other than in connection with your services to the Company.

In performing your duties, you may from time to time receive or obtain Information/data/documents from the

Company or a related or associated or subsidiary or affiliated Company or otherwise have access to information relating to their clients or business information, business plans, systems, personnel, or other information of a confidential nature ("the Information").

In consideration of the Company making the Information/ data/ documents available, you undertake and agree that you will:

- a. Keep the Information/data/documents confidential at all times and not divulge or communicate to any person, other than those approved in writing by the Company, any of the Information/data/documents which you may (whether before or after the date of this Letter) receive or obtain;
- b. Not use the Information/data/documents for any purpose other than in connection with your services to the Company;
- c. Immediately return or destroy (at the Company's option) the original and all copies of any records of the Information/data/documents (in whatever form) and all notes and other documents embodying any of the Information on the first to occur of any of the following:
 - i. on the Company's demand;
 - ii. on termination or expiration of your employment with the Company.

Information, Assets and Systems

When you join the Company you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Company policies relating to them. You should refer to the code of conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

Intellectual Properties

You acknowledge that ownership of, and all right, title, and interest in the Intellectual Properties shall at all-time vest in the Company. You expressly agree that all Intellectual Properties created by you during the course of your employment shall be under a contract of service and shall belong to the Company only.

You shall, whenever requested so to do by the Company whether during or after the termination of your employment hereunder, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to apply for and to obtain letters, patent, design, registration or other forms of protection for the aforesaid improvements, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.

You may have access to third party Intellectual Property that has been acquired by the Company by licenses or otherwise in the course of your employment in the Company. Any unauthorised reproduction, transmitting, publishing, adapting, storing, copying, modifying, distributing, displaying, reformatting, editing, excerpting, hosting, broadcasting, routing or any other misuse of the third party Intellectual Property by you is strictly prohibited and will constitute grounds for immediate termination of employment.

You shall execute and comply with the proprietary information and inventions agreement with the Company, which

prohibits unauthorized use or disclosure of Company's inventions and proprietary information.

Indemnity

You shall, at all times during the course of your employment in the Company (and even after the termination with respect to the terms contained herein) agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of any unauthorized disclosure or use of the Confidential Information by you or any person related to you that may have access to such Confidential Information through you.

Non Solicitation

This non-solicitation condition will be binding on the employee for a period of 2 years from the date of cessation/ termination of his / her services from the Company and any breach in the said condition would result in considerable damages/loss to the Company, which cannot be adequately compensable by money damages.

The Employee agrees and undertakes that in such an event the Employee shall fully indemnify and reimburse the Company to the extent of such costs (liquidated damages).

You agree that for a period of 2 years from termination or expiration of your employment with the Company, you shall not solicit or entice by any means whatsoever,

- a. Any client of the Company with whom Company is currently (during your period of employment) running a deal/mandate or any deal/ mandate that became known to you during your employment at the Company.
- b. Any person of Company who was employed by the Company or any person whose name became known to you during your employment at the Company in any office and in any capacity.
- c. You shall not work at the capacity of Executive or Non-Executive member of the board of the Company supplier, vendor or partner.
- d. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person to transfer from the Company to you or to your new employer or to any other person or entity; or to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Company.

Medical Fitness & Verification of Particulars

Your appointment is subject to:

- a. You being medically fit and continuing to remain fit thereafter. Company has the right to get you medically examined by any certified medical practitioner during the period of your service. If, from such examination, the Company is of the opinion that continuance of your service is medically not advisable or that you are not in a position to discharge your duty satisfactorily or you are found to be incapacitated from performing your duties, the Company may terminate your services on the grounds of continued ill-health.
- b. Satisfactory verification of your character, antecedents and testimonials through reference checks or background screening. In case particulars mentioned in your application / Curriculum Vitae / Resume are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

c. Submission of Relieving Letter from your last employer/s.

d. Salary of previous company declared by you should match with the proof submitted to us. In case the salary particulars declared by you are found false or incorrect, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

e. Based on the information furnished by you about yourself, if during the employment it is found that any of the details and/or information furnished in by you is incorrect/false or is in contravention to the Company's code of conduct or rules of the Company or if it is found that you have concealed/fabricated documents/records/testimonials of your past training/employment, your service shall be liable to be terminated at source without any notice and such cessation of the employment will be for the reasons attributable to you.

Non Conflict of Interest and No External Employment

You will not, during your employment with the Company, except with the specific approval of the Company, undertake other full time or part time work for remuneration or work which will adversely affect your professional image and integrity as an employee of the Company. Assignments of social, charitable, literary, religious work or board membership of any other Company can be pursued with prior approval of the Company.

Receipt of Payments and Benefits from Third Parties

Subject to any Company regulations issued and amended from time to time, neither you nor any member of your family, nor any Company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Company if you, any member of your family or any Company or business entity in which you or they have an interest, directly or indirectly obtain in any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company for the amount received or the value of the benefit so obtained.

Governing Law

The interpretation and enforcement of this Letter shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

It is expressly agreed that this appointment is made on the basis that your services being mainly of a Management and/or Supervisory nature, you will not be entitled to any rights, privileges and benefits as may be or become applicable to employees covered by the Industrial Dispute Act, 1947.

Changes to your Terms of Service

The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular. Any changes will take effect from the date stated in the communication.

In relation to the benefit policies referred to in this contract, the Company reserves the right to withdraw or alter their terms without notice at any time and you may in certain circumstances be excluded from participation in any policy/scheme or any element within it.

You should, acquaint yourself with all Company rules and regulations applicable to your specific area of work, such as (where applicable) the local rules, regulations and by-laws and any and all applicable laws in relation thereto. Violation of any of these rules, regulations, laws or provisions may result in the immediate termination of your employment.

In case you are convicted by Judicial Authority under Civil Procedure code, Criminal Procedure code or Indian Penal

Piramal Finance Sales and Service Private Limited

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India

T +912262309400 F +912261513444

code it will lead to breach of trust between employer and employee relationship and your services will be terminated on the date of such judicial pronouncement.

Warranty

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this Letter.

Data Protection

The Company may be required to process, transfer and store your personal and sensitive data in any of the other Company locations. By signing this Letter, you acknowledge and agree that the Company and Company Human Resources Department (HR) is permitted to hold personal information about you as part of our personnel and other business records and that the Company and Company HR may use such information in the course of its business. You agree that the Company and Company HR may disclose such information to third parties in the event that such disclosure is in our view required for the proper conduct of our business or that of any associated Company. This clause applies to information held, used or disclosed in any medium.

Normal Retirement Age

You will retire on attaining the age of 58 years. Your date of birth as given by you, with the Company is recorded as and the same shall be treated as authoritative and final in the records of the Company. The same will remain unchanged and as a condition of employment you will automatically retire at the end of the month in which you attain the superannuation age and that no further notice whatsoever to you will be necessary in this regard. No request for change in date of birth will be entertained during the period of your service.

Notice of Resignation/Termination

During Probation: 15 Days notice on either side with the Company retaining the right to pay salary in lieu of the notice if so required. The payment in lieu of notice will be calculated on your Basic Salary. However, based on your performance during the probation period, the Company reserves the right to reduce/dispense with or extend the probationary period at its sole discretion or terminate your service with immediate effect, without giving any notice or assigning any reasons.

Post Confirmation: Thirty Days notice on either side with the Company retaining the right to pay salary in lieu of the notice. The payment in lieu of notice will be calculated on your Basic Salary.

The Company reserves its right to dispense with the notice period and/or part thereof in its sole discretion by accepting your resignation with immediate effect i.e. even before the last date of working/resignation mentioned in the resignation letter. In such an event you shall be paid salary calculated on your Basic Salary for the notice period and/or part thereof.

If at any time, in the opinion of the Management, you are found guilty of indiscipline, dishonesty, disobedience, disorderly behaviour, moral turpitude, theft, fraud or violation of the Code of Business Conduct or withholding of any information in the application form or any other form of misconduct, in ordinary parlance negligence or acted in a manner detrimental to the interests of the Company, your services are liable for termination with immediate effect and in this case notice pay will not be payable by the Company.

Termination

Your employment / services will be governed by Company's rules and regulations applicable from time to time. If the Company is not satisfied with your performance on any account, the Company reserves the right to terminate your employment with immediate effect by paying proportionate basic salary (excluding variable pay) in lieu of any notice period applicable to you. The Company also reserves the right to terminate your employment without cause, with a notice as approved by the organisation or by paying proportionate basic salary (excluding variable pay) in lieu of applicable notice period.

If you wish to terminate your employment with the Company, you shall be required to serve notice as applicable to you. The Company may however, at its sole discretion, waive off the notice period, in full or in part, with or without proportionate notice period deduction of basic salary in lieu of short notice, without assuming any liability to compensate you in respect of the period so waived.

Your services can be terminated for loss of confidence. In such an eventuality you will be kept informed in writing of the reasons for losing confidence.

Notwithstanding anything contained in this Letter, the Company may terminate your employment with immediate effect, at any time without notice or payment in lieu thereof or any compensation whatsoever for Cause. For the purpose of this letter, "Cause" shall mean any one or more of the following:

- a. Any breach of integrity, act of dishonesty, embezzlement, breach of statutory duties, breach of confidentiality obligations, pilferage and theft, attending work under the influence of alcohol, or drugs or any other intoxicating substances.
- b. Breach of the Company rules and policies, guilty of serious misconduct, disobedience of reasonable orders from superiors, causing actual or threatening physical harm or damage to Company property or any misconduct by you or in case of breach of the terms, conditions or stipulations contained in this Letter.
- c. You being convicted of any criminal offence or committing fraud against, or the misappropriation of material property belonging to the Company;
- d. Your absence without approved leave for a period of more than 10 days;
- e. You become insolvent or restrained under any contract or arrangement or are under any legal disability from performing your obligations;
- f. You conduct yourself in a way which, in the Company's reasonable opinion, may bring any member of the Company into disrepute or which may jeopardize or prejudice the business and/or reputation of the Company;
- g. Any material violation of the Company's policies;
- h. The results of any background checks or searches conducted by the Company are deemed unsatisfactory to it in its absolute discretion.

The employee accepts and agrees not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company

Consequences of termination of your employment

Upon termination of your employment for any reason whatsoever, You shall:

- a. Automatically vacate all offices held by you as a result of your employment with the Company;
- b. Immediately hand over to us the Company's property including but not limited to all papers, laptops, documents,

security pass and/or identity card, Company sponsored credit cards, any premises and/or car(s) etc. and you must not retain any copies, extract or reproductions of all or any part of that property or confidential information.

c. You will continue to be bound by your employment obligations to the Company relating to the Company's confidential information and Intellectual Property Rights (as defined in this Letter);

d. You must not make any statements (whether orally or in writing) or do anything which might damage the reputation and/or business of the Company or interfere with the Company's relationships with its clients and customers; and

e. You must not thereafter represent yourself as an employee of the Company in any manner whatsoever.

f. Not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company.

Background Verification Check

The offer described above is subject to satisfactory completion of background verification as the Company may consider necessary. As part of this process we may ask you for some information / documents and non-submission of such information / documents from your side might affect the results of this verification. The Company may withdraw this offer without any obligation whatsoever in case your background verification report is found to be unsatisfactory.

Other terms and conditions

a. In addition to the terms and conditions of employment herein above mentioned, you shall also observe and comply with and shall be bound by any rules, regulations and procedures which the Company may from time to time separately frame for observance and compliance by its officers and which would be communicated by the Company to you as and when required.

b. You will, unless prevented by ill health or accident and save while on approved leave, devote the whole of your time, attention and abilities to the business of the Company.

c. You will be true and faithful to the Company in all your accounts, dealings and transactions whatsoever relating to the business of the Company, and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as shall be so authorized by the Company.

d. In case of your overstaying the sanctioned leave or for any absence without permission for more than 10 calendar days, you shall lose lien on your services and it will be considered you have voluntarily abandoned from the service and the Company will be entitled to strike off your name from its rolls without any reference to you.

e. As Company we give utmost importance to Safety, Quality and Environmental laws. In your area you will be responsible for observance/implementation of the same.

f. It will be your duty to intimate in writing to the management whenever there is any change of your residential address.

Annexure "C"

List of documents to be carried at the time of joining :

Background Verification documents

- S.S.C. Mark sheet, HSC Mark sheet, Graduation, Post-Graduation Mark Sheet & Certificates in original together with a set of self- attested Xeroxcopies.
- Relieving from previous employers as mentioned in your CV
- Last 3 months salary slips from previous employer
- Updated CV
- Document Proof for Date of Birth

Piramal Finance Sales and Service Private Limited

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India

T +912262309400 F +912261513444

Others Documents:

- Passport
- Aadhar Card
- PAN Card
- Scan Photograph (Please carry 2 Red background passport size photographs on the date of joining)
- Cancelled Cheque for salary processing. (Salary account must be maintained with Axis bank, Kotak Bank, ICICI Bank, HDFC Bank or SBI)

Piramal Finance Sales and Service Private Limited

CIN: U67200MH2025PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, fv1umbai- 46P013, Iridia

T +912262509400 F +9122615154-44

Strictly Confidential

December 01, 2022

Ms. Tanaya Chandravilas Sawant
Emp. Code: 4869
B/201, Shree Ganesh Sankul Society,
Mahatma Phule Road, Maharashtra Nagar,
Dombivali (West) - 421202

Dear Tanaya,

Letter of Appointment

Hinduja Global Solutions Limited is glad to appoint you as **Associate - F & A Services** with effect from **December 01, 2022**. Your annual compensation (CTC - All Inclusive) will be ₹ 210,500 /-. You will be based at **Mumbai**.

The following are enclosed as annexure:

- General Terms and Conditions of Employment (Annexure – I)
- Entitlements and Remuneration (Salary Annexure)

You are requested to sign the copy of this Letter with Annexure and return the same to us as a token of your acceptance of the appointment. We are excited at the prospect of working with you and look forward to a fruitful association.

We welcome you to Hinduja Global Solutions Limited and wish you a rewarding and successful career.

Yours truly,
Hinduja Global Solutions Limited

Validity unknown

Digitally signed by SHIRUDE PRAJAKTA
MADHUKAR
Date: 2022.12.06 02:03:49 +05:30
Reason: .

(Prajakta Shirude)
(Head – Human Resources)
(Business Services Division)

*This is a digitally signed document and does not require physical signature.

HINDUJA GLOBAL SOLUTIONS LIMITED

7A, Summerville, Junction of 14th & 33rd Road, Bandra (W), Mumbai - 400050. Telephone: +91-22-42003752/53. CIN: L92199MHI995PLC084610
Regd. Office: Hinduja House, No. 171, Dr. Annie Besant Road, Worli, Mumbai - 400 018, India. Telephone: 91-022-2496 0707, Fax: 91-22-2497 4208,
Website: www.hgsbs.com

Registered in England No: 3017799



Annexure – I

General terms and conditions of employment

1. Probation:

For a period of six months from the date of joining you shall be under probation. Based on your performance your services will be confirmed with the company in writing after six months.

During the probation period your services can be terminated without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 2 Months notice on either side.

2. Insurance:

- i. Self and dependent family members (spouse and children) are covered for Group Mediciam Insurance (Applicable only to employees covered under Medical Insurance).
- ii. You will be covered under the Group Personal Accident Insurance Policy and Group Term Life Policy.

3. Our Policies:

The Company has various policies that apply to your employment. You must familiarize yourself and comply with these policies where the policies place obligations on you, you must comply with them.

Company may review, amend, add to or withdraw any of our policies from time to time at our sole discretion. To avoid doubt, and without affecting any of your obligations, the policies (and any obligations set out in policies) do not form part of this agreement and are not binding on Company. The policies also do not limit or restrict any rights or discretions we may have under this agreement.

4. Probity and background checks:

- i. By accepting this employment, you also certify that all information and documents (i.e. proof of identity, education, experience, professional references, relieving certificate from your present/past employers, compensation details etc.) provided by you to us is true and accurate. Any false information will render this employment agreement void by Company and, Company may terminate your employment without any notice or compensation.
- ii. If, at any time after commencing with Company, you are offered another role or position with Company or one of our related bodies corporate, the offer may be conditional upon you satisfactorily passing additional checks in order to assess your suitability for your new role.
- iii. This offer, and your continuing employment with us, is conditional on satisfactory reference, qualification and probity checks including a criminal history check (together, 'Checks'). Checks may be conducted by us or our agents. This offer of employment is also conditional on completion by you, to our satisfaction, of the enclosed forms and other documents issued to you with this offer. If we consider that the results of any of the Checks are unsatisfactory, this offer of employment will not come into effect (or if your employment has already commenced, it will terminate effective immediately).

5. Statutory Deductions:

Taxes and other deductions such as Income tax, Professional Tax and any other statutory payments would be to your account, including but not limited to those based on the information on tax planning and investment plans for a given financial year provided by you to the company provided that you have, when called for by the company, submitted proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves right to make the deductions in the available time frame in the ongoing year.

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6. Maternity Benefit (Applicable only to Women Employees):

You will be eligible for amended benefits under Maternity Benefit Act, 1961 as under:

i. **Leave:** You shall be entitled for 26 weeks of leave under Maternity Benefit of which not more than 8 weeks can precede the date of your expected delivery. However, in case you have two or more surviving children then the benefit will be for 12 weeks of which not more than 6 weeks shall precede the date of expected delivery.

ii. **Adoption & Commissioning mothers:** A woman employee who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.

7. General Guidelines:

- i. Your employment with the Company is transferable and the Company reserves the right to depute / transfer your services to any other location or Group Company within India or abroad or any of its associates have their establishments or may set up new establishments.
- ii. You will not be permitted to undertake any other employment or engage in any external activities of a Commercial nature.
- iii. You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the Company to assign such duties and responsibilities.
- iv. Except on the proper course of your employment, or, thereafter, you shall not divulge to any third party any information regarding the affairs of the Company or information regarding its customers without prior written approval. All information that comes in your knowledge by reasons of your employment with the Company is deemed to be confidential.
- v. You confirm that you have disclosed fully all of your business interest to the Company whether or not they are similar to or in conflict with similar business(es) or activities of the Company and a circumstance in respect of which there is, or there might be perceived a conflict of interest between the Company and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- vi. **Non-Disclosure**
You hereby agree to sign and enter into a Non-Disclosure / Confidentiality Agreement on your date of joining or at any time thereafter in the format prescribed by the Company. You further agree that you shall keep the Company's Confidential Information (as defined in the Non-Disclosure / Confidentiality Agreement), whether or not prepared or developed by you, in the strictest confidence.

If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and the Company will automatically be indemnified against any breach thereof.

- vii. You will be required to apply and maintain the highest standards of personal conduct and Integrity and comply with all company policies and procedures.
- viii. Any violation of the above or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.
- ix. You shall communicate to the company any change in your address as well as personal status. All communication sent to you in the normal course to the address given by you shall be deemed to have been received by you.

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- x. In the unlikely event of any information furnished by you in connection with your employment with us, is suppressed or found to be false or incorrect, your services are liable to be terminated forthwith, without any Notice Pay or compensation whatsoever.
- 8. The age of retirement is 58 years.
- 9. In case you are permitted to work from home, then you shall abide by all terms and conditions as may be imposed to you in this respect by the Company apart from the regular terms and conditions of employment. You shall maintain proper etiquette during your interaction with colleagues and customers of the Company and be always available during the prescribed working hours. You shall strictly abide by the terms of confidentiality while working from home.

10. Termination/Separation:

Misconduct

If the Company is satisfied that you have engaged in serious misconduct, it may lead to termination of your employment with immediate effect, with pay up to the day of termination only.

General

Your services may be terminated by either party, giving notice in writing for 2 Months. The Company alone, at its discretion, may opt to make/ accept payment in lieu of notice period, which will be calculated basis of monthly gross salary. The decision whether or not to accept the gross salary in lieu of notice period will rest solely with the Company and the employee shall be required to serve notice period as per the separation policy of the Company if the Company does not accept the gross salary in lieu of notice period.

The Company reserves the right to terminate your employment on any grounds whatsoever, including on grounds of misconduct or unsatisfactory job performance or violation of the Company's Policies. Absence for a continuous period of five days without prior approval of your superior, (including overstay of leave/training), can lead to your services being terminated without notice or explanation.

Notwithstanding anything to the contrary contained herein, the Company may terminate this employment agreement, with immediate effect by a notice in writing (without salary in lieu of notice), in the event of

- i. misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct, or breach of integrity, or
- ii. embezzlement, or misappropriation or misuse of Company property,
- iii. or insubordination or failure to comply with the directions given by persons so authorized,
- iv. or conviction for any offence involving moral turpitude, or breach by you of any terms of this employment agreement or Company policy or other documents or directions of the Company, or irregularity in attendance, or unauthorized absence from the place of work for more than 5 working days, or upon conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests
- v. or insolvency of the Company

On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, blueprints, letters, notes, data and the like; and confidential information, in your possession or under your control relating to your employment or to clients' business affairs.

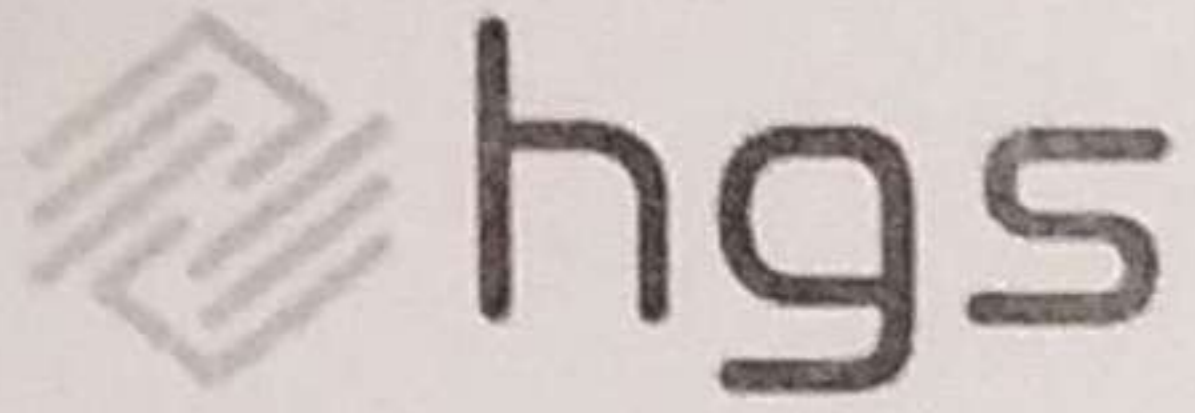
In case you leave the services of the Company without giving notice or at a shorter notice than the agreed notice period, company may recover the notice period from your salary.

HINDUJA GLOBAL SOLUTIONS LIMITED

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11. Changes in Terms and Conditions of your employment:

The Company reserves the right to change the terms and conditions of your employment which would be intimated to you either through changes in company policies or through an amendment to your employment contract, or through other means of communication which would purport to amend the said terms in your Appointment Letter.

12. Governing Law and Dispute Resolution:

The Appointment Letter's validity, enforceability, construction and interpretation shall be governed by the laws of India. The venue of arbitration shall be Mumbai. Subject to this provision for arbitration, courts at Mumbai alone shall have jurisdiction to hear disputes arising out of this employment agreement.

Please sign and return a copy of this communication in acknowledgement of receipt and acceptance.

Acknowledgment of Acceptance

I acknowledge that I have read and understood each and every term and condition set out in this Offer-cum-Appointment letter & the enclosed Annexure I and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions.

Accepted by:

Name: Tanaya Chandravilas Sawant

Signature: T. Sawant

Date: 01/12/2022

Date: 16 Sep 2022

Mr MANISH MAANOJPRASAD MEHTA
Room no 1 chawl no 4 krishna patil chawl kolegaon pipeline badlapur road
Dombivli east 421204

Employee No: 2571882

Dear Mr MANISH MAANOJPRASAD MEHTA

OFFER OF EMPLOYMENT

We are pleased to offer you employment in our Organization Teamlease Digital Pvt Ltd., (hereinafter "Teamlease" or "The Company"), as Data Specialist subject to the following terms and conditions:

1. Your employment with Teamlease will involve deputation to our Client/s, where you will render services to our client, at their premises, subject to the terms and conditions mentioned below and in accordance to the instructions received by you from us or any other authorized person and you will be bound by our rules and regulations. Your annual CTC would be Rs. 213672/- PerAnnum (Two Lakh Thirteen Thousand Six Hundred Seventy Two Rupees only PerAnnum)
2. Your deputation to our client/s may be extended from time to time, as decided by Teamlease for specified duration and location. During the tenure of your deputation, you will continue to be an employee of Teamlease, and your compensation and applicable allowances shall be paid by the Company. Your contract will commence from 16 Sep 2022.
3. You hereby agree to be liable for the following terms and conditions:
 - Fully perform the services, in a professional manner, at the Client's location/s until the completion of the term of the work assignment/ deputation.
 - During the term of the work assignment, you shall render services exclusively to the Client, you are deputed to and in the discharge of your duties, and you shall not have any third party obligation, whatsoever.
 - During the term of your employment, you will be a whole-time employee of the Company and will neither seek nor accept to be employed or engaged in any manner whatsoever, directly or indirectly with any third party either in India or abroad, in any other trade, business, profession or any other employment part-time or full time anywhere, in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the Company in this respect shall be final and binding. Breach of this condition shall lead to termination of your services by the Company without any notice or compensation.
 - You shall not engage in any conduct which is detrimental to the interests of the Client or Teamlease.
 - You shall not receive payments of any nature directly or indirectly from the Client unless previously agreed to by Teamlease.
 - You shall neither directly nor indirectly accept offers for employment with the Client and/or its affiliates during the period of your work assignment without prior written permission from Teamlease.
 - You shall extend all cooperation to the Client's employees, consultants, representatives, etc., and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively and efficiently discharge your work.
 - You shall during the course of your employment, you can be transferred to any location within the territory of India or outside India as and when required by Teamlease or its client for executing the services provided herein. Report and be present at the designated location during working hours and abide by the rules and regulations as required by the Client and Company. You shall comply with the safety, health and other rules and regulations of the client establishment and Teamlease.
4. You agree to defend, indemnify and hold Teamlease or its Client/s harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
5. You shall not engage in any act subversive of discipline in the course of your duty/ies for the client within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company reserves the right to initiate disciplinary action as is deemed fit against you.
6. Any dispute between you and Teamlease shall be referred to a sole arbitrator appointed by Teamlease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
7. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize Teamlease to make all salary payments required to be made to you by Teamlease, which may include reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.

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TeamLease Digital Private Limited. CIN No. U74999MH2016PTC283227

6th Floor, BMT Commercial Complex, 80 Feet Road, Koramangala, Bangalore – 560095

Ph: (91-80) 67995599 Fax: (91-80) 67995599 E-mail: corporateaffairs@teamlease.com / www.teamlease.com

8. You will be entitled to employer's contribution to Provident Fund and ESI, if and as applicable, as amended by the Government, from time to time. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as time to time. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, Teamlease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
9. Proprietary & Confidential information, and Non-disclosures :
- You hereby acknowledge that by reason of your services with the Company and/or your deputation to its Client/s, you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media and other information sources.
 - Such information or documents received by you shall be deemed privileged, classified and confidential information. You shall not, other than with prior written consent of the client or Teamlease, during or after expiry of your employment or termination, disclose any confidential information directly or indirectly to any person, firm, company or third party and shall use such information only for the purposes of carrying out your work at the said client organization. The confidential information includes, but is not limited to, Teamlease or the client's business/es, technical and non-technical information, research project, work in process, future developments, marketing and customer support strategies; financial information including sales, costs, profits and pricing methods; internal organization, employee and/or customer lists and the client's technology including discoveries, trade secrets, inventions, research and development efforts, firmware, designs, schematics, techniques, manufacturing processes, hardware/software (regardless of media) design and maintenance tools, and hardware/software product know-how and show-how, and all derivatives, developments, improvements and enhancements.
 - You shall not claim ownership to any of the work which were created or developed by you, partially or wholly, during the course of your deputation with the client/s. Teamlease and/or its Clients, as the case may be, shall retain exclusive ownership and rights for work products resulting from the services rendered by you during your employment. Confidential information shall also include information marked 'Confidential' or 'Proprietary' or 'Classified'.
 - You shall not disclose, reproduce or use any confidential information for any purpose except solely in connection with your performance during the course of your employment/deployment and for no other purpose. Upon conclusion of your engagement by virtue of your resignation and its acceptance, or termination or project closure, you shall cease to use all confidential information and handover all copies of such information in whatever form, in your possession to the assigned representatives of the Client/Company.
10. You are expected to take proper care of the Client's/Company's properties/assets entrusted to you and/or to carry out your work. In the event of your resignation/termination, you are obliged to return all the company's assets such as access/ID cards, documents, machines, data, files, books, laptop, data card, mobile phone (if provided by the company) in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor, or any other person nominated by the client's management for this purpose.
11. Separation: In the event you wish to leave the services of the Company, you will be required to give a clear written notice of 30 days to the Company OR salary in lieu thereof. You will be relieved from the services of the Company subject to your.
- a. Handing over the project and knowledge transfer to the client's assigned representative/s in respect of the assignments handled by you.
- b. Obtaining a "No Objection Letter" from the client as a confirmation of your having complied with (a) above.
- You are bound to make good the loss suffered by the Company and/or Client and any other charges/liabilities the Company/client incurs, if you fail to give such written notice and complete the handover within the prescribed time as mentioned hereinabove. Should exigencies of business so dictate, the Company may require you to serve the entire or part of the notice period as mentioned above.
12. The company reserves the right to have your background verified directly or through an outside agency. If, on such verification, it is found that you have furnished false/wrong information or concealed any material information; your services are liable to be terminated forthwith without any notice.
13. In addition to the terms of appointment mentioned above, your employment will also be governed by the standard employment rules of the Company. The combined rules and regulations contained in this letter and communicated to you through any associate policy handbook shall constitute the standard employment rules. You are required to read both of them in conjunction.
14. Addresses for communication: The address for service of notice and other official communication to the Company shall be the address of the Registered Office of the Company. The address of communication for service of notice and other official communication is the address set out as above and your present residential address, as per our records. In the event there is a change in your address, you shall inform the same in writing to the Company. The address last furnished by you shall be deemed to be sufficient for communication and shall be deemed to be effective on you.
15. You are requested to submit attested photocopies of the following documents:

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TeamLease Digital Private Limited. CIN No. U74999MH2016PTC283227

6th Floor, BMT Commercial Complex, 80 Feet Road, Koramangala, Bangalore – 560095

Ph: (91-80) 67995599 Fax: (91-80) 67995599 E-mail: corporateaffairs@teamlease.com / www.teamlease.com

Education Certificates - Mark Sheet and Degree / University Certificates of 10th Std, 12th Std, Bachelor's / Master's Degree

- Education Certificates - Mark Sheet and Degree / University Certificates of 10th Std, 12th Std, Bachelor's / Master's Degree
- Appointment / Salary Revision / Experience / Relieving letter of previous employers Last 3 months' pay slips
- Photo ID Proof, Address Proof, Date of Birth Proof
- Copy of resume
- Passport Copy, PAN Card Copy, Aadhar Card Copy Previous
- UAN No.
- Passport size photographs
-

We at Teamlease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy signifying your consent for having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send in the signed acknowledgement to our Bangalore Address, mentioned below. In the event, we do not receive your acknowledgement copy within a period of 15 days from the date of joining; your assignment at Teamlease with the acceptance of your first salary from Teamlease will be conclusive proof of your acceptance in accordance of terms and conditions.

Teamlease neither accepts any consideration in the form of cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of Teamlease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the numbers provided to you.

Wish you all the best.

ENDORSEMENT

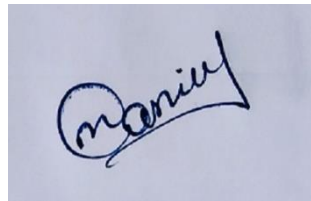
I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For Teamlease Digital Pvt Ltd

Accepted and Agreed



Name: MANISH MAANOJPRASAD MEHTA



Signature and date:

Ravi Vishwanath

(Authorized Signatory)

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TeamLease Digital Private Limited. CIN No. U74999MH2016PTC283227

6th Floor, BMT Commercial Complex, 80 Feet Road, Koramangala, Bangalore – 560095

Ph: (91-80) 67995599 Fax: (91-80) 67995599 E-mail: corporateaffairs@teamlease.com / www.teamlease.com

Salary Annexure

Employee No: 2571882

| Particulars | Amounts |
|--------------------------|---|
| Basic | 164772 |
| House Rent Allowance | 17928 |
| Employer PF Contribution | 18324 |
| ESIC - Employer | 6132 |
| Insurance | 900 |
| Works Allowance | 5616 |
| Total Amount | 213672 |
| Amount In Words (Rs) | Two Lakh Thirteen Thousand Six Hundred Seventy Two Rupees |
| Particulars | Amount |
| Basic | 13731 |
| House Rent Allowance | 1494 |
| Employer PF Contribution | 1527 |
| ESIC - Employer | 511 |
| Insurance | 75 |
| Works Allowance | 468 |
| Total Amount | 17806 |
| Amount In Words (Rs) | Seventeen Thousand Eight Hundred Six Rupees |

Net Pay Annexure

| EARNINGS | Amount |
|------------------------|---------------|
| Basic | 13731 |
| House Rent Allowance | 1494 |
| Works Allowance | 468 |
| Gross Earnings | 15693 |
| | |
| DEDUCTIONS * | Amount |
| Employee ESI | 118 |
| Employee PF | 1527 |
| Professional Tax | 200 |
| Total Deduction | 1845 |
| | |
| Net Salary | 13848 |

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

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Date: 16 Sep 2022

Mr MANISH MAANOJPRASAD MEHTA
Room no 1 chawl no 4
Krishna patil chawl kolegaon pipeline badlapur road Dombivli east 421204
Employee No: 2571882
Dear Mr MANISH MAANOJPRASAD MEHTA

Letter of Deployment

We are pleased to deploy you to our client HERE Solutions India Private Limited 16 Sep 2022 at NaviMumbai, subject to the following terms and conditions:

Further to the conditions set out in your offer of employment, you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 16 Sep 2022, until further notice.

In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from our client/s through their assigned representative/s and hereby agree to follow the client's workplace rules and regulations; and agree to undertake any suggestions during the course of your work, throughout the tenure of your deployment.

You will be bound by the working hours of the Client's organization.

You are mandatorily required to fill timesheets as per the client policy and have it be your responsibility to have the same approved by the assigned representative at the Client organization, in a timely manner and by the prescribed cut-off date/s and time/s, without any follow-up to do so. You shall ensure that the hours filled-in are accurate, and based on actual hours. Salary is payable only for efforts approved by the Client.

At the client location, you will be issued an Employee/Contractor ID. You will be required to use the same to log-in to submit your timesheets on the client portal and for daily tracking/reporting of your work. Your tasks will be identified against a work order number, at all times.

For Teamlease Digital Pvt Ltd

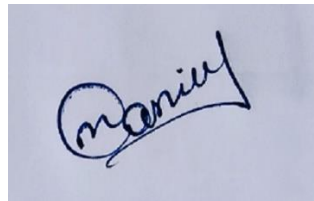
Accepted and Agreed



Name: MANISH MAANOJPRASAD MEHTA

Ravi Vishwanath

(Authorized Signatory)



Signature and date:

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Ph: (91-80) 67995599 Fax: (91-80) 67995599 E-mail: corporateaffairs@teamlease.com / www.teamlease.com



Date: November 15, 2022

Dear Manish,

Congratulations! We are pleased to inform you that you have been selected for the position of **Officer** in **BAND I (D)** at Hexaware Technologies Limited, **Mumbai**. Your date of joining will be **17th November, 2022**. Your compensation structure is as follows:

| COMPONENTS | | PM | | PA | |
|--------------------|-------------------------|------------|---------------|------------|----------------|
| A: Monthly | | | | | |
| | 1.1 Basic | INR | 10,000 | INR | 120,000 |
| | 1.2 HRA | INR | 6,412 | INR | 76,940 |
| | 1.3 LTA | INR | 833 | INR | 10,000 |
| | 1.4 VPA | INR | 5,000 | INR | 60,000 |
| | Total (A) | INR | 22,245 | INR | 266,940 |
| B: Benefits | | | | | |
| | 2.1 Provident Fund | INR | 1,200 | INR | 14,400 |
| | 2.2 GLIP & Medclaim | INR | 155 | INR | 1,860 |
| | 2.3 ESIC | INR | - | INR | - |
| | 2.4 Bonus | INR | 1,400 | INR | 16,800 |
| | Total (B) | INR | 2,755 | INR | 33,060 |
| | TOTAL CTC: [A+B] | INR | 25,000 | INR | 300,000 |

| MONTHLY TAKE HOME CALCULATION | | | |
|-------------------------------------|----------------------------|-----------------------------------|-------------------|
| COMPONENTS MONTHLY | MONTHLY TAKE HOME@3 RATING | MONTHLY TAKE HOME BASED ON RATING | |
| Gross(Refer to Total [A] above) | INR 22,245 | Rating 1 | INR 19,395 |
| Add: Bonus @ 15% | INR 1,050 | Rating 2 | INR 20,645 |
| Less : ESIC (1.75% of Gross Salary) | INR - | Rating 3 | INR 21,895 |
| Less : PF Contribution (12% of 1.1) | INR 1,200 | Rating 4 | INR 23,145 |
| Less : Profession Tax | INR 200 | Rating 5 | INR 24,395 |
| Net Take Home Salary | INR 21,895 | | |

Notes regarding components above:

| | |
|-----|---|
| 1.4 | Variable Performance Allowance will be paid based on the ratings at the end of every month. These ratings will be given for your performance in line with the KRAs. VPA for employees for the first 30 days or training period, whichever is higher, will be paid at a default rating of 2. In case you exceed performance and get a rating of 4 and above you will be entitled to make more than your Target Variable Pay as mentioned above in the structure. |
| 2.2 | The company has a Group Life Insurance Policy and a Medclaim Policy in case of any medical emergencies. A premium of Rs.155/- per month is paid by the company and hence is provided as a benefit as shown in the above table. As per the policy, the coverage limit under Medclaim is Rs.1,25,000/- & the coverage under Group Life Insurance Policy is Rs. 500,000/-. |
| 2.4 | Any Advance bonus component as a part of CTC is being paid as a part of monthly take home. The final bonus payable as per Payment of Bonus Act 1965 will be decided & paid before Diwali after adjusting the advance amount paid out as a monthly component. |

Additional Notes:

| | |
|-----|---|
| i | The above salary is subject to income tax deductions & is calculated based on the Statutory provisions & Labour Legislations prevailing at the time of issuance of this letter which may change from time to time as per Government rules and regulations. You will be notified as and when such changes happen in the legislations governing the compensation. |
| ii | Probation Period - An employee is eligible for Confirmation post the completion of the Probation period subject to a satisfactory performance review. The Probation and confirmation is as per the company policy and the same shall be binding on the employee |
| iii | Notice Period - as per the company policy and same shall be binding on the employee. |

| | |
|----|---|
| iv | <i>Salary information is to be kept confidential and is governed by the Non-Disclosure and Confidentiality clause mentioned in your appointment letter. All other terms & conditions will remain the same as per company policy</i> |
|----|---|

A detailed Offer Letter will be issued on you undergoing a medical check up and submission of relevant documents required at the time of joining. Non Compliance of the same will entail the date of joining to being revised, with effect from completion of all joining formalities.

• Policies

Leave Entitlement -

Rules related to Earned Leaves and Sick Leaves

Eligibility & Procedure

| | Earned Leave | Sick Leave |
|-------------------------------------|--|--|
| Entitlement for confirmed employees | 21 days per calendar year of service, or pro-rata for partial period of service in a calendar year | 7 days per calendar year of service, or pro-rata for partial period of service in a calendar year. |

Mediclaime Policy -

The coverage is for all Hexaware BPS employees

| MEDICLAIM GRADE AND SUM INSURED | | |
|---------------------------------|---------------|---------------|
| Grade | Sum - Insured | Policy Type |
| Band 1 | Rs. 125000 | Individual |
| Band 2 | Rs. 150000 | Self + Spouse |
| Band 3 | Rs. 250000 | Self + 3 |
| Band 4 | Rs. 500000 | Self + 3 |

Group Life Insurance Policy -

The coverage is for all Hexaware BPS employees

| GROUP LIFE INSURANCE POLICY GRADE AND SUM INSURED | |
|---|---------------|
| Grade | Sum - Insured |
| Band 1 | Rs.4,50000 |
| Band 2 | Rs.9,00000 |
| Band 3 | Rs.1500000 |
| Band 4 | Rs.5000000 |

* The employee will be eligible for Mediclaim and GLIP benefits under this scheme **from the date of joining.**

For Hexaware Technologies Limited



Mohd Shabaaz
Sr. General Manager- Human Resources

| ACCEPTANCE | | |
|---|------------|-------|
| I, _____, have read and understood the above terms and conditions governing the services and employment at Hexaware Technologies Limited., and the same are acceptable to me. | | |
| Place: | Signature: | Date: |

Ref: TSF/HR/Mumbai/2022-2023/54405

To,

Mr. Nikhil Angane
Mumbai, Maharashtra, India.

Feb 14, 2023

Letter of Offer of Employment

Dear Nikhil Angane,

With reference to your Job Application and subsequent interview(s) / discussion(s) had, we are pleased to offer you Employment, as per the following details:

| | |
|--------------------------|---|
| Product / Department | : Operations And Service Delivery |
| Designation | : Support Executive |
| Initial Place of Posting | : Mumbai , either at our Client's Location or our Location, depending on the nature of job assigned from time to time. The Organization reserves the right to change your job function, duties or place of work at any time during your employment, and / or require you to carry out services for any subsidiary or related Organization. |
| Remuneration | : Total Cost to Company INR 20,159/- per Month (As Mutually Agreed; Take Home Salary may be Lower depending on the applicable Remuneration Structure applied at the time of Joining). Indicative Remuneration Structure shall be as per enclosed Annexure A. |
| Validity of Offer | : Fifteen Days from Date of Issuance. |

This offer shall be subject to satisfactory verification of your Credentials and/or Testimonials besides References provided. The verification may be carried out at TeamSpace's discretion either at the time of Joining or anytime during the course of Employment, as deemed fit. However, if there's a discrepancy detected in the Testimonials / Documents provided by you, TeamSpace reserved the right to review your Offer/Employment.

You are also advised to submit following Self-Attested Testimonials on or before the date of joining in the relevant sections of the TeamSpace Portal besides other details (Access Details of the same shall be sent to you via eMail/SMS) and subsequently confirm via eMail to the sender of the Offer Letter:

1. Passport Sized Colour Photograph for Identity Card
2. Scanned Copy (Colour) of your Signature for Identity Card
3. Latest Copy of eAadhaar / Scanned copy of Aadhaar
4. Latest Copy of PAN Card / PAN Card Application if you do not possess PAN at the moment – this needs to be submitted within 15 days of Joining failing which the Offer / Employment shall be null and void
5. Valid/Latest Residential Address Proof (Photocopy of Passport / Driving License / Ration Card or Family Identify Card / Voter ID / Rent Agreement / latest Bank Statement / latest Electricity Bill / latest Landline Telephone Bill)
6. Educational Certificates (X/SSC, XII/HSC, Graduation, Post-Graduation, Diplomas/Certifications, etc.)
7. Copy of Salary Statement (latest 3 months) and/or Relieving Letter and/or Experience Certificates or Appointment Letter of Previous Employer(s)
8. Updated Resume

Page 1 of 3



9. A Cancelled Cheque in Original or Copy of Passbook of your Bank Account mentioning the Bank Account Number and IFSC clearly
10. Signed / Acceptance Copy of this Offer Letter
11. Acknowledged / Signed Copy of the Appointment Letter (on Receipt)
12. Fitness Certificate from a Registered Medical Practitioner
13. Other Testimonials, Declarations, Forms and Agreements, as may be sought
14. Atleast Two Non-family References (Name, Contact Numbers, eMail IDs, and Acquaintance Details)
15. My Profile section (About Me, Coordinates, Identity/Address Proof, Skills and Qualification, Family Details, Nominations, existing PF UAN details, etc.) along with relevant Supporting Documents

Monthly Remuneration will not be processed till the above information is accurately updated by the concerned employee on the TeamSpace Portal.

A detailed Remuneration Breakup shall be included in the Appointment Letter along with Applicable Employment Terms & Conditions (subject to revisions by TeamSpace from time to time), which will be issued to you once we receive all the documents above along with the relevant supportings on the TeamSpace Portal. This letter unless supported with a valid subsequently executed Letter of Appointment, cannot be treated as a valid testimonial of employment with TeamSpace.

Your Employment shall be governed by TeamSpace's Code of Conduct, InfoSec and HR Policies in force from time to time.

You're advised to submit a copy of your resignation letter duly accepted by your current employer within a week.

We welcome you to TeamSpace, and we look forward to a long and mutually beneficial association with you.

For TeamSpace Financial Services Pvt. Ltd.,



Human Resources

I, Nikhil Angane agree to accept the offer of employment on the term(s) and condition(s) mentioned in this letter. I will report for my duties on 20 / 02 / 2023 or earlier. I understand that my employment, of whatever nature, is subject to the terms, conditions, policies and procedures of TeamSpace, as applicable

Signature : 

Date of Acceptance : 14 / 02 / 2023



Annexure A

Mr. Nikhil Angane
Mumbai, Maharashtra, India
Project Name: Yes Bank Limited

| Particulars | INR per Month | INR per Annum |
|---|------------------|-------------------|
| BASIC | | |
| House Rent Allowance | 12,060.00 | 144,720.00 |
| | 5,940.00 | 71,280.00 |
| Gross Pay | 18,000.00 | 216,000.00 |
| Employee's Contribution to PF | 1,447.00 | 17,364.00 |
| Employee's Contribution to ESIC | 135.00 | 1,620.00 |
| Employee's Contribution to LWF | 2.00 | 24.00 |
| Professional Tax | 200.00 | 2,400.00 |
| Employee's Contribution to GMC | 0.00 | 0.00 |
| Employee's Contribution to GPA | 15.00 | 180.00 |
| Employee's Contribution to GTL | 20.00 | 240.00 |
| Net Pay (Subject to TDS) | 16,181.00 | 194,172.00 |
| Employer's Contribution to PF | 1,447.00 | 17,364.00 |
| Employer's Contribution to PF Admin Charges | 121.00 | 1,452.00 |
| Employer's Contribution to ESIC | 585.00 | 7,020.00 |
| Employer's Contribution to LWF | 6.00 | 72.00 |
| CTC | 20,159.00 | 241,908.00 |

Note:

1. Professional Tax may vary as per State-wise Income Slab Norms. Differential of Annual Contribution will be additionally deducted from Remuneration of February month as per Financial Year (April to March).
2. LWF may vary as per State-wise norms and shall accordingly be deductible Monthly / Quarterly / Half-Yearly / Annually.
3. Gratuity, if applicable, will be paid as per Law upon Cessation of Employment.
4. Statutory Bonus, if applicable, will be paid as per Law.
5. Under the directives of TeamSpace's HR Policy, it is expected of you to maintain absolute confidentiality about your remuneration and any breach leads to stringent action.
6. The Remuneration Structure above is subject to change / modification from time to time based on changes in applicable laws or statutory guidelines.

N. Angane

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APPT/ 22/23
Date: 17th Oct'22
New Delhi

Shitika Rai
New Delhi

Dear Shitika,

This has reference to your application and our subsequent meeting. We are pleased to offer you the position of **Management Trainee** on the following terms & conditions.

Salary:

Your salary has been detailed in Appendix 1. Please note that your monthly take home will be adjusted for Income Tax, ESI, EPF & Gratuity as per the applicability. You have chosen to opt out of the EPF.

Please note that your monthly take home will be adjusted for Income Tax (if applicable), ESI and Gratuity. You have chosen to opt out of the PF.

Incentive Disbursement:

Your salary will be complemented by an attractive incentive scheme as detailed in the Incentive Policy which will be shared with you on joining

Confirmation:

You will be on probation during the first six months of your employment, which may be reduced or extended at the discretion of the Company. At the end of probation period, you are eligible for confirmation depending upon your performance as perceived by the Company.

Severance and Notice Period:

- a. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any act of indiscipline or inefficiency.
- b. During the probation period, your service can be terminated by giving notice of 15 days.
- c. After confirmation your services can be terminated by giving notice of one month or payment of salary, in lieu thereof on either side.
- d. You will have the option of buying out your notice period, subject to your manager approval and on-going business needs.

General:

- a. If you remain absent from work without authorization or reasonable explanation, for more than seven consecutive days, it would be presumed that you are no longer interested in working for the Company and have abandoned its services, thereby terminating your contract of service, in such a case, you will not be entitled to any statutory compensation.
- b. You will be covered by the services rules and regulations including **Winfort Services Pvt. Ltd.** code of conduct, discipline and administrative orders and any such rules or orders of the company that may come in force from time to time.

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- c. You will intimate in writing to the Management any change of your residential address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- d. **Winfort Services Pvt. Ltd.** reserves the right to conduct background verification at the time of making you an employment offer, or at any time during your employment with the firm. If during this process, it is discovered that the information provided by you is inconsistent with the information obtained during the verification process, we reserve the right to terminate your employment with immediate effect without the agreed notice period or salary and incentive in lieu.

Duties and Responsibilities:

- a. The Company will expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and conform to such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you.
- b. You will devote your entire time to the work of the company and will not undertake any direct/indirect business or work, honorary or remuneratory except with the written permission of the Management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.
- c. You confirm that you have disclosed all of your business interests whether or not they are similar to or in conflict with the business (es) or activities of the company and all circumstances in respect of which there is or there might be perceived, a conflict of interest between Winfort Services Pvt. Ltd., you or any immediate relatives. Also, you agree to disclose fully and immediately to the company any such interests or circumstances which may arise during the course of employment

Confidentiality/ Non-Disclosure

- a. During the tenure of your employment and at all times after cessation thereof, you will keep all information coming to you by virtue of your employment with the organization, its agents and clients as strictly confidential. The information contained in all the documents and other data relating to the organization will not be divulged by you to any other person other than those so authorized to receive such information under the instructions of the management.
- b. You will not divulge to anyone in any form, documentary or otherwise, any information or particulars or details of any trade or business or any other matter concerned therewith or any trade secrets which may come to your knowledge by reason of being an employee of the firm and will always keep secrecy of all information in respect of the firm and the business conducted in the firm's office or outside the office.
- c. The obligation of confidentiality contained hereinabove shall be perpetual

NON-SOLICITATION

During the tenure of your employment or upon cessation thereof you shall not directly or indirectly, on your own behalf or on behalf of another, solicit business from or engage into business or employment, whether directly or through an agent with any clients of the firm for a period of 12 months from the date of your cessation of employment with Winfort. You also shall not directly or indirectly, on your own behalf or on behalf of another, solicit for employment, employ, or induce to leave the service of the firm any employee, contractor or agent of the firm at all times after your cessation of employment with us.

The Management reserves the right to modify this letter in the mutual interest of the employee and the business and in such a case, you will be informed in writing of the same.

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Please sign on each page in acceptance of the terms and conditions set out therein and return a copy of this letter

- . You are requested to bring with you the following at the time of joining
 - a. Your last salary drawn certificate from your present /last employer
 - b. Relieving letter from your last employer.
 - c. Identity and address proof

We look forward to your joining our team for a long, successful and pleasant association

Sincerely yours

For Winfort Services Pvt. Ltd.

Shalendra Digitally signed by
Malhotra Shalendra Malhotra
Date: 2022.10.18
12:37:52 +05'30'

Authorized Signatory

Acknowledgement & Acceptance

I have read and understood the above terms and conditions and hereby signify my acceptance of the same

Date:

Name:

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Appendix: 1

| Earnings | | |
|-----------------|--|-----------------|
| A | Fixed | Amount |
| | Basic | 1,81,200 |
| | HRA | 21,156 |
| | Other Allowances | - |
| | Total | 2,02,356 |
| B | Retrials | |
| | ESIC | 8,532 |
| | EPF | - |
| | Gratuity | 8,712 |
| | PT | 2,400 |
| | Total Retrials | 19,644 |
| | | |
| C | *Performance Linked Incentive (PLI) | 44,400 |
| | | |
| | Total CTC (A+B+C) Annually | 2,66,399 |

* Subject to company and individual performance.

For Winfort Services Pvt. Ltd.

Shalendra Malhotra Digitally signed by
Shalendra Malhotra
Date: 2022.10.18
12:38:37 +05'30'

Acceptance

Authorized Signatory
(Shalendra Malhotra)

Signature & Full Name

Date: 17 Dec 2022

Mr Pratik Sunil Dewalkar
P AND T COLONY SAIDAISHAN BULD
NR BALAJI HEIGHTS 2FLOOR ROOM NO 203
DOMBIVLI 421201

Employee No: 2677917

Dear Mr Pratik Sunil Dewalkar

Appointment Letter

We are pleased to appoint you in our organization as supervisor materials management subject to the following terms and conditions:

1. Your contract will commence from 17 Dec 2022 and expire on 17 Dec 2023 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 17 Dec 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 30 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.

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8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
9. The salary payout will be made latest by 9th of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.
13. The nature of your relationship with TeamLease will be that of contract of service from 17 Dec 2022 to 17 Dec 2023 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed



(Authorized Signatory)

Signature and date:

Name: PRATIK SUNIL DEWALKAR

Salary Annexure

Employee No: 2677917

| Particulars | Amount |
|--------------------------|--|
| Basic | 12962 |
| House Rent Allowance | 1296 |
| Special Allowance | 2742 |
| Employer PF Contribution | 1884 |
| ESIC - Employer | 553 |
| Annual Bonus | 1080 |
| GRATUITY | 623 |
| TotalAmount | 21140 |
| Amount In Words(Rs) | Twenty One Thousand One Hundred Forty Rupees |

Net Pay Annexure

| EARNINGS | Amount |
|------------------------|---------------|
| Basic | 12962 |
| House Rent Allowance | 1296 |
| Special Allowance | 2742 |
| Gross Earnings | 17000 |
| | |
| DEDUCTIONS * | Amount |
| Employee ESI | 128 |
| Employee PF | 1884 |
| Professional Tax | 200 |
| Total Deduction | 2212 |
| | |
| Net Salary | 14788 |

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The **link** to undergo the programme and complete the evaluation is given below.

Link : <https://tconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

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TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Ascent Building , # 77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala , Bangalore-560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com



TheDigiAlly
PROFESSIONAL WEBSITES

+91 96536 68053 

official@thedigially.com 

Mumbai, India 

Date: 10th August 2022

To,
Mr. Om Shinde

SUB: APPOINTMENT AS GRAPHIC DESIGNER.

With reference to your recent interview with us, we are pleased to appoint you as **Graphic Designer** with immediate effect from 11th August 2022, subject to the following terms and conditions:

1. RESPONSIBILITIES:

You will devote full time and attention for services of TheDigiAlly and discharge your responsibilities faithfully, honestly from time to time directed by the company. As Graphic Designer, you will look after the duties assigned to you by the Management of the Company.

2. FOLLOWING IS YOUR JOB DESCRIPTION:

- a. Create Social Media posts, banner designs, and any other requirements by the Client.
- b. Brainstorm with the team and come up with better ideas to improve the delivery of the services of the company.
- c. Interact and connect with the Social Media Management team and the Content team.

3. REMUNERATION:

You will be paid remuneration as detailed under:



| | Rs. (p.m.) | Rs. (p.a.) |
|--------------|------------|------------|
| Basic Salary | 15,000/- | 1,80,000/- |
| Grand Total | 15,000/- | 1,80,000/- |

Apart from the above salary you will also be entitled for the Annual Bonus depending upon your performance and dedication as and when declared by the classes.

4. PROBATION (TRAINING):

You will be placed on probation for a period of 1 month. This period may be extended if it is felt by the management to do so. During probationary period Company will have all rights to terminate your employment without any reason on giving 24 hours' notice.

5. CONFIRMATION:

On expiry of probationary period and on the basis of your performance you will be confirmed as a permanent employee.

6. INCREMENT:

- Increment in the salary will be made annually depending on your performance based on prescribed appraisal system.
- Total points for measuring performance will be 100.
- Slabs of Increment:

| POINTS | INCREMENT |
|----------|-----------|
| 0 - 25% | 0% |
| 26 - 50% | 5% |
| 51 - 75% | 7.5% |



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Mumbai, India



| | |
|----------|-----|
| 76 -100% | 10% |
|----------|-----|

7. TERMINATION:

After confirmation as a permanent employee both the company as well as you can terminate the Employer- Employee relationship by giving one-month notice in advance.

8. TRAINING PROGRAMS:

It is compulsory to attend training programs organized by Company time to time.

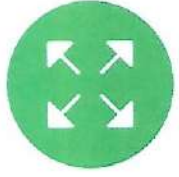
9. YOU ARE REQUESTED TO SUBMIT US:

- a. Proof of residence (Adhar Card/Voter ID/ Driving License)
- b. Two Passport size photographs.
- c. Copy of educational certificates.


10. GENERAL TERMS AND CONDITIONS:

- a. To be very punctual about the timing.
- b. To Devote full attention to the work assigned to you.
- c. To Complete the work in given time.
- d. To hold confidential information about company coming in your way during the course of work.
- e. To give report of duties performed on time specified by the management.
- f. To attend meeting arranged every weekly/ monthly basis by the company.
- g. To give active participation in all important events arranged by the company.
- h. To give daily update of in time, out time, special happenings and work done on whatsapp group.


We welcome you to our organisation and trust that your association with us will be a great experience. You are requested to confirm your acceptance and agreement to the above terms and conditions by signing and returning the duplicate copy of this letter.



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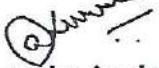
official@thedigi ally.com 

Mumbai, India 

Thanking you.

Yours truly,

For TheDigiAlly



Authorised signatory.

I agree to accept the above terms and conditions with respect to the company Rules and regulations.

Name : Om. Jagdish. Shinde
Signature : o/shinde.
Date : 12/8/2022



SKILL GRADE

POOJA SURENDRA SAO

14/12/2021

Congratulations!

We are pleased to confirm that you have been selected to work for Skill Grade.

We are delighted to make you the following job offer:

The position we are offering you is that of Senior Advisor with an annual cost to company of 3,00,000/-.

This position reports to Dinesh Sawant.


We would like you to start work on 14/12/2021. Please report to Dinesh Sawant with Document Pan card, Aadhar Copy & Photocopy.

Please sign the enclosed copy of this letter and return it to me by 15/12/2021 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Skill Grade and look forward to working with you.

Sincerely,

For Skillgrade Education (OPC) Private Limited


Authorised Signatory

9321565375



info@skillsgrade.com



Skill Grade

Sincerely,

Deepali Sawant