

Bearys Properties & Developments Pvt. Ltd.

Bearys Horizon, 21 Wood Street
Bangalore 560025

t +91 80 2227 3124 / 2531 7777
f +91 80 2227 3424

e properties@bearysgroup.com
w www.bearysgroup.com



Delivering Excellence
Consistently
17th Aug. 2021

Mr. Mohammed Jabir,
Medu House, Salethur Post & Village
Bantwal Tq. D.K. 574323
Karnataka

Dear Mr. Mohammed Jabir,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as 'Trainee Engineer – Civil' in our organization with effect from 30th August 2021. Please report for duty at our Ambattur project site at Chennai.

Please note that you will be on one year training in **Bearys Properties & Developments Pvt. Ltd.** and will be paid a consolidated salary of Rs. 20,000/- per month. You will be trained & assigned Site Supervision/Coordination and other civil/construction engineering tasks by your superiors at any of our projects.

You will be entitled for Provident Fund & ESI as per statutory regulations effective from your date of joining. Kindly note that, TDS/PT and other statutory deductions will be as per applicable laws from time to time.

Kindly note that you will be required to give one months notice in the event of your resignation.

On confirmation, you shall be entitled to other benefits i.e. Bonus as per companys performance, leave and any other benefits as per company rules & entitlements as amended from time to time.

Your appointment and continuance are subject to your remaining medically fit always.

During your training with us, you will abide by the working hours of the office without any extra remuneration and shall keep confidentiality in all company matters for which you shall be liable.

You will be responsible for the safe keeping and return in good condition all company property which may be in your use, custody, care, or charge.

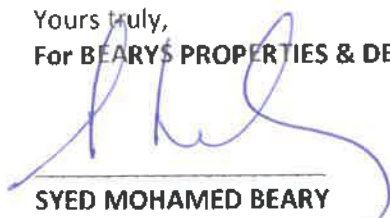
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We are happy to welcome you to the Bearys fold & hope that you will stay & grow with us & contribute a great deal for the continued success of self & the **Bearys Group**.

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

Yours truly,
For **BEARYS PROPERTIES & DEVELOPMENTS PVT. LTD.**



SYED MOHAMED BEARY
CHAIRMAN & MANAGING DIRECTOR

ACCEPTED BY ME

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17th Aug. 2021

Mr. Mohammad Asgar,
Kelagina Agari House
Salethur Post, Kolnadu Village,
Bantwal, D K 574 323
Karnataka

Dear Mr. Mohammad Asgar,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as 'Trainee Engineer – Civil' in our organization with effect from 30th August 2021. Please report for duty at our Ambattur project site at Chennai.

Please note that you will be on one year training in **Bearys Properties & Developments Pvt. Ltd.** and will be paid a consolidated salary of Rs. 20,000/- per month. You will be trained & assigned Site Supervision/Coordination and other civil/construction engineering tasks by your superiors at any of our projects.

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17th Aug. 2021

Mr. K Raasik M,
2-39 # Talekkimar House
Nayarmoole Post, Manila Village, Bantwal Tq
D K 574243

Dear Mr. K Raasik,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as 'Trainee Engineer – Civil' in our organization with effect from 30th August 2021. Please report for duty at our Ambattur project site at Chennai.

Please note that you will be on one year training in **Bearys Properties & Developments Pvt. Ltd.** and will be paid a consolidated salary of Rs.20,000/-per month. You will be trained & assigned Site Supervision/Coordination and other civil/construction engineering tasks by your superiors at any of our projects.

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29th August 2021

Mr. Ibrahim Razeen
S/o Abdul Razak
#2-40/1, Padikkal Manzil, Thatla House
Mangalanthi, D.K – 575 018

Dear Mr. Razeen,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as "Trainee Engineer – Civil" in our organization with effect from 30th August 2021. Please report for duty at our MRC Nagar project site at Chennai.

Please note that you will be on one year training in Bearys Properties & Developments Pvt. Ltd. and will be paid a consolidated salary of Rs. 20,000/- per month. You will be trained & assigned Site Supervision/Coordination and other civil/construction engineering tasks by your superiors at any of our projects.

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17th Aug. 2021

Mr. Mohammad Raafi,
Kudradka House, Near Church Bussatand
Main Road, Belthangady, Belthangady TQ.
D K 574 214, Karnataka

Dear Mr. Mohammad Raafi,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as 'Trainee Engineer – Civil' in our organization with effect from 30th August 2021. Please report for duty at our Ambattur project site at Chennai.

Please note that you will be on one year training in **Bearys Properties & Developments Pvt. Ltd.** and will be paid a consolidated salary of Rs. 20,000/- per month. You will be trained & assigned Site Supervision/Coordination and other civil/construction engineering tasks by your superiors at any of our projects.

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29th August 2021

Mr. Mohammed Noufal C B
S/o Abdul Latheef
Garden Villa, Melparamba
Pokalanad, Kasaragod – 671 317

Dear Mr. Noufal,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as “Trainee Engineer – Civil” in our organization with effect from 30th August 2021. **Please report for duty at our Ambattur project site at Chennai.**

Please note that you will be on one year training in **Bearys Properties & Developments Pvt. Ltd.** and will be paid a consolidated salary of Rs. 20,000/- per month. You will be trained & assigned Site Supervision/Coordination and other civil/construction engineering tasks by your superiors at any of our projects.

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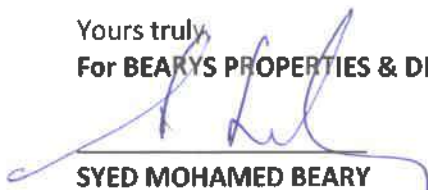
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For **BEARYS PROPERTIES & DEVELOPMENTS PVT. LTD.**


SYED MOHAMED BEARY
CHAIRMAN & MANAGING DIRECTOR

ACCEPTED BY ME

Mr. Mohammed Rifaz,
#4/188-1, Madoor, Kotekar, Mangalore
D.K. 575 022, Karnataka

5th Oct. 2021

Dear Mr. Mohammed Rifaz,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as 'Trainee Engineer – Civil' in our organization with effect from 16th October 2021. Please report for duty at our NMIT project site at Mahape, Navi Mumbai.

Please note that you will be on one year training in **Bearys Properties & Developments Pvt. Ltd.** and will be paid a consolidated salary of Rs. 20,000/- per month. You will be trained & assigned Site Supervision/Coordination and other civil/construction engineering tasks by your superiors at any of our projects.

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15th October 2021

Mr. Sawad
S/o Late Mohammad
#18-65/160, Dharmanagar, Ombathukare
Ullal, D.K – 575 020

Dear Mr. Sawad,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as “Trainee Engineer – Civil” in our organization with effect from 16th October 2021. **Please report for duty at our Ambattur project site at Chennai.**

Please note that you will be on one year training in **Bearys Properties & Developments Pvt. Ltd.** and will be paid a consolidated salary of Rs. 20,000/- per month. You will be trained & assigned Site Supervision/Coordination and other civil/construction engineering tasks by your superiors at any of our projects.

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26th December 2021

Mr. Mohammad Sinan
S/o Iddenabba
3-9 Borya House, Belma
Deralakatte, D.K – 575 018

Dear Mr. Sinan,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as “**Trainee Engineer – Civil**” in our organization with effect from 27th December 2021.

Please note that you will be on one year training in **Bearys Properties & Developments Pvt. Ltd.** and will be paid a consolidated salary of Rs. 20,000/- per month. You will be trained & assigned Site Supervision/Coordination and other civil/construction engineering tasks by your superiors at any of our projects.

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SYED MOHAMED BEARY
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5th September 2021

Mr. Midilaj Kalandarsha
S/o Abdulla C A
Raheema Manzil, Nalthadukka
Muttathody, Kasaragod – 671 123

Dear Mr. Kalandarsha,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as “Trainee Engineer – Civil” in our organization with effect from 6th September 2021. **Please report for duty at our Ambattur project site at Chennai.**

Please note that you will be on one year training in **Bearys Properties & Developments Pvt. Ltd.** and will be paid a consolidated salary of Rs. 20,000/- per month. You will be trained & assigned Site Supervision/Coordination and other civil/construction engineering tasks by your superiors at any of our projects.

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SYED MOHAMED BEARY
CHAIRMAN & MANAGING DIRECTOR

ACCEPTED BY ME

APPOINTMENT LETTER

Date: **Feb 28, 2022**

Name: **Ismail Ameer Khan**

Address: **Saptagiri Gents PG , 10th Main Road, Geetha colony, 4th T Block East, 4th block, Jayanagar, Bangaluru,karnataka,560041**

Dear **Ismail Ameer Khan**

Subject: Appointment letter for the role of **Factory Coordinator - 1**

On behalf of HomeLane.com, we are pleased to offer you the position of **Factory Coordinator - 1** at the Company. You will be working out of the Company's **Bangalore** office. You agree that the Company may change your role from time to time and you agree to undertake such additional or alternative duties for the Company and/or any Group Company, without additional remuneration, as the Company may reasonably require. The Company reserves the right to withdraw this offer until your acceptance of this offer.

The terms and conditions of the employment are below:

1.Pre-employment Condition

a.Verification of References and other Information: Your employment is subjected to: (a) **HomeLane.com ("the Company")** taking up such references (verbal or written) as it deems appropriate (in its absolute discretion) and the Company confirming to you that it is satisfied with such references (in its absolute discretion); and (b) the successful verification of the information you provided to the Company during your application process, as well as a general background check performed by the Company to confirm your suitability for employment. By accepting this agreement, you warrant that all information provided by you is true and correct to the best of your knowledge, and you expressly release the Company from any claim or cause of action arising out of the Company's verification of such information. By signing this agreement, you hereby agree to authorize such a verification and background check, consent to the use of your personal data and sensitive personal data for these purposes and agree to sign any and all documents necessary to enable the Company to conduct this verification and background check.

b>Your appointment is subject to you being found medically fit and on the understanding that all the details mentioned by yourself in the job application are correct and complete in all respects.

2.Commencement of Employment

Subject to your satisfying the pre-employment condition in clause 1 above, your employment with the Company will commence on a date that will be mutually agreed upon between you and the Company being no later than **Mar 15, 2022**. No employment with a previous employer count towards your period of continuous employment with the Company.

The first six calendar months of your employment shall be a probationary period during which your performance and suitability for continued employment will be monitored. The Company may terminate your employment with no advance notice of termination, and with no compensation in lieu of notice. The Company may extend your probationary period for up to a further six calendar months at its absolute discretion. If no confirmation appraisal is done at the end of the first six calendar months, you are deemed to be a confirmed employee of the organization.

3.Compensation

Your annual total compensation on a cost-to-Company basis will be **INR 3,50,000** per year as fully described in Annexure-1, subject to deductions for income tax and other statutory deductions required by applicable law.

Relocation policy & Notice pay reimbursement is / are being paid out to you as per your eligibility. It will be paid out along with your salary on submission of bills only. In the event that you resign or your employment with the Company terminates for any reason prior to completion of eighteen months from your start date, you will immediately repay the entire amount to the Company.

4.Employee Benefits

The Company will provide you with the opportunity to participate in the standard benefits plans currently available to other similarly situated employees of the Company subject to any eligibility requirements imposed by such plans or the Company and strictly subject to the terms of those plans (in each case as may be varied by the Company or the plan providers from time to time). Your participation is: (a) on the basis that the Company may terminate your employment

even if to do so would result in an actual or prospective loss of entitlement to benefits under any benefit plan; (b) subject to the Company being able to obtain cover or to obtain cover on terms and at a premium which the Company considers reasonable; and (c) subject to the Company being able to change the provider of each benefit and/or the level of cover provided and/or amend the plan in any other way and/or terminate the benefit of any benefit plan(s) on reasonable notice to you.

5. Confidentiality

Your employment with the Company is conditional to and abiding by the signing of the enclosed “Confidentiality Agreement” in Annexure-2 of this agreement, prior to or on your Date of Commencement. If for any reason you fail to execute the Confidentiality Agreement, you agree that your execution of this agreement constitutes your agreement to be bound by the Confidentiality Agreement.

6. Data Protection and Monitoring

You consent to the Company to hold and possess information about you (for legal, personnel, administrative and management purposes). This may include (a) your health records and any medical reports (in order to monitor sick leave, make decisions about sick pay, to administer benefits and take decisions as to your fitness to work and the need for adjustments in the workplace); and (b) information required to carry out performance evaluations, disciplinary and grievance hearings and internal investigations (including reports, which may be submitted anonymously, made through any whistle-blowing procedure).

The Company may make such information available to each Group Company, those who provide products or services to the Company and their affiliates (such as advisers and payroll administrators), superannuation fund administrators, regulatory authorities, potential or future employers, governmental or quasi-governmental organizations and potential purchasers of the Company or the business in which you work.

7. Performance of Duties assigned

You shall perform all the tasks and duties assigned by the company. You shall in all respects obey and conform to the Company's orders and regulations, and well and faithfully serve the Company, and use best endeavors to promote the interests hereof, and of the business in which you shall for the time being be engaged. The Company reserves the right to make reasonable changes to any of your terms of employment. You will be notified in writing of any change as soon as possible and in any event within one month of the change.

You shall not favour any vendor or supplier or any third party due to your personal association with such third party or any other reason which are not subjected to your performance of duties.

Your actions should be based on sound business rationale and shall be in respect of making any personal gains or any other private interest, failure of such the Company retains the right to terminate your employment immediately in the reason of dishonesty, fraud and conflict of interest.

8. Intellectual Property Rights

All Intellectual Property rights in any work or material developed/co developed/conceptualized directly or indirectly by you during the course of your employment shall be considered 'Works made for Hire' under the Intellectual Property laws and shall belong to and be the property of the Company and you confirm and accept that you shall not be entitled to claim any rights over any such Intellectual Property. If required by the Company, during or after the Employment Period, you shall assign and transfer in favour of the Company or, at the request of the Company, in favour of any of its subsidiary, affiliate or customers, all Intellectual Property rights in such works or materials and shall execute such deeds and documents, as the Company may require, to effectually vest in the Company, any of its subsidiary, affiliate or customers as the Company may require, any and all Intellectual Property rights and benefits in such works or materials. In performance of your duties and responsibilities you shall not use or infringe any intellectual Property or rights of the Company or of any other third party/s.

9. No Conflicting Obligations

You understand and agree that by accepting this offer of employment, you represent to the Company that your performance will not breach any other agreement to which you are a party and that you have not, and will not during the term of your employment with the Company, enter into any oral or written agreement in conflict with any of the provisions of this agreement or the Company's policies.

You are not to bring with you to the Company, or use or disclose to any person associated with the Company, any confidential or proprietary information belonging to any former employer or other person or entity with respect to which you owe an obligation of confidentiality under any agreement or otherwise. The Company does not need and will not use such information and we will assist you in any way possible to preserve and protect the confidentiality of proprietary

information belonging to third parties. Also, we expect you to abide by any obligations to refrain from soliciting any person employed by or otherwise associated with any former employer and suggest that you refrain from having any contact with such persons until such time as any non-solicitation obligation expires.

10. Adherence to Company's Human Resource Policies

As an employee, you shall adhere to the Company's standards of professionalism, loyalty, integrity, honesty, reliability and respect for all. Please note that the Company is an equal opportunity employer. The Company does not permit, and will not tolerate, the unlawful discrimination or harassment of any employees, consultants, or related third parties whether on the basis of sex, race, color, religion, age, national origin or ancestry, marital status, mental or physical disability or medical condition, sexual orientation, pregnancy, childbirth or related medical condition, or any other status protected by applicable law. Any questions regarding this Equal Employment Opportunities statement should be directed to Human Resources. You are required to apprise yourself with all the policies of the Company immediately on commencement of employment with the Company and from time to time for any amendments or additions to such policies. You agree that your execution of this agreement constitutes your agreement to be bound by all the policies of the Company as are in force on the date of commencement of your employment, including any amendments or additions thereto from time to time. You acknowledge that the breach of Company policies is likely to be regarded as gross misconduct.

11. Termination

You are required to give a minimum of **30 days'** written prior notice or payment in lieu of notice if you choose to terminate your employment. All benefits cease upon termination of employment. Your employment with the Company shall be automatically terminated upon your death or upon you reaching the age of sixty.

The Company shall be entitled at its absolute discretion to terminate your employment by giving a **30 days'** notice or by paying **30 days'** proportionate compensation in lieu of any such **30 day** notice, if you are deemed to be a confirmed employee.

The Company may terminate your employment as punitive dismissal without notice and without a payment in lieu of notice in the event that you: (a) are guilty of any act of dishonesty or serious misconduct; (b) act in a way which in the view of the Company brings you, the Company or any Group Company into disrepute; (c) are convicted of a criminal offence (other than a driving offence for which a fixed penalty notice issued); (d) have made any misrepresentation, false statements or omitted any material facts in connection with this application (e) have committed any serious breach or (after warning in writing) any repeated or continued material breach of your obligations to the Company; (f) are declared bankrupt or compound with your creditors or (g) in the event of a material breach as per clause 12.

12. Event of Breach

You shall be deemed to have committed an event of breach ("Event of Breach") if you:

- a. Neglect or fail to attend to the business of the Company or fail to comply with the directions of the Company;
- b. Engage in any other business or activity in an executive capacity without the prior written consent of the Company;
- c. Are adjudged an insolvent or apply to be adjudged an insolvent or make an arrangement pertaining to such insolvency with my creditors;
- d. Commit an act of dishonesty or fraud, which causes material harm to the business and reputation of the Company.
- e. Are convicted of a felony, or a misdemeanor or gross misdemeanor relating to an act of dishonesty or fraud against, or a misappropriation of property belonging to the Company;
- f. Engage in abuse which substantially impairs your ability to perform the duties and obligations of the employment or causes material harm to the business of the Company which is not remedied within 15 (fifteen) days after notice thereof from the Company;
- g. Personally engage in any act of moral turpitude that causes material harm to the business of the Company which is not remedied within 15 (fifteen) days after notice thereof from the Company; or
- h. Breach in any material respect the terms of this Agreement or Non-disclosure agreement or Non-Compete Agreement as per Annexure 2 and 3 to this agreement.

13. Garden Leave

You further covenant and agree that if you decide to terminate your employment with the Company, you are obligated to serve a notice period of **30 days** as per Clause 11. Your employment shall be terminated at the discretion of the Company. In addition to the foregoing (and not in limitation thereof) on sole discretion of the Company, the Company may direct you to not directly or indirectly engage in any other business or employment or provide any consultancy including but not

limited to any activity that is competitive with or adverse to the Company's business for a period of two years after the date of termination of your employment.

Also, before the termination of your employment i.e., during your notice period, the Company shall be under no obligation to provide you with work during such period to terminate your employment (or any part thereof), whether such notice is given by the Company or by you. During such period the Company may: (a) require you to carry out different duties from your normal duties; (b) require you not to attend at work; (c) require you to cease carrying out your duties altogether or to cease having any business dealings with the Company's employees, consultants, suppliers, customers and prospective customers; and/or (d) exclude you from any premises of the Company or any Group Company. You will continue to receive your compensation and all contractual benefits provided by your employment. During such period your duties of good faith and loyalty will continue to apply and without limitation, you must comply with clause 14.

14. Company Property

You may not, except in the proper performance of your duties or with the Company's permission: (a) remove any property belonging to the Company or any Group Company or relating to their affairs from their premises; or (b) make any copies or summaries of any documents or data relating to the Company, any Group Company, their advertises, users or their respective affairs.

Upon the Company's direction at any time and, in any event, on the termination of your employment: (a) you will immediately deliver up to the Company all property in your possession or control which belongs to the Company or any Group Company or relates to their business affairs, and which includes any plans, keys, mobile telephone, security passes, credit cards, customer lists, price lists, equipment, documents, records, papers, computer disks, tapes, computer hardware, memory, medium or devices (together with all copies of the same); and

(b) if you have any information relating to the Company, any Group Company, their users or advertises or work you have carried out for the Company or any Group Company which is stored on a device or medium (which for the purpose of this Agreement includes any personal computer, web-server, personal digital assistant, mobile telephone, memory, disk or any other storage medium) which does not belong to the Company, this must be disclosed to the Company and the Company shall be entitled to download the information and/or supervise its deletion from the device or medium concerned. You will, at the Company's request, furnish the Company with a written statement confirming that you have complied with your obligations under this clause.

15. No Dual Employment/ Second Appointment

You shall not, during the continuance of this engagement, be engaged, concerned, or interested directly or indirectly, in any other occupation, business or employment whatever without the previous consent in writing of the Company, but shall devote your time, attention and abilities exclusively to the performance of your duties hereunder and shall in all respects obey and conform to the Company's orders and regulations, and well and faithfully serve the Company, and use best endeavors to promote the interests hereof, and of the business in which you shall for the time being be engaged. During such time as you may be engaged in connection with the business of any of the group Companies you shall at all times readily conform to obey and execute all lawful orders which may be issued to you by such group Company.

16. Miscellaneous

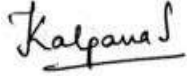
Whilst nothing in this Agreement limits your common law or statutory duties, this Agreement is the entire agreement between the parties and is in substitution for any previous contract of employment or understanding between the Company or any Group Company and you relating to your employment. You represent and warrant that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement and there are no other agreements or arrangements (whether written, oral or implied) between you and the Company or any Group Company.

Your rights under any employee benefit plans, any share option or other equity incentive plan or any similar arrangement in which you participate from time to time (the "Benefits") shall be exclusively governed by the rules of such plans. You shall have no rights under any employment agreement (or any alleged breach of it), whether on termination (whether lawfully or in breach) or otherwise, to any damages for breach of contract in respect of the loss of any Benefits or any rights (including the grant or vesting of any share options or equity incentives) that you may have received had you have continued to have been employed.

You acknowledge that this Employment Agreement with the Company respect to the subject matter hereof and supersedes all prior agreements and arrangements relating to the subject matter hereof. It may be changed, modified and amended only by an agreement in writing and signed by the Company and the parties hereto. You agree that in the event of any conflict between the terms and conditions of this Employment Agreement and any other arrangement or

agreement, including any employee stock option plan, but excluding the Subscription Agreement, the terms and conditions of this Employment Agreement shall prevail. We welcome you to the **Homevista Decor and Furnishings Private Limited** and look forward to your significant personal and professional growth during your association with us.

With best wishes,
For Homevista Decor and Furnishings Private Limited



Kalpana Swaminathan
Senior Vice President - Human Resources

Annexure-1

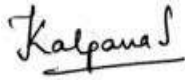
Salary Structure in Indian Rupees

Name: Ismail Ameer Khan

Salary Computation		
Components	Per Annum	Per Month
Basic	1,40,000	11,667
HRA	70,008	5,834
Special Allowance	1,18,392	9,866
Provident Fund Employer	21,600	1,800
Fixed CTC	3,50,000	29,167
Cost to Company	3,50,000	29,167
Deductions		
Provident Fund Employer	21,600	1,800
Provident Fund Employee	21,600	1,800
Professional Tax	2,400	200
Take Home	3,04,400	25,367

Gratuity will be payable as per Payment of Gratuity Act, 1972 only at the time of completion of employment with the Company. You shall be eligible for the medical insurance as per the Company policy.

For HOMEVISTA DECOR AND FURNISHINGS PRIVATE LIMITED



Kalpana Swaminathan
Senior Vice President - Human Resources

EMPLOYEE NON-DISCLOSURE AGREEMENT

This Employee Non-Disclosure Agreement, (hereinafter known as the "Agreement") is made on Mar 15, 2022 by and between:

HOMEVISTA DECOR AND FURNISHINGS PRIVATE LIMITED, CIN: U74999KA2014PTC074222, a Company incorporated under the Companies Act, 1956, having its registered office at 728, grace Platina, 1st – 3rd floor, CMH Road, Indiranagar, Bengaluru- 560038 (hereinafter referred to as the "Company")

AND

the Employee the particulars of whom are as follows:

PARTICULARS OF THE PERSON

1. Name: **Ismail Ameer Khan**
2. Residential Address: Saptagiri Gents PG , 10th Main Road, Geetha colony, 4th T Block East, 4th block, Jayanagar, Bangaluru,karnataka,560041
3. Father's Name: Idris Ali Khan
4. Date of Birth: 19/03/2000
5. PAN: ANVPI2286E

Article I: Scope of Agreement

This Agreement acknowledges that certain confidential information, trade secrets, and proprietary data (hereinafter defined and referred to as "Confidential Information") of or regarding the Company may be discussed between Employee and the Company (hereinafter known collectively as the "Parties"). The provisions set forth in this Agreement define the circumstances in which the Employee can and cannot disclose Confidential Information, and include the remedies, penalties and lawful action the Company may take should such information be used or disclosed by Employee. Both Parties agree that it is in their best interests to protect the Company's Confidential Information, and that the terms of this Agreement create a bond of trust and confidentiality between them. In consideration of Employee's commencement of employment, or continued employment with the Company, the Parties agree as follows:

Article II: Confidential Information

A. Definitions: Confidential Information is any material, knowledge, information and data (verbal, electronic, written or any other form) concerning the Company or its businesses not generally known to the public consisting of, but not limited to, inventions, discoveries, plans, concepts, designs, blueprints, drawings, models, devices, equipment, apparatus, products, prototypes, formulae, algorithms, techniques, research projects, computer programs, software, firmware, hardware, business, development and marketing plans, merchandising systems, financial and pricing data, information concerning investors, customers, suppliers, consultants and employees, and any other concepts, ideas or information involving or related to the business which, if misused or disclosed, could adversely affect the Company's business.

B. Period of Confidentiality: This Agreement will be effective from the date hereof and be valid during the Employee's employment with the Company or anytime thereafter. Upon termination, the Employee will, as directed by the Company at its option, return or destroy all Confidential Information, and no Confidential Information will be stored by the Employee in any form. Within 7 (seven) days after the request of the Company, the Employee will certify in writing, that all Confidential Information has been returned or destroyed. Notwithstanding the return or destruction of Confidential Information or the termination of this Agreement, the Parties will continue to be bound by their obligations of confidentiality hereunder, for 1 (one) years from the date of the termination of employee's employment with the Company.

C. Limitations: Employee shall limit access to Confidential Information to individuals on a strictly need-to-know basis, involving only those who are carrying out duties related to the Company and its business. Individuals under the Employee's command (affiliates, agents, consultants, representatives and other employees) are bound by and shall comply with the terms of this Agreement.

D.Ownership: All repositories of information containing or in any way relating to Confidential Information is considered property of the Company. The removal of Confidential Information from the Company's premises is prohibited unless prior written consent is provided by the Company. All such items made, compiled or used by the Employee shall be delivered to the Company by Employee upon termination of employment or at any other time as may be directed by the Company.

E.Use of Confidential Information: All Confidential Information: (a) will remain the property of the Company; (b) will be treated as confidential by the Employee, taking such action as will be necessary or desirable to preserve and protect the confidentiality of the Confidential Information; (c) will remain the intellectual property of the Company and the Employee will have no rights to the Confidential Information, except the limited right to use the Confidential Information in accordance with this Agreement; and (d) will not be disclosed to any third party other than the Employee. In the event that the Employee or any of its authorized representatives becomes legally compelled (including, without limitation, by law, or as part of a judicial or administrative proceeding (including, without limitation, by deposition, interrogatory, request for information or document, civil or criminal investigative demand or otherwise)) to disclose any of the Confidential Information, the Employee will provide the Company with immediate written notice of such requirement so that the Company may seek a protective order or other appropriate remedy or waive compliance with this clause 6. In the event the Employee becomes compelled to disclose any of the Confidential Information in the circumstances stipulated above, the Employee will only disclose such information to the extent that the Employee is advised by written opinion of its legal advisers that they are so compelled to disclose (with copies of such written opinion to be given to the Company). The Employee will exercise its reasonable efforts to ensure that, to the maximum extent possible in the circumstances, confidential treatment will be accorded to such information.

F.Employee Obligation: Employee, unless directed by the company, either during the tenure of his/her employment or thereafter disclose, divulge, or communicate to any person or persons whatsoever any information of a secret or confidential character relating to the trade or business of the Company or to the strategies, plans, methods, process, or by any of them or to any activities or experiments made by them, or any of them, or by any persons in their employ, or relating to the prices paid or charged by, or the customers or suppliers of the Company or its Group Companies.

Article III: Entire Agreement

A.Previous Agreement: This Agreement constitutes the entire agreement between the Parties relating to the subject matter hereof, and all prior agreements, understandings, writings, or negotiations, whether written or oral, are hereby superseded. No failure or delay by either party in exercising its rights hereunder will operate as a waiver thereof. This Agreement may not be waived or amended except by written agreement of both Parties.

B.Modifications and Amendments: No modifications, amendments, changes or alterations can be made to the Agreement unless in writing and signed by authorized representatives of both Parties.

C.Successors and Assigns: This Agreement shall be binding upon the successors, subsidiaries, assigns and corporations controlling or controlled by the Parties. The Company may assign this Agreement to any party at any time, whereas Employee is prohibited from assigning any of their rights or obligations in the Agreement without prior written consent from Company.

Article IV: Nature of Relationship

A.Non-contract: The Agreement does not constitute a contract of employment, nor does it guarantee continuing employment for the Employee.

B.Non-partner: The Agreement does not create a partnership or joint venture between Company and Employee. Any financial arrangements made between both Parties shall not be included in this Agreement but must be disclosed in a separate document.

Article V: Severability

Any provision within the Agreement (or any portion thereof) deemed invalid, unlawful or otherwise unusable by a court of law shall be dissolved from the Agreement and the remainder of the Agreement shall continue to be enforceable. A severed provision shall not alter the integrity of the Agreement, and the terms set forth in any severed provision shall be construed in such a way as to interpret the purpose for which it was drafted.

Article VI: Governing Law

A. This Agreement shall be governed by and construed in accordance with the laws of India and, courts at BENGALURU will have the exclusive jurisdiction in respect of any matter or dispute connected with this Agreement.

B. If any dispute or claim between the Parties arises out of or in connection with this Agreement ("Dispute"), such Dispute will be referred to and finally resolved by arbitration in accordance with the provisions of the (Indian) Arbitration and

Conciliation Act, 1996 or any modifications thereof, by a sole arbitrator. The place of arbitration will be BENGALURU The language to be used in the arbitral proceedings will be English. The cost of arbitration will be equally divided between the Parties except counsel fee.

Article VII: Immunity

Disclosing Confidential Information to an attorney, government representative or court official in confidence while assisting or taking part in a case involving a suspected violation of law is not considered a breach of this Agreement. Should the Employee be required to disclose Confidential Information by law, the Employee shall provide Employer with prompt notice of such request.

Article VIII: Breach of agreement

A.Cause for Action: Employee understands that the use or disclosure of any Confidential Information may be cause for an action at courts of Bengaluru and that the Employer shall be entitled to an injunction prohibiting the use or disclosure of the Confidential Information.

The Employee will indemnify the Company and its subsidiaries and group companies, and its directors, officers, representatives, employees or agents against all claims, actions, damages, losses, costs (including solicitor and client costs on an indemnity basis) and expenses howsoever and whatsoever incurred by the Company and its subsidiaries, group companies, and/or its respective directors, officers, representatives, employees or agents may incur or be subjected to as a result of or in connection with any breach by the Employee or any of its authorized representatives of this Agreement.

B.Injunctive Relief: The Employee understands and agrees that the use or disclosure of Confidential Information could cause the Company irreparable harm and the Company has the right to pursue legal action beyond remedies of a monetary nature in the form of injunctive or equitable relief. This may be in addition to any other remedy, penalty or claim the law can provide.

C.Notice of Unauthorized Use or Disclosure: Employee is bound by this Agreement to notify the Company in the event of a breach of agreement involving the dissemination of Confidential Information, either by the Employee or a third party, and will do everything possible to help the Company regain possession of the Confidential Information.

Article IX: Prevailing party

In a dispute arising out of or in relation to this Agreement, the Company shall have the right to collect from the Employee its attorney fees, costs and necessary expenditures.

Signed and delivered for and on behalf of

HOMEVISTA DECOR AND FURNISHINGS PRIVATE LIMITED



Name: Kalpana Swaminathan

Title: Senior Vice President- Human Resources

Annexure-3

NON-COMPETE AGREEMENT

This Non-Compete Agreement (herein referred as "NCA") is executed on Mar 15, 2022.

THIS AGREEMENT ENTERED INTO BETWEEN

HOMEVISTA DECOR AND FURNISHINGS PRIVATE LIMITED, CIN: U74999KA2014PTC074222, a Company incorporated under the Companies Act, 1956, having its registered office at AWFIS, 3rd floor, Samrah Plaza, Shanthala Nagar, Ashok Nagar, St. Marks Road, Bengaluru - 560001 (hereinafter referred to as the "Company")

AND

the Employee the particulars of whom are as follows:

PARTICULARS OF THE PERSON

1. Name: **Ismail Ameer Khan**
2. Residential Address: Saptagiri Gents PG , 10th Main Road, Geetha colony, 4th T Block East, 4th block, Jayanagar, Bangaluru,karnataka,560041
3. Father's Name: Idris Ali Khan
4. Date of Birth: 19/03/2000
5. PAN: ANVPI2286E

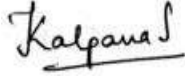
THE AGREEMENT WILL BE IN ACCORDANCE WITH THE FOLLOWING ON THE TERMS, CONDITIONS, AND COVENANTS SET FORTH IN THIS AGREEMENT

1. Compete:

- (a) During the Employment Period and for a period of at least two years after the Employment Period, you shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) or form you own company or do business which is similar to the business of the Company nor engage in any activity that conflicts with your obligations to the Company;
 - (b) For a period of at least two years after the termination of Employment Period, you shall not be employed directly or indirectly carry on, assist, engage in, be concerned, or participate in any of the Competitors business included but not limited to the illustrative list as mentioned in Annexure A.
2. **Solicit Business:** During the Employment Period and for a period of at least two years after the Employment Period, you shall not solicit, endeavour to solicit, influence or attempt to influence any client, existing or prospective customers or other person, directly or indirectly, to purchase his product in lieu of Company's products and/or services, to any person, firm, corporation, institution or other entity in competition with the business of the Company;
 3. **Solicit Personnel:** During the Employment Period and for a period of at least two years after the Employment Period, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become an employee of or directly or indirectly offer services in any form or manner to himself or any person or entity which is a competitor of the Company.
 4. You shall not at any time make any negative or disparaging statements or comments about the Company, including the Company's business technologies, market position, employees, performance, services, and other similar information concerning the Company, either as fact or opinion.
 5. You acknowledge and agree that the compensation stated in Annexure 1 of your appointment letter is sufficient consideration for you to agree to non-compete and non-solicitation.
 6. You acknowledge and agree that violation of the covenants and obligations with respect to non-compete and non-solicitation as set forth above will cause the Company irreparable injury. Therefore, you agree that the Company shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of Bengaluru jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations. These injunctive remedies are cumulative and are in addition to any other rights and remedies that the Company may have against you as provided under laws.

7. You further understand and accept that any violation of the above terms by you would be treated as a breach of the terms of the Employment Contract and Entitle Homevita Decor And Furnishings Private Limited to proceed against you in law. You confirm that you have read and fully understood this Agreement and accept the terms of this Agreement and further accept that this Agreement is co-terminus with your Employment Agreement.

For HOMEVISTA DECOR AND FURNISHING PVT LTD



Kalpana Swaminathan
Senior Vice President - Human Resources

Annexure- A

ILLUSTRATIVE LIST OF COMPETITORS

1. Pepperfry
2. Fabfurnish
3. Sleek World
4. Elenza Retail & Dealer Stores
5. LivSpace
6. Customfurnish
7. Capricoast
8. Godrej Interio
9. Home Stop
10. Home Centre
11. Urban Ladder
12. Welfurn
13. Ambadas
14. My Gubbi
15. Orange Gubbi
16. Spacewood
17. Home Town
18. Johnson Kitchens
19. Home Expert
20. Luxus
21. IKEA
22. U&Us
23. ModSpace
24. Other companies that are selling modular furniture through a retail format.

Mr. Abdul Samad C T
Mafas House, Kottakkal, Iringal
Calicut – 673 521,
Kerala.

5th May 2022

Dear Mr. Abdul Samad,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as 'Site Engineer' in our organization with effect from 10th May 2022. Kindly report for duty at our Project Bangalore.

Please note that you will be on 12 months probation and will be paid a monthly consolidated salary of Rs.20,000/- (Rupees Eighteen Thousand Only). You will be entitled for Health Insurance as per company policy effective from your date of joining. Kindly note that PF, TDS/PT and other statutory deductions, will be as per applicable laws.

On confirmation, you shall be entitled to other benefits i.e., Leave, Bonus as per your performance & any other benefits as per companys rules & entitlements as amended from time to time.

You will report to the Project Manager at site and will complete the task of Civil Works & Supervision at the project sites assigned to you.

Your appointment and continuance are subject to your remaining medically fit at all times.

During your employment with us, you will abide by the working hours of the office without any extra remuneration and shall keep confidentiality in all companys matters for which you shall be liable.

Kindly note that you will be required to give one months notice in the event of leaving the organization.

Your services are also transferable to any of our companys offices (either existing or to be set up in future) purely at the discretion of the management on the same terms & conditions.

You will be governed by the rules & regulations of the organization as formulated from time to time.

We are happy to welcome you to the Bearys fold & hope that you will stay & grow with us & contribute a great deal for the continued success of **Bearys Group** and **Bearys education**.

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

Yours truly,
For **BEARYS PROPERTIES & DEVELOPMENTS PVT. LTD.**


SYED MOHAMED BEARY
CHAIRMAN & MANAGING DIRECTOR

ACCEPTED BY ME

OFFER OF EMPLOYMENT

Date: 11-Apr-22

It is our pleasure to extend an offer of employment to work for (Branch of SinoHydro Corporation Ltd.-KSA). Further Details of the Terms and condition of employment are contained in the employment agreement.

The Terms & conditions of the offer are as below:

Name:	Salim Hameed.
Nationality:	Indian.
Position:	Telecom Draftsman.
Department:	Technical.
Location:	Office/Remote Site
Employment Terms:	One year Contract Renewable.(3 Three months on probation from signing contract)
Employment Status:	Family Medical Insurance covers only.
Monthly Basic Salary:	SAR 4,875
Housing:	SAR 1,875.
Transportation:	SAR 750.
Insurance Class:	company provided at authorized clinics/hospital thru Bupa insurance
Service Award:	As per Saudi Labor Law
Annual leave:	30 days after 11 months./ Yearly ticket for employee (not replace cash) .
Mobile:	+966 539367730
Email Address:	salimhmt123@gmail.com
Total :	SAR. 7,500 (for 10 hr)

Please sign below as you acceptance of this letter. If you don't apply within 3 days , this offer will be nullified automatically.

I Salim Hameed. Accept the position as Telecom Draftsman.

And The date of joining the work will be considered from the date of signing the work contract. Other than that, it is not the date of joining a job.




General Manager

Annex2

Date: June 1st 2022

Ms. Afra Anjum H

C/O : Hidyath Ulla S M, tukaram rao building,
ward no 5 opp bank, avadani nagara, VTC : Hiriya, PO : Hiriya sugar Factory,
Sub District : Hiriya, District : Chitradurga, State ;
Karnataka, Pin code : 577599

Name of the Employee : Ms. Afra Anjum H
Designation : Junior Technical Trainer
Location : Bangalore
Department : Training

Compensation Package (From 4th Month)

Monthly salary : INR 22,050.00
PT : INR 200.00
ESIC : INR 666.00

Yearly Fixed CTC : INR 2,75,000.00 (Two Lakh Seventy Five thousand Indian rupees only.)

Yearly no leave Bonus : INR 60,000.00 (sixty thousand Indian rupees Only)
Given at year end on Quarterly Basis based on the when the employee leaves as per the leave policy. Yearly leaves must not cross more than 18 i.e 12 casual leaves and 6 sick leaves. Sick leave must be informed before 9 a.m and casual leave must be informed 7 days in advance)

Yearly performance Bonus : INR 65,000.00 (sixty five thousand Indian rupees Only)
Given at year end on Quarterly Basis based on the performance of the trainer. There should be no escalations regarding class start and end timings and 80% of the students must understand the concepts explained .)

Total CTC : INR 4,00,000.00 (Four Lakh Indian rupees Only)

Expertise Contracting Company

expertise	Business Unit	Document Ref No.:	Rev. No.	Effective Date	Page No.
	President & CEO Office	FM-DIV00-0015	00	30 th January 2022	1 of 1
OFFER LETTER					

Date: 9/25/2022

Dear : Mr. Mohammad Shaz
Passport No : T7936360

We are pleased to present to you our offer of employment with the M/s. Expertise Contracting Company Ltd. based on the following employment terms and conditions. Please review this summary of terms and conditions for your anticipated employment with us:

Sl-no	Descriptions	Entitlements
1	Visa Status	Single
2	Position's Title	SBM/FW/PR
3	Basic Salary	2500
4	Overtime	Not Applicable
5	Accommodation & Food	Provided by the Company
6	Transportation Facility	Provided by the Company
7	Employment contract duration	6 to 9 Months
8	Air Tickets	Round Tickets Provided by Company

BASIC TERMS:

- All the above subject and terms will be governed as per the company policies time to time implemented.
- The offer is subject to your **Short Term work Visit visa endorsement** requires approval from the concerned respective state authorities.
- Contract is subject to renewal based on the project requirements and your performance during the period of your deployment.
- Upon acceptance of the offer, a formal contract between you and the Company (**Expertise Contracting Company Ltd**) will be drawn up in accordance with the labor regulations of the Kingdom of Saudi Arabia.
- All other terms and conditions are according to Saudi Labor Law and Board Resolution No. 01, s. 2014 of Expertise Board of Directors.
- You are required to provide us copies of following documents; your Passport, Academic Certificates, relieving letter (if available) on your arrival & joining our company at our HRA
- Should you accept this offer letter, we look forward to having you in our organization and we are confident that this will result in a mutually advantageous relationship. Should you have any queries, please do not hesitate to contact the under-signed.



Human Resources Manager

Vice President (HRA/Ops)

President

MOHAMMAD SHAZ <i>Employee Name & Surname</i>	 <i>Employee Signature</i>	 <i>Expected Joining Date</i>
---	--	----------------------------------



EMPLOYMENT OFFER

November 1, 2022

Mr. Suhan Ashraf
National ID. No.: 2520478575

Further to our interview with you, Ocean Pearl Trading Corporation is pleased in offering you this Employment offer in accordance with the following terms and condition.

Main Benefits

Job title: **Site Engineer**
Basic salary: SR.6,200.00 per Month
Housing: Quarterly
Transportation: Quarterly

Other Benefits

Annual Leave: 21 days paid leave for each 12 months service
Annual Air Ticket: TO & FRO Air Ticket for Self to Native One in a year
Medical: As per company policy

This is only an employment offer not a contract, an employment contract will be entered into effect between yourself and Ocean Pearl Trading Corporation on your first working day with us.

Regards,

From
Ocean Pearl Trading Corporation

Personnel Management



NTT DATA Global Delivery Services Private Limited

Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000



November 01,2021

Ms. AFREEN AFREEN

1-304, RAMALKATTE CAR WASH SERVICE STATION, RAMALKATTE, THUMBE GRAMA PANCHAYATH ROUTE, THUMBE, BANTWAL TALUK, DAKSHINA KANNADA DISTRICT, KARNATAKA- 574143, BANTWAL TALUK, DAKSHINA KANNADA DISTRICT , INDIA

Dear AFREEN,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you a position in NTT DATA Global Delivery Services Private Limited ("the Company", which expression shall unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors-in-title and assigns), as a **Services IT Development Program Senior Associate II** in Salary Grade **5** at the office of the Company in **Bangalore**.

The following are the terms and conditions:

- 1) Your total compensation and benefits will be as per the enclosure as in **Annexure-A**. All the tax liabilities on the entire compensation, at present or in the future, shall be borne by you.
- 2) You will be on probation during the first six (6) months of your joining the Company. You would be confirmed in the services of the Company based on your performance review at the end of the probation period. In case your performance is found to be unsatisfactory, your services are liable to be terminated or your probation period might be extended as per the discretion of the Management.
- 3) Your role, duties and responsibilities will be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Company. You agree to serve the Company faithfully and perform such duties as may be entrusted by your assigned supervisor(s) as authorized by the Company from time to time.
- 4) During the term of your employment you agree to devote your entire energy, full and undivided attention exclusively to provide services to the Company/ its clients and commit that you will not represent, handle or otherwise undertake any other business activity, it being clearly understood that you will devote your full working time exclusively to the Company's work and business. You will not carry on, without prior permission in writing, any lecturing or any business, either alone or in partnership, or be directly or indirectly employed or be concerned with any business, trade or profession whatsoever as a principal or an agent or otherwise, take up any office or place/ position of profit or serve any other company as an agent/ partner/ employee or in any other capacity during the term of your employment with the Company. Breach of this condition shall lead to immediate termination of your services by the Company without any notice or compensation.
- 5) You agree and represent to the Company that you are not subject to any other existing contract, which would affect or impede your ability to perform in accordance with this letter.
- 6) This agreement may be terminated by providing a notice in writing on either side or salary in lieu of such notice. As per the Company's current policy, the notice period is 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Your relieving from the services however, depends on the satisfactory completion of any assignment(s) you are working on during the said notice period and the completion of hand over formalities as defined by your supervisor. Please bear in mind that the Company's policies (including the one pertaining to notice period / separation) are subject to changes from time to time and you will be communicated of those changes in a timely manner.

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- 7) The Company, at its discretion, can ask you to continue in service during the period of notice and need not necessarily accept salary in lieu of notice from you. The Company may, however terminate your services without any notice or compensation in the event of:
 - a) You remaining absent from work without authorization or reasonable explanation for more than three (3) consecutive days. It would be considered as voluntary abandonment of duties and your name would be struck off from the rolls. Further, you will be liable to pay the Company, including without limiting, an amount in lieu of the notice period.
 - b) Incompleteness of documents or misrepresentation of facts provided during the hiring process. Further, in addition to termination without any notice or compensation, the Company shall have the right to claim from you the damages equal to the amount spent by the Company in recruiting you and for conducting your background verification. You agree that the damages are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.
 - c) Any breach or refusal to carry out your duties or responsibilities or refusal to carry out tasks assigned to you by those in authority.
 - d) Any reasonable suspicion of misconduct, disloyalty, commission/omission of an act involving moral turpitude, any act of indiscipline or inefficiency.
- 8) It is hereby agreed by and between the parties that in case you leave the services of the Company out of your own will without serving on the Company the prescribed written notice or salary in lieu there of, the same shall constitute a substantial breach. In such event, you agree that all sums advanced or to be advanced hereafter or paid or otherwise expended on your behalf or on your account and any other expenses lawfully incurred by the Company in connection with your probation/ training/ employment shall be paid back by you to the Company.
- 9) Upon joining the Company you shall enter into the confidentiality undertaking as a condition of your employment hereunder. Upon the termination of your employment, you will return to the Company all papers, notes, records, documents and other properties that was used created or controlled by you or happened to come across or become known to you during your tenure of service relating to the business or affairs of the Company or any of its associates or branches or their clients and will not retain any copies or extracts of the same.
- 10) You will be entitled to leave and other fringe benefits as per the policies of the Company that may be in effect from time to time.
- 11) The Company is a member under the Provident Fund scheme and registered under the Employee Provident Funds and Miscellaneous Provisions Act, 1952. You will be required to be a member of the Provident Fund scheme subject to the act and rules.
- 12) You hereby give your consent for carrying out background verification which may include education, past employment, criminal background check, pending litigation, medical test and any other verifications as may be required by the Company or its clients from time to time.
- 13) This appointment is subject to:
 - a) You furnishing the Company with a relieving letter as requested on or before the date of joining from all your previous employers including your most recent employer.
 - b) The Company receiving satisfactory reports from all references cited in your application.
 - c) The Company may, at its discretion, require the background verification or any part thereof, to be carried out (i) prior to your joining the Company (ii) at any time after your joining the Company or (iii) as and when you may be assigned or seconded to its clients. In the event of your background verification being negative, the Company shall have the right at its sole discretion to initiate appropriate action including termination of your employment.

- 14) The Company has a Zero Tolerance policy towards unethical behavior:
- a) If it comes to the notice of the Company at any time that any of the details provided by you is false, the Company reserves the right to terminate your services with immediate effect without paying any salary in lieu of the notice period.
 - b) Your conduct at all time should reflect observance of the national and local laws and the rules and regulations of the Company that are in effect. These may change from time to time and you have a duty to be in step with the changes. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.
- 15) The Company reserves the right to depute / transfer your services to any other location or group company in consistence with the Company's interest.
- 16) At any time during your employment the Company, in its sole discretion, may require you to work remotely either temporary or on permanent basis in accordance with the Company's Global Remote worker policy. In such cases the employees are expected to have a suitable remote work area.
- 17) You covenant and agree that for a period of one (1) year following your resignation, relieving, retrenchment or termination of your employment for any reason whatsoever, you shall not directly or indirectly do any of the following:
- a) Solicit or accept any business from a person, firm or corporation that is a customer of the Company during the term of your employment with the Company.
 - b) Solicit or accept any business from any person, firm or corporation that is prospective customer of the Company with whom you had any dealings on the Company's behalf during the term of your employment with the Company.
- 18) Any delay or non performance of any of the provisions of this letter, to the extent caused by the condition beyond the control of the Company, including strike, lockouts, work stoppages (including industrial action of any kind which requires the Company and you to accept the terms of settlement) which the Company considers unacceptable to the business ("Force Majeure Event") shall not constitute breach of this letter and the time for performance of such provision, if any, shall be deemed to be extended, for a period equal to the duration of the conditions preventing performance. However, Force Majeure Event shall not include:
- a) Any event which is caused by the negligence or is intentional of any party to this letter.
 - b) Insufficiency of funds.

The Company affected by an event of Force Majeure Event shall communicate to you of such event as soon as possible and in any not later than fourteen (14) days, following the occurrence of such event and will take all reasonable steps to mitigate the effects thereof.

When the Force Majeure Event ceases, the parties shall resume their responsibilities under the terms of this letter within seven (7) working days, or, if the same is not possible within the said time period, then as soon as reasonably and commercially possible.

In the event that a Force Majeure event materially frustrates this letter and has prevented, or if the Company reasonably believes that such event occurred to prevent, timely performance hereunder for a period of more than one (1) month, then the Company may temporarily take reasonable steps to mitigate its potential damage, including procurement of services from such other sources as will be satisfactory to meet the Company's requirement for the period of the Force Majeure Event. If a Force Majeure Event materially frustrates this letter and if the parties are unable to perform due to a Force Majeure Event for more than two (2) months, either party may terminate this letter without any further obligation, provided however, that any outstanding amounts are paid by the Company to you and vice-versa.

- 19) The Company will collect and process certain personal information in relation to your employment with the Company. You hereby acknowledge and consent to the collection, use, storage and processing of your personal information, including Sensitive Information, for the purpose of administering your employment with the Company, including for the purposes of administering employment related benefits, maintaining employee records, and conducting background verification and performance reviews. You also agree and consent to the transfer or disclosure of your personal information and Sensitive Information to the Company's affiliates, parents, and third-party service providers. You acknowledge and accept that these recipients may be located within or outside of India, in a country which may have different data privacy laws applicable.

The term 'Sensitive Information' means and includes such personal information that relates to your passwords, physical, physiological, or mental health condition, sexual orientation, medical records, financial information and biometric information. You hereby consent to the processing of your personal information in the manner described above, whether by the Company or any service provider on behalf of the Company."

- 20) You declare that you have not suffered or are suffering from any mental disease/ deficiency/ disorder and also declare that you are having sound physical and mental health to work with the Company.
- 21) You declare that you have not been convicted by any civil or criminal courts of law in India/ abroad.
- 22) You shall maintain a high level of ethics and code of conduct for a good and professional relationship at your work place. While on overseas deputation, as a representative of the Company, it is your moral responsibility to ensure that the image and reputation of the Company is not tarnished by your personal conduct.
- 23) If you breach any of the restrictions imposed herein, you agree to be liable for payment of estimated liquidated damages as may be determined by this letter.
- 24) You are required to join the Company on or before **November 01,2021** failing which, the Company at its sole discretion reserves the right to revoke the offer made to you.
- 25) You will retire from the service of the Company on the last day of the calendar month in which you attain the age of sixty two (62) years or earlier, in case you are found to be physically / mentally unfit to work any longer or for continued ill health as certified by a medical practitioner designated by the Company. Your date of birth as per our records is **October 26 , 1999**.
- 26) You will be governed by the statutory regulations / provisions and the laws and policies of the Company applicable to your position, which may be framed from time to time.
- 27) The agreement shall be construed in accordance with the laws of India. The parties agree to subject themselves to the jurisdiction of competent courts at Bangalore alone to try and adjudicate upon any matter concerning this agreement.
- 28) Any change in the above address of either your or the Company's shall be duly informed to the other party by the party whose address has changed within a period of seven (7) days from such change.
- 29) If no change has been intimated or received, the address mentioned above shall be deemed to be the address of the concerned parties.

If these terms are acceptable to you, kindly sign and return the duplicate of this letter in acknowledgement thereof.

We look forward to having you with us and we assure you an interesting and rewarding career with the Company.

**Yours sincerely,
FOR NTT DATA Global Delivery Services Private Limited**

***URMIMALA SARKAR
DIRECTOR - TALENT ACQUISITION***

I agree and accept employment on the terms and conditions mentioned in the letter. I shall be reporting to work on_____.

Signature:_____

Date: November 01,2021

Annexure - A

Compensation and Benefits			
Name	AFREEN AFREEN		
Designation	Services IT Development Program Senior Associate II	Grade	5
Joining Date	November 01,2021	Location	Bangalore
Fixed Compensation (A)			
Group 1	Monthly (₹)	Annual (₹)	
Basic Salary	₹ 16,667	₹ 200,000	
Group 2 (Allowances)			
The Flexible Compensation Plan (FCP) includes:		₹ 22,199	₹ 266,385
. House Rent Allowance			
. Leave Travel Allowance			
. Children Education Allowance			
. Children Hostel Allowance			
. Professional Development Allowance			
. Meal Pass			
. National Pension Scheme			
. Fuel & Maintenance*			
. Special Allowance			
Group 3 (Retirals)			
Provident Fund (12% of Basic Salary) Employer's Contribution	₹ 2,000	₹ 24,000	
Gratuity (4.8% of Basic Salary as per the provisions of the payment of Gratuity Act 1972).	₹ 801	₹ 9,615	
Total Fixed Compensation (Group 1 +Group 2+Group 3)	₹ 41,667	₹ 500,000	
Variable Compensation (B)		PEP	
Annual potential discretionary variable incentive**	Min	Maximum	
	0%	6.00%	
	₹ -	₹ 30,000	
Annual earning potential including fixed compensation	₹ 500,000	₹ 530,000	
Additional Benefits (C)			
Employer Contribution towards Employee Health Insurance (GMC)***	₹	8,000	
Remote working allowance****	₹	24,000	
Annual total benefits Cost	₹	32,000	
Total Compensation (Maximum cost to the company)	₹	562,000	

* PF contribution: If your basic salary is less than INR 15,000 per month, then for the purpose of PF computation and contribution, the sum total of basic salary and undeclared portion of the Special Allowance will be considered up to the extent of INR 15,000 per month. If your Basic salary is Rs. 15,000 or more, the PF contribution will be calculated on Basic Salary only.

** You are eligible for the annual discretionary variable incentive pay as per the program (“**PEP**”) in accordance with the terms and conditions of the applicable program assigned to you based on your job and business unit. The annual discretionary variable incentive pay may differ as it will be funded and paid based on the Company’s performance and individual performance and subject to the terms and conditions of the program applicable at that time. The annual discretionary variable incentive pay stated above may be withdrawn, changed or modified by the Company at its sole discretion, from time to time and will be notified to you as per the Company policy.

***There is no reimbursement of amount as this is a benefit provided by the Company to its employees and the premium payable towards the insurance will be borne by the Company which is subject to change year on year .Benefits under this Insurance Policy will be as per the rules of the insurance company.

****This is applicable only for employees up to grade 11 where Company at its sole discretion allows or requires certain employees to work remotely on a formal basis and if the position is conducive to such an arrangement.”

Please note that only your total fixed compensation will be visible in our internal navigator system and the variable/additional benefits will be as per the company policy/program.

Medical and Insurance Benefits
<p>Hospitalization Insurance You are covered under the Group Hospitalization Insurance Policy which covers self and eligible dependents for a maximum benefit of INR 3, 50,000.</p>
<p>Personal Accident Insurance You are covered under the Personal Accident Insurance for self as per Company policy.</p>
<p>Group Life Insurance Scheme You are covered under the Group Life Insurance for self as per Company policy.</p>
Other Benefits
<p>Discretionary Advance against Salary On confirmation, you will be eligible for discretionary salary advance upto a maximum of six (6) months basic salary for taking care of any medical emergencies for self and family members, as per the Company policy.</p>
<p>House Deposit Advance You are eligible for house deposit / advance upto a maximum of 10 months' rent or 6 months HRA or actual advance payment whichever is lower, as per the Company policy.</p>
<p>Salary Advance On confirmation, you will be eligible for salary advance up to a maximum of one (1) month gross salary for taking care of any personal emergencies for self, as per Company policy.</p>

The benefits stated above may be withdrawn, changed or modified by the Management at its sole discretion, from time to time and will be notified to you as per the Company policy. The eligibility shown is as per current policy and is subject to change from time-to-time as per the Company policy.

Yours sincerely,

FOR NTT DATA Global Delivery Services Private Limited

URMIMALA SARKAR
DIRECTOR - TALENT ACQUISITION

Annexure - A**Retention Bonus Payout Program****Term of Employment:**

We are pleased to inform you that you are eligible for the Retention bonus of 25% of starting base salary payable at 18 and 24 months (40/60 ratio). However there will be a modifier applicable on second payment based on performance.

You will be eligible for a potential retention bonus as stated above subject to You remaining as an active employee in good standing employed by the Company from the date of this Agreement through the "Retention Period; and Complying with all other conditions stated in this document and your letter of appointment.

The Company reserves the sole right to withdraw the retention bonus offered to you, if you on or before the completion of the term

- Leave the Company voluntarily, including job abandonment
- Are terminated for misconduct
- Are terminated based on your performance
- Refuse to accept travel assignments, if any

**Yours sincerely,
FOR NTT DATA Global Delivery Services Private Limited**

**URMIMALA SARKAR
DIRECTOR - TALENT ACQUISITION**

ANNEXURE 2**WORK FROM HOME CONDITIONS UNDERTAKING**

Pursuant to my acceptance of the role as per the general terms and conditions and compensation mentioned in the Appointment Letter, I acknowledge that my employment is subject to the conditions as stated in this Annexure 2.

Under the prevailing circumstances of the pandemic spread of COVID-19, in order for the Company to ensure the safety and wellbeing of its employees and their families, clients, visitors and the general public, the Company is recommending that employees shall Work From Home (WFH) where possible.

I clearly understand the work from home dynamics as explained to me during the interview process and at the time of explaining the offer and I agree to abide by the below provisions without any exception.

I also understand that my failure to follow any one or more of the provisions mentioned in this undertaking either completely or there in part, may lead to disciplinary action against me and may also lead to termination of employment.

I Agree:

To make my workspace at home comfortable and ergonomic to comply with continued working hours.

To arrange for a backup facility for electricity failure to allow uninterrupted power during my scheduled working hours.

To be physically present at the location of work as required for collection of IT Assets on the date of joining or as advised by the Company. This will be basis of applicable lockdown conditions prevalent at the said time.

To have sustainable high-speed internet board band connection (DSL/Cable/Fiber) to comply with the remote work from home conditions as per terms of the offer letter. Mobile phone hotspot, Wi-Fi Dongle will not be considered as high-speed broad band internet. I will arrange to have required internet facility available at my home in case of work from home prior to my date of joining the Company. The Company may, as per the applicable policy, provide me with the necessary computing system and other equipment ("Equipment") to perform work while working remotely. Provided however, where permitted by the Company to so do so, I agree to use my personal mobile phone/Tablet/Laptop/ Desktop for video conference calls during trainings and/or business meetings and other work related matters, for a temporary period until the Company provides me with a computing system.

In any event, I will have to travel to my base office location at the time of my IT asset allocation in case I am authorized to work from home and shall ensure that I have followed the relevant approval protocol.

If provided, the Equipment will continue to be the property of the Company and I will be using the same for business purposes only. I will be responsible for the care of the Equipment provided by Company and keep it in good performing order for the purposes of remote working requirement.

I will also be responsible for protecting the Equipment and its contents.

I shall take all necessary precautions to secure the Equipment and shall be responsible for a loss / Damage of the Equipment. I will use the Equipment only to perform my ongoing duties to the Company and the Company's clients, and in accordance with applicable policies of the Company while working remotely.

I acknowledge and agree that I shall comply with all the Policies of the Company during the time of my employment and shall also comply with the NTT DATA Code of Business Conduct ("COBC") including without limitation to information security policies, requirements and guidelines, including any changes to security and configuration requirements of the Official Asset. I further confirm that I shall use the Equipment in compliance with all applicable laws, including but not limited to the Telecom Regulations Authority of India.

I acknowledge and agree that I continue to be bound by the terms of my employment and will strictly abide by the confidentiality and data privacy obligations undertaken by me as a condition of my employment with the Company, which also aims at protecting confidential information of the Company and Company's customers and clients.

I will take strict measures in order to ensure that all of Company's and Company's customer personal and/or sensitive data that I may have access to, remain protected against any unauthorized access or disclosure.

I further agree that I shall comply with the instructions provided in Exhibit A below regarding the use of the Equipment.

I further understand and confirm that any breach of Company policies or applicable client policies will lead to appropriate disciplinary action against me including and up to termination of my employment.

1. Specifically, with respect to working from home, I shall:

- a. Enter time in Synergy, if applicable, as per the hours worked in actual and in line with timesheet guidelines
- b. Use a secure network for performing official work.
- c. Make best efforts to ensure that there is no negative impact to productivity or quality of work during the course of my employment.
- d. Deliver expected work outcomes within specified working hours span and will follow training and operating procedures strictly.
- e. Continue to comply with the Code of Business Conduct, Company's Information Security Policy and the highest safety standards.
- f. Share phone/mobile numbers used to perform official duties with my manager and team members so I may be reached by my team and stakeholders easily during working hours.
- g. Be available for all meetings via phone/Zoom/Microsoft Teams etc.
- h. Ensure the protection of proprietary and confidential Company and client information accessible from my workspace while working from home, in accordance with Company policy and applicable law.
- i. Immediately report any health and safety and any other risks in the home-based worksite to my supervisor.

I will be responsible to bear all costs related to repair or replace any breakage/damage to company-provided Equipment like laptops/Desktop/monitors/LCD Screen and/or power/electrical devices like UPS/power adapter /cables provided by the Company. Such costs will by default be deducted from my monthly salary.

If working remotely, when so required, I will make myself available for on-site meetings or training from time to time as required by Company. I will take all preapprovals that may be required before entering any Company premises.

I will follow all statutory, health, and safety protocols as part of guidelines laid down by the government and the local authorities enacted by my Company when asked to return to office.

I will have to complete the required working hours as per terms agreed in the offer and if for any person reason, I take a break, I will have to intimate about the same to my manager and take my managers approval.

I have to maintain normal productivity and make myself available during the regular working hours.

I will have to commit and achieve hourly/daily/monthly productivity and quality targets assigned to me.

I will not work for anyone other than NTT DATA during the course of my employment and I will not undertake non-work-related activities during my working hours.

I will coordinate about my work schedule with my Hard-Line Manager and will be responsible for keeping my Hard-Line Manager and team informed about the status of my work.

I hereby consent to comply with all the provisions of the work from home policy shared by Company and I further state that it will be my responsibility to abide by all the above-mentioned requirements by the Company. I also understand that on any failure to comply with the above mentioned actions , the Company is entitled to initiate appropriate action as per Company Policy including rescinding the employment contract and in such instance my contract of employment will stand terminated with immediate effect on the date of such communication by the company. I am aware and accept that the termination on such situation would be on account of my noncompliance as per the conditions of the offer letter. I also understand that I will not be entitled to any notice period pay out on account of the termination related to the matters mentioned in the undertaking.

Company reserves its right to initiate appropriate action against me in terms of the Offer Letter Employment Agreement and the policy of the Company including termination of my employment and I have hereby provided my consent to the same.

I further undertake and agree to indemnify and keep indemnified the Company for any loss, damages, claims, expenses, etc. that the Company may incur at any time now or during the future, and any other claims that may arise against the Company by any third party in relation to the above.

I confirm that I have given this Undertaking with my free will and consent and without coercion or duress.

I confirm that the terms and conditions detailed in this Undertaking are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

Accepted:

Name: AFREEN AFREEN

Date: **November 01,2021**

Exhibit A - Working Remotely with Official Assets

1. **Update your Emergency Contact Info in Navigator** o This should include your home address, personal home phone number, and personal mobile number – to be used by NTT DATA Services in the event of an emergency

2. **Do not tamper with your computer or the IT / Security controls**

Leave your computer powered on 24x7 to allow for patching

Do not disable, stop, alter, or uninstall any software installed by NTT DATA

Do not physically remove or replace any hardware

Do not use USB storage devices (e.g., thumb drives, removable hard drives, etc.)

USB ports should be only used for mouse, keyboard, or WiFi dongle if required

Open a ticket with the IT Service Desk to install any software

3. **For any IT issues, please contact the IT Service Desk at:**

Web: <https://nttdatagroup.sharepoint.com/sites/SRVS-myHubInfo/SitePages/IT-Support.aspx>

VoIP: (8) 100 4000; Toll free (USA): (888) 532-6021

Email: ITServiceDesk@nttdata.com

4. **If your computer is lost or stolen, please contact the CSIRT team immediately at:**

Email: CSIRT@nttdata.com

5. **Ensure that your computer remains secure while it is in your care**

Prevent access or use by family, friends, neighbors, visitors, etc.

You are responsible for protecting your computer and its contents

Keep your computer away from windows or publicly visible areas to lower the risk of theft

Protect any electronic or hard copy data with the same level of care that you are required to while at NTT's facilities

6. Personal computers must not be used to connect to NTT DATA networks or perform work for NTT, including Office365 and Outlook Web Access (OWA)
7. Personal computers may only be used to connect to client networks or systems with prior written approval from the client AND from NTT DATA Services' CIO and CISO

8. **Other Security Tools and Applications that may assist in remote work:**

Password Reset Tool: <https://selfservice.portal.nttdataservices.com/showLogin.cc>

Okta 2FA Registration: <https://services-onentt.okta.com/>



APPOINTMENT LETTER

October 27, 2021

Dear SHOIB AKTHAR,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

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

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made

false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in your post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

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

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

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II**PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I SHOIB AKTHAR, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III**SALARY OFFER SHEET**

Name: SHOIB AKTHAR

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE - IV

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – V

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2021-22.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension

Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature SHOIB AKTHAR 27/10/2021 2:06 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited

Doddakannelli

Sarjapur Road

Bengaluru 560 035

India

T :+91 (80) 2844 0011

F :+91 (80) 2844 0054

E :info@wipro.com

W :wipro.com

C :L32102KA1945PLC020800

20969556

Date:05-Jul-2021

To

Mohammed Thameem
INDIA

Dear Mohammed Thameem,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an JUNIOR ENGINEER in the Salary Grade C subject to the following terms and conditions.

2.1. a) You should complete the Degree which you are now pursuing without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme are provided separately.

2.3. Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent mails.



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2.4. The period of Orchard is for about 60 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall also execute a Service Agreement along with a surety undertaking to serve the Company for a minimum period of 24 months. Please go through the terms and conditions enclosed in Annexure A and also the terms and conditions stated in the specimen of the Service Agreement.

2.7. You shall bring with you the following documents at the time of reporting for Training at Mindtree, Kalinga, Bhubaneshwar, for completing the joining formalities.

- Signed Service Agreement in originals
- 10th, 12th and graduation (all semesters) mark sheets originals and 2 sets of photocopies
- Degree completion/provisional certificate originals and 2 sets of photocopies
- Pan card originals and 2 photocopies
- Aadhaar card originals and 2 photocopies
- Voter ID / Driving license originals and 2 photocopies
- 4 passport size photographs

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus@mindtree.com.

We wish you a long and successful career with Mindtree.

I personally look forward to working with you soon.

Thank you,
For Mindtree Limited

Rosalee M Kombial
Vice President-People Function

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Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

I, Mohammed Thameem, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	 Mohammed Thameem (Jul 6, 2021 11:05 GMT+5.5)
Your Name in Capital letters	MOHAMMED THAMEEM

Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

- Name : Mohammed Thameem**
- Salary Grade : C**
- Designation : JUNIOR ENGINEER**
- Stipend : INR 21,100 per month.**

Payment will be after deduction of below amount from the monthly stipend:

- **INR 6000** per month covering for accommodation on twin share basis on a subsidized cost (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance which is **INR 550 per month.**
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining. The following are the coverage for 2021 - 2022 for your reference. You will get more details on joining.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Annexure 2


Compensation stack effective from the date of confirmation

Name : Mohammed Thameem
Salary Grade : C
Designation : JUNIOR ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	180,000
HRA	44,520
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Annual Gross	261,360
Bonus / Variable Compensation**	35,640
Annual Cost to Company	297,000

*The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.


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Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 500,000. Top up options with additional/higher insurance coverage are available as per policy. If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. This amount is guaranteed and will be payable to you in equal monthly installments. The amount thus payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.



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Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of **joining for convenience and identification**.
2. The term, 'the Company' refers to Mindtree Limited.
3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time **and shall have to be read along with the rules, regulations and policies of the Company**.
4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 1 and 2, Service Agreement (Annexure 3) and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**
5. You are requested to contact the People Function for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

- 6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.
- 6.2 Orchard Learning Program spans for about 60 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.
- 6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.
- 6.4 You will be continuously assessed and given feedback by experts throughout the learning program. you will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you through a Learning Advisory Document .



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separately. Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of Employment

7.1 Upon confirmation, your designation will be JUNIOR ENGINEER and in the Salary Grade of C will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 The Service Agreement signed by your guarantor, witnesses and you is in effect from your date of joining.

7.3 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2016, the date of confirmation will be 16-Sept-2016 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2016, the date of confirmation will be 01-Oct-2016.

7.4 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.5 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.6 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, Service Agreement etc., are not complied with.

7.7 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

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Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of INR 21,100 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree confirmed. On confirmation, your total compensation would be INR297,000.00. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 You will be eligible for relocation benefits for the relocation from Mindtree Kalinga to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus, compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility Component, amongst other criteria.



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10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures as listed in the Service Agreement and return of the Mindtree assets, within two working days.



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11.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3) months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree, including the amount mentioned in the Service Agreement if last date of employment is within 2 years from the date of joining. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.
2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.
3. Salary for the purpose of notice period means the two components of Basic & fixed components(as applicable), in your compensation at the time of termination of your employment.



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11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

- a) On termination of your employment for any reason, you shall comply with the Service Agreement, and with Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct and if it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your back ground check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

12.2 The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.

13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.



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On the date of joining at Mindtree Kalinga Bhubaneswar, you shall execute a Service Agreement. The Acceptance of terms and conditions of the offer of Appointment shall be deemed as your consent to execute the Service Agreement. You should read the Service Agreement and understand your obligations thereof before confirming the acceptance of this Offer. Please note that in the event that the terms and conditions of the Service Agreement are not acceptable to you, you should not accept this offer. The signing of the offer letter would be deemed a voluntary and fully evaluated decision to commit the Service Period mentioned in the Service Agreement.

14. Transfer

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from Mindtree Kalinga to the work location will be as per the existing relocation policy for Campus Minds.

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training at Kalinga, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

16. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.



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17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable during your stay at Mindtree's Global Learning Center at Mindtree Kalinga, Bhubaneswar, for the Orchard program as well as outside of Mindtree at any other Mindtree premises. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Kalinga and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

19. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining at Mindtree Kalinga will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that Kalinga is a residential facility and you shall accordingly upon leaving the campus for your outings or otherwise, have the responsibility of informing your family about your safety and whereabouts. While you are outside the Kalinga Campus or outside a Mindtree premise at your own volition, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3



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Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.



4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.



Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."



In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.



Mindtree

A Larsen & Toubro Group Company

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

Agreed and Accepted

Signature : 
Mohammed Thamee (Jul 6, 2021 11:05 GMT+5.5)

Name : Mohammed Thamee

Date : Jul 6, 2021


Mindtree Offer Letter

Final Audit Report


2021-07-06

Created:	2021-07-05
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA51OeJxuJczR8jb83Nfyv7AuOJvtZDN6

"Mindtree Offer Letter" History

 Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)

2021-07-05 - 9:17:32 PM GMT- IP address: 20.44.36.221

 Waiting for Signature by Mohammed Thameem (mthameems31@hotmail.com)

2021-07-05 - 9:17:36 PM GMT

 Document e-signed by Mohammed Thameem (mthameems31@hotmail.com)

E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)

Signature Date: 2021-07-06 - 5:35:47 AM GMT - Time Source: server- IP address: 157.45.229.224- Signature captured from device with phone number XXXXXXXX5955

 Agreement completed.

2021-07-06 - 5:35:47 AM GMT



26/09/2022

Aimun Khadeeja

Dear Aimun,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, the offer of employment that you shall receive is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable, as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E-sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,
Yours Sincerely,

Lokendra Sethi

[Lokendra Sethi \(Sep 27, 2022 18:39 GMT+5.5\)](#)

Lokendra Sethi
Vice President - Human Resources



26/09/2022

Aimun Khadeeja
His Wish Mansion, Chokkabettu

Mangalore, 575014
India

Dear Aimun,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Senior Assistant Help Desk Technician at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 11/10/2022.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

You are expected to report at DGS-Campus Phase-1, HP Avenue, 39/40, Hosur Road, Konappana Agrahara, Electronics City, Bengaluru, 560100, at 9:00 AM to complete your joining formalities.

1.0 Salary

Your Annual Fixed Pay will be INR 280,000.00 per annum.

1.1 Basic Salary

You will be eligible for a Basic Salary which will be INR ₹153,846.00.

1.2. Flexible Benefit Plan (FBP):

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

1.4. Gratuity:

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

1.5 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company and is over and



above your Annual fixed pay, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

1.6 Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the company policy.

1.8 Relocation Allowance

You will be eligible for a maximum relocation allowance of INR 20,000 amount which can be claimed under below listed categories as per actuals on submission of receipts.

1. Initial Accommodation: Up to 14 nights of temporary accommodation in Company provided guest house or self-booked accommodation. Company provided Guest house accommodation payments must be directly made and later claimed for reimbursement.

2. Food and other incidental expenses subject to the number of days of accommodation provided as per initial accommodation clause

3. Travel Expense: You will be eligible to claim travel expense from current place of work to new work location for self, spouse and children.

4. Non-Refundable School Fee/Deposit: At the time of admission of child/children, provided the child/children attended school in the previous location.

5. Movement of Household Goods: Reimbursement of expenses incurred on packing, loading, transportation, insurance, unloading and unpacking of household goods.

6. House Brokerage: Reimbursement of expenses paid toward house brokerage at the new work location.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: Technology Field/Customer Support Services Group

Job Family: Help Desk Services

Job Title (Internal): Senior Assistant Help Desk Technician

Salary Grade: 51000791

2.2. Work Place

You are initially appointed to work in our office in Bangalore. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.



2.3 Transfer

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

2.4 Retirement

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

2.5 Notice for Separation/ Termination

- i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.
- ii. Your services can be terminated by either party by giving to the other, a notice of three months in writing (hereinafter referred to as 'Notice Period'). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for three months in lieu of the Notice Period.
- iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to three month's Salary.

2.6 Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

2.7 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.8 General Conditions

- 1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
- 2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.
- 3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.
- 4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.
- 5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.
- 6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your



own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

As discussed you will be entitled to one time joining bonus of INR ₹20,000.00 less applicable taxes and statutory deductions, in the event of you joining us on or before 11/10/2022. The amount will be paid via first payroll cycle after your joining, subject to completion of joining formalities and other documentation. Please note that this amount is paid to you in advance and should you leave the company before completion of one year, the bonus paid to you will be fully recoverable. Any tax liability arising due to recovery of this payment as per income tax act and rules will be borne by you.

Thanking You,
Yours Sincerely,

Lokendra Sethi
Lokendra Sethi (Sep 27, 2022 18:39 GMT+5.5)

Lokendra Sethi
Vice President - Human Resources

I accept the above referred Pay and Benefits and the general terms and conditions of employment

Aimun Khadeeja
Aimun Khadeeja (Sep 28, 2022 14:22 GMT+5.5)

Aimun Khadeeja

Sep 28, 2022

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

First Name Middle Name Last Name

Date

Place

Annexure II

Flexible Benefits Plan (FBP)

Job Family: Help Desk Services

Title: Senior Assistant Help Desk Technician

1 a. House Rent Allowance

Maximum Limit: 50% Of Annual Basic

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord

1 b. Actual Rent paid towards Company Leased premises

Maximum Limit: 100% of Annual Basic

Supporting Documents: Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2018 to 2021.)

Maximum Limit: 20% of Annual Basic subject to a maximum of Rs. 200,000

Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)

Maximum Limit: Rs. 2,400 per annum

Supporting Documentation: Declaration and submission of receipts

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel):
(Per child per month Rs.300)

Maximum Limit: Rs. 7,200 per annum

Supporting Documentation: Declaration and submission of receipts

5. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)

Maximum Limit: Rs.26,400

Supporting Documentation: As per program guidelines

6. Statutory Bonus – For those earning basic salary up to Rs. 21,000/–pm, statutory bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

7. Transport Allowance – Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

8. Telephone Reimbursement: Telephone and/or Broadband expenses up to INR 1,500 per month

Maximum Limit: INR 18,000 per annum

Supporting Documentation: Declaration and submission of receipts

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

Guidelines governing Flexible Benefits Plan (FBP)

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

For the purposes of the plan, the quarters will be as follows:

- a) Q1 – April, May, June
- b) Q2 – July, August, September
- c) Q3 – October, November, December
- d) Q4 – January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

Mandatory Documents List



You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.
3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer

Original Required for Verification: Yes

No. of Copies: Two

2 Letters supporting Employment viz., Offer letter, Service Certificate

Original Required for Verification: Yes

No of Copies: Two

3 Salary details of previous Employment

Original Required for Verification: Yes

No. of Copies: Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree

Original Required for Verification: Yes

No of Copies: Two

5 Copy of PAN card/Application ID for PAN card applied

Original Required for Verification: No

No. of Copies: One

6 Age Proof Copy of Passport or Pan card or Driving license

Original Required for Verification: No

No. of Copies: One

7 Photo identity proof Copy of PAN Card or Passport or Driving license

Original Required for Verification: No

No of Copies: One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name

Original Required for Verification: Yes

No of Copies: One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.

Original Required for Verification: Yes

No of Copies: Four

10 NSR Registration Number



11 Note down your parents' dates of birth for nomination in PF, Gratuity

Agreement Regarding Confidential Information and Proprietary Developments India

Aimun Khadeeja

1. Consideration and Relationship to Employment. As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at



Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. Work Product. The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. Company Property. I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. Protective Covenants. I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing



business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. Enforcement. I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. Relief; Extension. I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. Severability; Authority for Revision; Assignment; Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. Acceptance by Company. A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I



will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. Acceptance by Employee. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company

Lokendra Sethi

Lokendra Sethi (Sep 27, 2022 18:39 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

FOR Employee

Name : Aimun Khadeeja

Aimun Khadeeja

Aimun Khadeeja (Sep 28, 2022 14:22 GMT+5.5)

Date : Sep 28, 2022

HRD/3T/1002392872/21-22

September 24, 2021

Mr. Muhammad Swalih K H
Muriyala House, Karaya Post
Belthangad Tq
Dakshina kannada-574323
India

Ph: +91-8197833283

Dear Muhammad,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.09.24.21:16:35 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1002392872/21-22

September 24, 2021

Mr. Muhammad Swalih K H
Muriyala House, Karaya Post
Belthangad Tq
Dakshina kannada-574323
India

Ph: +91-8197833283

Dear Muhammad,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **30-Sep-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

_____ Location
Print your full Name

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.09.24.21:16:35 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Muhammad Swalih K H
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Muhammad Swalih K H
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

March 13, 2022

HRD/3T/1004016289/21-22

Ms. Shahareen Maryam
Kadri Road,
Kundapura Taluk, Udupi District
Siddapura-576229
India

Ph: +91-9741346314

Dear Shahareen,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited



Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.03.13 17:42:29 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

March 13, 2022

HRD/1004016289/21-22

Ms. Shahareen Maryam
Kadri Road,
Kundapura Taluk, Udipi District
Siddapura-576229
India

Ph: +91-9741346314

Dear Shahareen,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("**Offer Letter**" hereinafter).

"**Affiliates**" means any entity that controls, is controlled by, or is under common control with the Company.

"**Company**" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"**Training**" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **21-Mar-2022**.

Location

Your location for employment is **MYSORE, India** .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months` notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: 19.03.2022



Sign your name

SHAHAREEN SIDDAPURA
Print your full Name Location



Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.03.13 17:42:29 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com

ANNEXURE -
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Shahareen Maryam			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE -
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Shahareen Maryam			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
4. INCENTIVE COMPONENTS				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)				26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)				27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)				30,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



APPOINTMENT LETTER

November 23, 2021

Dear ABDUL KHADAR,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

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

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12** months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

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

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

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polycycleclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I ABDUL KHADAR, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: ABDUL KHADAR

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167

Total Cost to Company per annum	3,50,004
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*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – V

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2021-22.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.
3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept

Decline

Signature **ABDUL KHADAR** 23/11/2021 5:58 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited

Doddakannelli

Sarjapur Road

Bengaluru 560 035

India

T :+91 (80) 2844 0011

F :+91 (80) 2844 0054

E :info@wipro.com

W :wipro.com

C :L32102KA1945PLC020800

21096007

January 21, 2022

HRD/3T/1002982477/21-22

Mr. Sandeep N
Mankude Nedyala House, Bantwal Taluk Kudthamuguru Post,
Dhakshina Kannada District
Mangalore karnataka-574323
India

Ph: +91-8971343026

Dear Sandeep,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.01.21 15:06:11 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1002982477/21-22

January 21, 2022

Mr. Sandeep N
Mankude Nedyala House, Bantwal Taluk Kudthamugeru Post,
Dhakshina Kannada District
Mangalore karnataka-574323
India

Ph: +91-8971343026

Dear Sandeep,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **10-Feb-2022**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.01.21 15:06:11 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Sandeep N
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Sandeep N
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



PLACEMENT BIT <placements@bitmangalore.edu.in>

(no subject)

Nasheel Rehman <nasheelrehman3467@gmail.com>
To: placements@bitmangalore.edu.in

Thu, Jan 26, 2023 at 4:19 PM

From: **_IndiaTAAdmin** <IndiaTAAdmin@amdocs.com>
Date: Mon, May 2, 2022, 11:24 AM
Subject: Offer of Employment | Amdocs India | Nasheel Rahman
To: nasheelrehman3467@gmail.com <nasheelrehman3467@gmail.com>
Cc: Ruchika Mane <Ruchika.Mane@amdocs.com>, Sunita Popat Bhujbal <SunitaPopat.Bhujbal@amdocs.com>

 **A picture containing website Description automatically generated**

Dear Nasheel,

We are pleased to extend the offer of employment to you with Amdocs. With your skills and background, you are an ideal fit for this position. We hope you will enjoy your role and make a significant contribution to our overall success.

The terms of employment are set forth in the attached offer letter. Please take time to review the same as it includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with us.

Would request you to maintain confidentiality about your offer by not disclosing the compensation or any other details pertaining to the offer.

Background Verification

cFIRST is our official vendor partner for Background Verification (BGV). You will receive an email for Background verification process on your personal email. Please make sure you respond to the emails on time and provide all the required information, in order to complete your BGV on time. For any queries, please connect with Rajiv Ranjan <rajiv.ranjan@cfirstrverify.com> from cFIRST.

Please reply to this email with your acceptance.

Below are the details for your joining and induction:

Date	05-May-22
Time	10:00 AM (Virtual Onboarding)

Select your exclusive gifts

We'd like to welcome you with some exclusive gifts for you and your family. Please click [here](#) to choose your gift products and have them delivered to your doorstep.

Above link will be activated after 3 working days from the receipt of this email

We hope you have an amazing time working with us.

About Amdocs

Amdocs' purpose is to enrich lives and progress society, using creativity and technology to build a better connected world. Amdocs and its 27,000 employees partner with the leading players in the communications and media industry, enabling next-generation experiences in 85 countries. Our cloud-native, open and dynamic portfolio of digital solutions, platforms and services brings greater choice, faster time to market and flexibility, to better meet the evolving needs of our customers as they drive growth, transform and take their business to the cloud. Listed on the NASDAQ Global Select Market, Amdocs had revenue of \$4.2 billion in fiscal 2020. For more information, visit Amdocs at www.amdocs.com.

Thank you,

Talent Acquisition Team




Amdocs India

 Logo, company nameDescription automatically generated

Amdocs shines in all [colors](#)

[Enriching](#) lives and progressing society

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 Related image  Image result for twitter logo
 Related image
 Image result for youtube logo circle
 Image result for linkedin logo

This email and the information contained herein is proprietary and confidential and subject to the Amdocs Email Terms of Service, which you may review at <https://www.amdocs.com/about/email-terms-of-service>



Brio Technologies Private Limited,
Plot #40, H# 397, Road No.14,
Banjara Hills, Hyderabad -50034, India,
Tel: +91-40-67661500,66137393
Email: mail@brio.co.in, www.brio.co.in
CIN# U72200TG2005PTC046339

Letter of Appointment

Dated: - 17-Apr-2022.

Dear Abdul Tawab Mulla

This is with reference to your application and subsequent interview with us. We are pleased to inform you that you have been selected for the position of **Cloud Support Trainee**.

Brio Technologies Private Limited is pleased to offer you a job as a **Cloud Support Trainee**. You will receive an annual salary of CTC Rs.**1,80,000** per Annum (**One Lakh Eighty Thousand**), your monthly Take Home will be around Rs.**10,773/-** (**Ten Thousand Seven Hundred and Seventy Three** only). We trust that your knowledge, skills, and experience will be among our most valuable assets.


Your appointment will be effective on the Date of Joining i.e 18-Apr-2022.

We think you have a good sense of the challenges and needs we face. You have all the competencies and capabilities for success in this role. You will make a difference in our support department. You will add tremendous value to our team and will help us better understand as well as plan for and meet those challenges. We hope that you will accept this offer and advise us in writing at an early opportunity of the date that you are prepared to be on board.

If you have questions or need additional information, please do not hesitate to call.

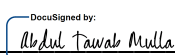
We all look forward to working with you and welcoming you to the Brio **Family!**

Sincerely,

DocuSigned by:

Syed Abdul Hakeem
Authorized Signatory

Accept Job Offer

By signing and dating this letter below, I, Abdul Tawab Mulla S/o. Abdul Wahab Mulla, Resident of Hyderabad, accepted the job offer of **Cloud Support Trainee** by Brio Technologies Private Limited.

Signature:  Date: 13-Oct-2022 | 09:33 IST



Brio Technologies Private Limited,
 Plot #40, H# 397, Road No.14,
 Banjara Hills, Hyderabad -50034, India,
 Tel: +91-40-67661500,66137393
 Email: mail@brio.co.in, www.brio.co.in
 CIN# U72200TG2005PTC046339

(Salary Breakup)

Temporary Emp Code	0244	
Emp Name	Abdul Tawab Mulla	
	2022	
	Yearly	Monthly
Fixed (A)	145,766	12,147
Variable Pay	0	0
Other Benefits (B)	12,000	1,000
Employer Contribution (C)	22,234	1,853
Total CTC	180,000	15,000
Monthly Take Home	129,279	10,773
Avg Take Home Incl Variable Pay	129,279	10,773
*Health Benefit will be paid separately		
Fixed Components		
Basic	43,730	3,644
HRA	17,492	1,458
Conveyance	9,600	800
Medical Allowance	15,000	1,250
Special Allowance	59,944	4,995
Gross Salary-(A)	145,766	12,147
Other Benefits-(B)		
Health & Fitness	12,000	1,000
Employer Contribution-(C)		
ESI	4,738	395
PF	15,393	1,283
Gratuity(4.81 % on Basic)	2,103	175
Deductions - (D)		
ESI	1,094	91
PF	15,393	1,283
Professional Tax	0	0
TDS as per your declaration		

Note:- CTC will be revised to 3.6LPA on successful completion of 3 months probation period.

Note:-



Brio Technologies Private Limited,
Plot #40, H# 397, Road No.14,
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CIN# U72200TG2005PTC046339

- It is expected that individual compensation packages would not be shared with other employees.
- Variable Pay/Performance Linked Pay will be released on quarterly basis and it is purely based on your performance . If you are leaving the organization in the middle of the quarter the Variable Pay/Performance Linked Pay will be not considered in F&F.
- The above compensation structure is subject to change without affecting emoluments adversely.

Annexure-B

1. Probation & Commitment period.

- (A) You shall be on probation for a period of 3 months from the date of joining and your services will be confirmed upon your successful completion of the probation period. In this regard, the decision of the management shall be final and binding.
- (B) You have to give a commitment for 24 months. 6 months probation period and another 18 months after the probation period.
- (C) If you wish to leave the organization without completing the commitment period, the company will not provide you the experience & relieving letters and the salary of that particular month.
- (D) You should avoid taking leaves in the probation period unless unavoidable due to medical reasons.

2. Goals Achievement.

- (A) You have to meet the Monthly/Quarterly goals as assigned to you by the head of your department/Seniors/Company from time to time, in case of non-fulfilment of the goals at any time during the tenure of your service, it will be the discretionary power of the management to terminate your job.

3. Performance Appraisal.

- (A) Your salary will be reviewed in January of each year upon the basis of your performance, behavior, discipline, attitude, competence & achievements etc.
- (B) Employees will be eligible for the appraisals who completed eight months of service and will only be eligible for salary revisions.
- (C) Revision of Salary will be at the discretion of the management.



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CIN# U72200TG2005PTC046339

4. Hours of work.

- (A) Office timings 9:30 AM to 6:30 PM
- (B) A working day shall consist of 9 hours, irrespective of shifts, which includes a break of an hour.
- (C) Company may at any time, in its sole discretion, require you to work behind 9 hours a day.
- (D) There will be five working days in a week.

5. Leaves & holidays

Holidays: We will have 10 holidays in a calendar year. List of holidays will be updated in Perk in the first week of every year.

Casual Leave:

- (A) We will have 12 casual leaves in a year.
- (B) Every month 1 leave day will be accumulated.
- (C) We encourage you to take the leaves as you will be entitled to take a maximum of 10 casual leaves at a go.
- (D) A maximum of 10 balance casual leaves will be carried forward to the next year.
- (E) Balance leaves at the end of the year will be lapsed.
- (F) Casual leaves should be applied well in advance in PERK and must be approved by the approving authority concerned before availing.
- (G) In case of emergency, you need to report the same as early as possible. Intimation should be given about the leaves on the first day of absence, before 11:00 AM.
- (H) You can also apply for a half day leave using PERK mobile or Web application.

Sick Leave:

- (A) An employee is entitled to 6 days of Sick Leave which shall be credited to the employees account at the beginning of the calendar year.
- (B) If you have joined in the middle of the year, your Sick leave entitlement will be prorated.
- (C) Sick Leave cannot be clubbed with Casual Leave.
- (D) Sick leave cannot be encashed or adjusted against notice pay at the time of separation.
- (E) Sick leave is to be taken in cases of injury / illness to the employee. An employee must intimate his/ her manager over the phone before 11 AM.
- (F) 2 or more days of Sick Leave will require a medical certificate from a qualified and registered medical practitioner.



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Email: mail@brio.co.in, www.brio.co.in
CIN# U72200TG2005PTC046339

Maternity Leave:

- (A) Women employees must have been working as an employee in an establishment for a period of at least 80 days within the past 12 months to go on maternity leave up to a maximum of 13 weeks.
- (B) If you are on probation, you are entitled to avail maternity leave, provided the above condition is fulfilled.
- (C) Maternity leave is restricted to two live births during the service with the company.
- (D) During maternity leave you are entitled to get 3 months of the fixed gross salary and 3 months of work from home facility.
- (E) The employee should give at least one month notice prior to the date of commencement of leave.

Paternity Leave:

- (A) The male employee must have been on the rolls of the Company for at least 80 days in the 12 months immediately preceding the date of birth of the child.
- (B) All eligible male employees are entitled to 5 continuous working days of paid 'Paternity Leave' following the child's birth for the first two deliveries only (could be prior to employment with Brio Technologies).
- (C) The eligible employee must avail Paternity Leave within 45 days from the date of delivery.
- (D) Paternity Leave cannot be taken in instalments; it should be continuous.
- (E) In case of multiple childbirths, the entitlement would not increase for each child.
- (F) The employee must apply for paternity leave at least 2 weeks in advance.
- (G) Paternity leave will not be carryforward or Encashed.

6. Notice Period.

- (A) You will be required to give a non negotiable notice period of 45 days in the event of resigning from your services from the company.
- (B) In the event of separation of employment, leaves will not be adjusted against the notice period.
- (C) Company can end your services without giving any notice during the probation period.
- (D) After completion of probation the company may ask you to leave with a prior notice of 15 days or salary in lieu thereof.
- (E) If you are leaving the organization without serving the notice period, the company will not provide you the experience & relieving letters



Brio Technologies Private Limited,
Plot #40, H# 397, Road No.14,
Banjara Hills, Hyderabad -50034, India,
Tel: +91-40-67661500,66137393
Email: mail@brio.co.in, www.brio.co.in
CIN# U72200TG2005PTC046339

7. Termination of Services with immediate effect:

- (A) The particulars furnished by you in your job application form during the interview or later during the tenure of your employment with the organization as the case may be are subsequently found to be incorrect.
- (B) Your services are liable to be terminated without any notice of salary in lieu thereof for found guilty of misconduct, disobedience, inefficiency, negligence, misappropriation, insubordination, any physical damage of the company's property and or breach of duty and any of the terms and conditions of your appointment and also the rules and regulations of the organization as enforced from time to time.

8. Restriction on joining Vendors/CLIENT/COMPETITORS

You are required on behalf of Brio Technologies to provide services to, or solicit business from, or deal in the course of your employment, with various clients/vendors of Brio Technologies. In consideration of your employment with Brio Technologies, you shall agree, for a period of Twelve months following the termination of your employment with Brio Technologies for any reason, you shall not:

- (A) Accept any offer of employment from any client or vendor, where you would have worked in a professional capacity for and or on behalf of Brio Technologies or its reseller partners/vendors, with that client or vendor in the Twelve months immediately preceding the termination of your employment with us.
- (B) Accept any offer of employment from any competitor of Brio Technologies, if your employment with such a named competitor would involve you to work with a customer or a reseller partner with whom you would have worked in the Twelve months immediately preceding the termination of your employment with us.

9. General:

- (A) You shall be subject to the various rules and regulations, administrative policies and other policies of the company which are time being in force or shall be formed and enforced from time to time. The management has absolute discretion to modify or review the regulations and the said policies from time to time with or without intimating you.



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CIN# U72200TG2005PTC046339

10. Gratuity:

- (A) Employees who have worked at least five (5) continuous years with the Company will be eligible for gratuity payment as per the payment of Gratuity Act. 1972. upon leaving the company.
- (B) For purposes of the gratuity payment, a term of service between six (6) months and twelve (12) months will be considered one (1) year of service.
- (C) Gratuity = Last drawn Basic Salary \times 15/26 \times Completed years of Service (including a part of year in excess of six months)



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CIN# U72200TG2005PTC046339

EMPLOYEE NON-DISCLOSURE AGREEMENT

FOR GOOD CONSIDERATION, and in consideration of being employed by Brio Technologies Private Limited (Company), the undersigned employee hereby agrees and acknowledges:

1. That during the course of my employment there may be disclosed to me certain trade secrets of the Company; said trade secrets consisting but not necessarily limited to:

(A) Technical information: Methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs, and research projects.

(B) Business information: Customer lists, pricing data, sources of supply, financial data and marketing, production, or merchandising systems or plans.

2. I, **Abdul Tawab Mulla, S/o. Abdul Wahab Mulla**, agree that I shall not during, or at any time after the termination of my employment with the Company, use for others, or myself or disclose or divulge to others including future employees, any trade secrets, confidential information, or any other proprietary data of the Company in violation of this agreement.

3. That upon the termination of my employment from the Company:

(A) I shall return to the Company all documents and property of the Company, including but not necessarily limited to: drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies thereof relating in any way to the Company's business, or in any way obtained by me during the course of employment. I further agree that I shall not retain copies, notes or abstracts of the foregoing.

(B) The Company may notify any future or prospective employer or third party of the existence of this agreement and shall be entitled to full injunctive relief for any breach.



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CIN# U72200TG2005PTC046339

(C) This agreement shall be binding upon me and my personal representatives and successors in interest, and to the benefit of the Company, its successors and assigns.

Company

Brio Technologies Private Limited
H.No.397, Plot no 40,
Road # 14, Banjara Hills,
Hyderabad-34, Telangana.

Employee

Abdul Tawab Mulla,
S/o. Abdul Wahab Mulla,
#531, Good Luck Road, 4th Cross,
Bhatkal, Uttara Kannada, Karnataka-581320.



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Date: 13/12/2021
Employee ID: M065

Nousheeda

Address: Red rose apartment, Thumbay
Bantwal taluk ,D.K – 574143.

Letter of Appointment

Dear Nousheeda,

We are pleased to offer you the position of “**Executive - Delegate Sales**” at Exito Media Concepts Private Limited, located at first floor, Punja Building MG Rd, Ballalbagh, Lallbagh, Mangalore, Karnataka 575003 with effect from **13th December, 2021** on the following terms and condition.

1. Accountability: You will report to **Head – Customised Events and Operations**.

Working Hours: You will be required to work nine hours a day and forty-five hours a week in any of the shifts specified to you during the day. Where you are expected to put eight hours daily and one hour is your lunch break. Your duty hours will be fixed from time to time depending upon the exigencies of the business. As and when required by the management, you shall work beyond working hours and on weekly off days and holidays, in accordance with the statutory provisions applicable. Grace period of 15 minutes is permitted for late coming, thrice a month, this privilege is accorded only for establish able contingencies. Failing to login on time for more than two instances would lead to deduction of 0.5 of Paid Leaves for the month and if PL is unavailable, that will result in LOP.

Leave Policy: Leave year is from 1st January 2021–31st December 2021. All permanent employees are eligible for the leave benefits. Employees who are on Probation are not covered under this policy. No leave can be carried forward to the next calendar year Every Permanent employees are entitled for following leaves.

Paid Leaves (PL):	10 Days per year
Sick Leaves (SL):	6 Days per year
Public Holidays:	10 public Holidays
Compensatory off:	All public holidays are optional holiday; employees have an option of working on public holiday and Compensatory off needs to be utilised within 15 days from the date of optional holiday.

2. Employment Status: You will be on probation for a period of 180 days starting on the effective date of the present letter. In the event of your not being able to attain the standards required for the management, this period of probation may extend confirmation of your services. On completion of the probationary to the satisfaction of the management, the

Exito Media Concepts Private Ltd.

NA Elixir, No 100, Ground Floor, 4th B Cross Road, 5th Block, Koramangala Industrial Layout, Bengaluru - 560095

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management will confirm your appointment in writing. If you do not receive such a confirmation letter at the end of the probationary period, you will continue to be on probation until you receive the confirmation letter from the management or till your services are terminated. Your services are liable to be terminated by the management at any time during your probationary period, including the extended period of probation. If any, without notice and without any payment or compensation in lieu of notice and without assigning any reason thereof.

3. **Remuneration:** You will be paid a gross salary at the rate of **Rs. 1,86,000/- (Rupees One Lacs Eighty Six Thousand only)**, the per annum on a cost to company basis, the details of which are outlined in the attached annexure. In addition, of that salary you may be eligible to commissions based on results on performance. Such entitlement and the corresponding calculation methods are stated in our company's handbook and provided from time to time per separate memos by the management of the company.
4. **Duties:** you shall perform such duties, observe, and conform to such directions as may be assigned or communicated to you by the management or such officers who are placed in authority over you. You will also be responsible for control and supervision of the employees working under you if any. The management will be within its rights to allot you additional jobs within your department or any other department to which you cannot raise any objection
5. **Address:** You will keep the management informed of any change in your residential address. In case of your inability to do so, any communication sent at the address available with the management will be deemed to have been served on you.
6. **Transfer:** You have been appointed as "**Executive - Delegate Sales**" but are liable to be transferred at any time on a temporary or permanent basis from one job to another, from one department to another in the company. The transfer will be deemed to constitute a change in your conditions of service
7. **Retirement:** You will retire on attaining the age of 58 years
8. (A) **Notice period:** After confirmation, your services can be terminated by giving one month's notice on either side or one month's salary in lieu thereof.

(B) **Notice of Dismissal:** No Employee who has put less in less than 3 months' continuous service shall terminate his/her employment unless he/she has given to his/her employer a notice, of at least one month, in writing. In case he/she fails to give one month's notice, he will be released from his employment on payment of an amount equal to one month's pay.

(C) **Immediate relieving:** If needed due to any critical circumstances you will be relieved immediately depending on the severity of the issue.
9. **Service Rules:** You shall abide and be bound by the company's service rules, as these service rules will form part of this contract of employment. You will also carry out and abide by any instruction, house rules and office orders issued by the management from time to time. Your appointment and continuation in service is subject to satisfactory verification of your

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credentials, testimonials, etc and not having concealed any material information from us or having given false particulars in your application.

- 10. Commission:** The employees' commission/incentive payment will be paid no later than 15th calendar month after the employer receives their professional fee or such shorter time as mutually agreed between the employer and the employee.

Employee will not be entitled to receive in full, by way of any commission/incentive payment after the termination of employment and the method by and times at which such commission/incentive payment is to be paid.

11. Confidentiality:

(a) You shall acknowledge, during the employment with EXITO MEDIA CONCEPTS PRIVATE LIMITED, that the knowledge acquired with respect to certain information concerning us or its affiliates or the respective business or activities thereof, including, but not limited to, financial information (including, but not limited to, information concerning pricing of products or services, business and business operations and methods) and/or technical information (including, but not limited to, design specifications, instructions and know-how) (collectively, the "Information"). Any and all Information shall be deemed proprietary to EXITO MEDIA CONCEPTS PRIVATE LIMITED and its affiliates and are Confidential, and you shall not at any time directly or indirectly:

Use any of the Information for the Employee's benefit or for the benefit of any individual, company, corporation, partnership, joint venture, firm, trust, association, state or governmental agency or department or other entity (each a "Person"); or

Disclose any of the Information to any Person except in the course of employment with EXITO MEDIA CONCEPTS PRIVATE LIMITED to the extent necessary to carry out your duties under this Agreement.

(b) Upon your termination of employment with us for any reason, you shall immediately deliver to EXITO MEDIA CONCEPTS PRIVATE LIMITED all records, notes, data, memoranda or any other materials of any nature that are in the possession, or under the control of you, that are the property of Exito Media Concepts Private Limited or its affiliates or that relate to the business or activities of the company or its affiliates.

12. Intellectual Property:

(a) You shall not make any unauthorized copies or use any software used by EXITO MEDIA CONCEPTS PRIVATE LIMITED in breach of the terms of use application to such software.

(b) You shall promptly and fully disclose to EXITO MEDIA CONCEPTS PRIVATE LIMITED all inventions, discoveries, concepts, products and ideas whether patentable or not, including, but not limited to, computer hardware or apparatus, software, computer programs, designs, formulae, specifications, policy wordings, processing methods or techniques and any know-



 INFLUENCING THE INFLUENTIAL

how or other information relating thereto, conceived, made or developed during the employment with EXITO MEDIA CONCEPTS PRIVATE LIMITED and (1) which is related to EXITO MEDIA CONCEPTS PRIVATE LIMITED business activities, (2) which results from work carried out by you with the use of any equipment, materials or personnel of EXITO MEDIA CONCEPTS PRIVATE LIMITED or (3) which results from any specific project or task carried out

by you for EXITO MEDIA CONCEPTS PRIVATE LIMITED. All such inventions, discoveries, concepts, products and ideas, however expressed or recorded, shall be deemed to be the absolute property of us.

At the request and expense of EXITO MEDIA CONCEPTS PRIVATE LIMITED, you shall give all such information and data as may be necessary to enable us to exploit any such invention, discovery, concept, product or idea and execute and sign all such documents and things as may be necessary or desirable for enabling EXITO MEDIA CONCEPTS PRIVATE LIMITED to obtain patent, copyright and any other appropriate intellectual property protection for the same anywhere in the world and for vesting the same in us.

- 15. Non-Competition; Non-Solicitation:** Except with the express prior written consent of EXITO MEDIA CONCEPTS PRIVATE LIMITED, you shall not during the term of this Agreement, and for a period of twelve (12) months after the expiration or termination of this Agreement for any reason, on the your own account or jointly with or as agent for any other Person, directly or indirectly, whether as owner, partner, shareholder, director, employee, consultant, distributor, commercial agent or other agent, representative, sponsor or otherwise:
- (a) Carry on or be engaged, concerned or interested in the carrying on, within India or any country in which EXITO MEDIA CONCEPTS PRIVATE LIMITED or one of its affiliate has business, of any business or employment which shall compete with the business of our Company or any of its affiliates and in respect of which you have performed services during the period of six (6) months prior to the expiration or termination of your employment;
 - (b) Canvass, solicit or approach any Person who at the date of the expiration or termination of your employment or within six (6) months prior to that date is or was a client, customer or supplier of the Company; or
 - (c) Hire, offer to hire, solicit, entice or in any other manner persuade or attempt to persuade away from EXITO MEDIA CONCEPTS PRIVATE LIMITED or any of its affiliates any director, employee, consultant, distributor, commercial agent or other agent, representative or sponsor of any thereof.
- 16. Counterparts:** This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original, but all of which constitute one (1) and the same instrument.

A small, handwritten signature in black ink, appearing to be a stylized name or initials.

Exito Media Concepts Private Ltd.

NA Elixir, No 100, Ground Floor, 4th B Cross Road, 5th Block, Koramangala Industrial Layout, Bengaluru - 560095

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Kindly sign and return to us a copy of this letter as a confirmation of your acceptance of this appointment and the terms and conditions of your employment.

We are glad to welcome you in the team and we are confident that you will contribute in building Exito Media Concepts Private Limited into an excellent organization.

Sincerely,

For EXITO MEDIA CONCEPTS PRIVATE LIMITED,

Rishikesh Shetty

Rishikesh Shetty
Managing Director
DIN No.06420378

"I am pleased to accept this offer with its terms and conditions herein described, including the annexure to this letter"

Name: Nousheeda

Date: Dec 21 2021 09:57 IST

I am in receipt of the appointment letter.

A handwritten signature in black ink, appearing to be "Nousheeda".

Signature



INFLUENCING THE INFLUENTIAL

ANNEXURE - A			
COST TO THE COMPANY STATEMENT			
Name	Nousheeda		
Designation	Executive - Delegate Sales		
DOJ	13 th December, 2021		
Location	Mangalore		
	SALARY HEADS	PER MONTH	PER ANNUM
	Basic	7501	90012
	HRA	3000	36005
	Special	4501	54007
	Gross	15002	180024
	Employer contribution ESIC	498	5976
	CTC	15500	186000
	Other Deduction		
	PT	200	2400
	ESIC	115	1380
	Net Salary	14687	176244
<p>Please Note: You are entitled to commissions as described in the article 4 of the appointment letter in addition to the salary above detailed</p> <p>TDS will be deducted for the commissions</p>			

Date: Dec 21 2021 09:57 IST

Name: Nousheeda

Accepted:

Exito Media Concepts Private Ltd.

NA Elixir, No 100, Ground Floor, 4th B Cross Road, 5th Block, Koramangala Industrial Layout, Bengaluru - 560095

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HRD/3T/1001885309/21-22

September 20, 2021

Ms. Afeefa Abdullah Manjanoor

5-120

5-120

Mangalore-575018

India

Ph: +91-9645374244

Dear Afeefa Abdullah,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.09.20 10:00:57 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Candidate ID: 4808831 /909428,

Date of Joining: 08/10/2021,

Joining Location: Bangalore,

Designation: Analyst,

Dear Mahfooza -,

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 am at Bangalore office, for joining formalities as per the address mentioned below:

Address

164-165, EPIP Phase II,
EPIP Industrial Area,Whitefield, Bengaluru 560066

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
	<p>Employment Documents:</p> <p><u>Current Employment(Immediate Previous)</u></p> <p>a) Relieving letter /Experience Certificate(if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory)</p> <p>2. b) Payslips for last 3 months</p> <p>c) Form 16</p> <p>d) Salary Account 6 months Bank Statement</p> <p>e) Letter of appointment/Offer letter from employer which captures start date</p> <p><u>Previous Employment</u></p> <p>Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day</p>
3.	<p><u>Education Documents</u></p> <p>a) 10 Marksheet and certificate.</p> <p>b) 12th marksheet and Certificate.</p> <p>c) Graduation Marksheets and certificate/Diploma certificate.</p> <p>d) Post-Graduation Marksheets and degree certificate(If applicable)</p> <p>e) Any other relevant certificate</p>
4.	<p><u>Proof of identity/ Address</u></p> <p>a) PAN Card</p> <p>b) AADHAR Card</p> <p>c) Passport</p> <p>In case any of the proof of Identity/Address mentioned above not available then any TWO of the below proofs</p> <p>i) Voters Id</p> <p>ii) Driving License</p> <p>iii) Ration card</p> <p>iv) Electricity Bills</p> <p>v) Gas card</p> <p>vi) Notarized Self Affidavit</p>
5.	Passport size photographs(6 nos)
6.	<p><u>Self Employed/CO-owner/Freelancing/ Partnership employment(s)(if applicable)</u></p> <p>a) Form 16/Form 26AS</p> <p>b) Bank statement for 6 months</p> <p>c) Shop License</p>
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15AM, and contact security at the main gate for your entry pass.

Best Regards,
Team HR

The information contained in this message is proprietary and confidential. Copyright © 2013. All rights reserved by Capgemini.

EMPLOYMENT OFFER LETTER

Capgemini Ref: 4808831 /909428,

08/08/2021,

Mahfooza -
Narikombu,
Narikombu ,Karnataka,
India

Confidential

Dear Mahfooza -,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini' or 'Company')** starting from **08/10/2021** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/A4**

B) You will be required to work at the Company's offices in location **Bangalore**

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 300,002.00 (Rupees Three Lakh and Two only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 380,006.00 (Rupees Three Lakhs Eighty Thousand and Six only)**. Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

Annexure - A

Mahfooza -

Analyst

Total Cost to Company (CTC).

Rs.300,002.00

Monthly Components	Per Month	Annualized
Basic	Rs 15,000.00	Rs 180,000.00
House Rent Allowance	Rs. 3,679.00	Rs 44,148.00
Other Allowances and Reimbursements – 1 #	Rs. 0	Rs.0
Other Allowances and Reimbursements – 2 +	Rs. 0	Rs. 0
Advance Statutory Bonus	Rs. 3,149.00	Rs. 37,788.00
Gross monthly salary	Rs.21,828.00	Rs. 261,936.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs 8,664.00
Total Fixed Compensation		Rs.292,200.00
Total Cash Compensation		Rs.292,200.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs. 7,802.00
Capgemini contribution to ESI		Rs.0.00

Total Cost to Company		Rs. 300,002.00
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Annexure - B

Mahfooza -

Analyst

Total Cost to Company (CTC).

Rs.380,006.00

Monthly Components	Per Month	Annualized
Basic	Rs. 15,000.00	Rs. 1,80,000.00
House Rent Allowance	Rs.9,000.00	Rs108,000.00
Other Allowance and Reimbursement - 1	Rs.1,199.00	Rs. 14,388.00
Other Allowance and Reimbursement - 2	Rs.147.00	Rs.1,764.00
Advanced Statutory Bonus	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.28,495.00	Rs.341,940.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)	Rs.722.00	Rs.8,664.00
Total Fixed Compensation	Rs.31,017.00	Rs.372,204.00
Total Cash Compensation	Rs.31,017.00	Rs.372,204.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.7,802.00
Capgemini contribution to ESI		Rs.0.00

Total Cost to Company		Rs.380,006.00
------------------------------	--	----------------------

You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19800.00
Books and Journals	24000.00
Professional Pursuit	180000.00
Conveyance Allowance	63,600.00

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

Notes:

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.

4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- * Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the component
- # All components under Other Allowance and Reimbursement – 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements - 2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

E.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

G.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
 - a. You will submit relevant documents as mandated by the Company;
 - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
 - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;

- d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
- e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
- f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
- g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
- h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
- i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
 - a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 30-October-2021, our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - c. As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review.
You fill the complete Back ground verification link given along with the welcome mail of the offer.
- j. You have achieved minimum 60% aggregate in all semesters of your graduation.
- k. You submit the following mandatory documents before the date of joining..
 - 1. Highest Degree/Provisional Certificate and Final year Mark sheet.
 - 2. In case you do not have the Education documents on the Day of joining, you should submit the same to the HR not later than 3 months from Date of Joining.
- l. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
- 2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

I.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

J.) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,
Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC Industrial Area, Airoli, Navi
Mumbai, Maharashtra 400708

Email: hremployeeservices.in@capgemini.com

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Anilkumar Singh
Head - Talent Acquisition & Resourcing

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter ') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: Mahfooza -

Date: 08/08/2021

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. **CURRENT WORK LOCATION:**

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem

- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;
- b.) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;

- c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a.) you are legally permitted to reside and be employed in India;
- b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
- c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
- d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
- e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and

f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information;
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;
- f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;

- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter;
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights),

including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and

market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9. RETIREMENT/TERMINATION:

a.) Retirement

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

b.) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties.

This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, _____ residing at _____, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

- a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
- b) payroll processing agencies for processing my payroll (including reimbursement claims),
- c) law enforcement agencies,
- d) to comply with a judicial/quasi judicial order,
- e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
- f) insurance companies for the purpose of group insurance, personal accident insurance etc.
- g) service providers providing services for biometric access to office premises for monitoring attendance.
- h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

- a.) affiliates of the Company for administrative purposes and/or audit;
- b.) clients/prospects in relation to any staff augmentation assignments.

3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:
Signature
Date:



27/09/21

Samra Naz
Wadi-E-Huda
3rd Cross, by pass road,
Shimoga, KA 577203

Dear Samra,

We are pleased to extend an offer to join IND Informatica Business Solutions Pvt Ltd, (the "Company" or "Informatica"), subject to the following terms and conditions. You will report for work and your employment will begin on October 18, 2021.

1. JOB TITLE

Your job title at Informatica will be Associate QA Engineer. In this capacity you will report to Tanjot Singh Uppal, Senior Manager, QA Engineering. At any time, Informatica may change your reporting structure of job title based on business needs, and likewise may adjust your role, responsibilities or work assigned from time to time. You will be employed by the company at the Bangalore, India office (see physical address immediately below).

Bangalore	Hyderabad	Mumbai	Chennai
Informatica Business Solutions Pvt. Ltd. No. 66/1, Bagmane Commerz 02 Bagmane Tech Park C V Raman Nagar Bangalore, Karnataka India - 560 093	Informatica Business Solutions Pvt. Ltd. Unit no. 804, 8th floor, Skyview 10 Sy No. 83/1, Plot Nos., 22, 23, 24, 31, 32 & 33, Raidurgam, Madhapur Telangana State Hyderabad - 500 081	Informatica Business Solutions Pvt. Ltd. Vatika Business Centre 7th Floor Wing-B, Supreme Business Park Hiranandani Gardens, Powai Mumbai, Maharashtra India - 400 076	Elnet Software City Module 33B, 33C, 3rd Floor TS140 Block 2 and 9 Rajiv Gandhi Salai Taramani Chennai, Tamil Nadui - 600113, India

2. PROBATION

You will be on probation for a period of 6 month(s) from the date your employment with the Company begins on October 18, 2021. Upon successful completion of the probationary period, the Company at its sole discretion shall confirm your services if appropriate. Until and unless your services are confirmed in writing, it is deemed that you continue to be on probation.

3. COMPENSATION

- You will be paid base compensation of Rs.675,000.00/- per annum.
- You are eligible for an annual discretionary bonus of up to 10% of your base salary, contingent on meeting both company and individual goals in accordance with the Corporate Bonus Plan, provided you are employed with the Company on the date bonus payments are made and not serving any notice period.
- Your base salary together with the above discretionary performance-related bonus, and all social security contributions (PF, Gratuity and Medical Insurance) enables you to earn up to Rs.810,721.00/- per annum.

4. OTHER BENEFITS

In addition to your salary and discretionary performance bonus, you will be eligible for **standard company benefits**, as follows and subject to meeting plan criteria:

- Medical insurance - Coverage for employee, spouse and dependent children.
- All other benefits available to employees in the same class as you, as detailed in Informatica's policies and benefit plans.

5. CONFIDENTIALITY

The Company considers the protection of its confidential information and proprietary materials to be very important. Therefore, as a condition of your employment, you are required to execute a Confidentiality and Intellectual Property Agreement, annexed to this letter of appointment and employment contract, as a term and condition of your employment with the Company. You further agree that you will not use the Company's trade secrets to solicit customers of the Company either during your employment with Informatica (except as expressly authorized by the Company) or after your employment with Informatica ends.

6. RESIGNATION OR TERMINATION

- Prior to the confirmation of your service at the Company (during the probationary period), the contract of employment is terminable by either the Company or by you, by giving 1 month('s) notice in writing to the other. The Company reserves the right to pay or recover from you, 1

month('s) base compensation, in lieu of the notice period. However, the Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company, including but not limited to the Code of Business Conduct.

2. After confirmation of your service at the Company, the contract of employment is terminable by either the Company or by you, by giving 1 month('s) notice in writing to the other. The Company reserves the right to pay or recover from you, 1 month('s) base compensation, in lieu of the notice period. However, the Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company, including but not limited to the Code of Business Conduct.
3. If termination is initiated by you, the Company may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period, without incurring any liability to pay you compensation for the unexpired period of the notice period.
4. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues or unearned wages.
5. On termination of employment and/or your resignation you will immediately return to the Company all monetary dues (like loans, advances, relocation expenses, etc.), tools, accessories, formulae, documents, specifications, books, etc., of whatsoever nature in your custody, care or charge and obtain clearance from the relevant person(s), office(s), department(s), on production of which alone your dues, if any, will be settled by the Company.

7. ABANDONMENT

Absence for a continuous period of five working days without notice will render you to lose your lien on employment, and the same will be deemed as voluntary abandonment of service and you will be terminated without notice and without any pay in lieu of notice.

8. PLACE OF WORK AND TRANSFER

Your services can be transferred by the Company in such capacity as the Company may, from time to time, determine anywhere in India or abroad to any one of Informatica's parent companies, departments, subsidiaries, joint ventures, associates, sister companies, etc. as per the needs of the Company.

Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of employees in the place you are transferred to.

9. RETIREMENT

Your age of retirement from the services of the Company will be on completion of 60 years. However, you may be retired at any age before sixty years during your services in the establishment if you are unable to perform or render service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. The actual date of retirement shall be the last working day of the calendar month in which your 60th birthday falls. This refers to the date of birth submitted by you to the Company at the time of joining. No changes to the date of birth would be entertained, at any later point in time.

10. EMPLOYMENT VERIFICATION & CREDENTIALS

Your employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Company, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc.

If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation.

11. OTHER TERMS AND CONDITIONS

Your work in the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters. In addition, all such other rules and regulations as may be in operation at the time of your accepting the appointment with the Company and which may be amended or altered from time to time at the discretion of the Company will also apply to you.

12. EXCLUSIVITY, NON-RECRUITING COVENANT

While employed by the Company, you will not be allowed to undertake any other employment or engage in any external activities of commercial nature without prior written approval, in accordance with the provisions of the Code of Business Conduct. Also during your employment with Informatica, you may not compete with the Company or assist others in competing with the Company in any way, or serve as a director, officer, employee or consultant or contractor of any person or entity providing products and/or services that would substitute or replace those of the Company, except that you may own fewer than one percent (1%) of the outstanding voting shares of a publicly traded corporation.

You also agree that the Company has invested substantial time and effort in assembling its present personnel. For a period of one year after termination of your employment with Informatica, you shall not directly or indirectly: solicit or attempt to persuade any employee of the Company, or recruit any person who was an employee of the Company during the twelve (12) months immediately preceding termination of your employment with the Company, to leave the employ of the Company where such employee possesses or had access to any Confidential Information of Informatica (as defined in the Confidentiality and Intellectual Property Agreement annexed to this employment agreement). In addition, at no time will you interfere with the performance of other Company employees' duties for the Company, except that which may arise from lawful post-employment competition by you after your employment with the Company ceases.

13. MISCELLANEOUS

1. 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.
2. You will be required to apply and maintain the highest standards of personal conduct and integrity, comply with all company policies and procedures. All acts subversive of good conduct and discipline such as, but not limited to, insubordination, gross negligence, corruption, fraud, forgery, misappropriation, would warrant strong disciplinary action from the Company.
3. All other terms and conditions will be governed by the Company's policies from time to time. The Company's policies are available in the Employee Handbook found under your country's section of the Company intranet.
4. This agreement supersedes all prior agreements, written or oral, between you and the Company relating to the subject matter of this agreement. This agreement may not be modified, changed or discharged in whole or in part, except by an agreement in writing signed by you and the Company. You agree that any change or changes in your duties after signing of this agreement shall not affect the validity or scope of this agreement.
5. This agreement is governed by and will be construed as a sealed instrument under and in accordance with the laws in India. Any action, suit, or other legal proceeding, which is commenced to resolve any matter arising under or relating to any provision of this agreement shall be commenced only in a court in Bangalore, India.
6. If any one or more of the terms of this employment agreement is, for any reason, held to be invalid, illegal or unenforceable in any respect, such finding will not affect the other terms of this agreement and this agreement will be construed as if the invalid, illegal or unenforceable terms had never been contained in it. Likewise, if any one or more of the terms of this employment agreement is, for any reason, held to be excessively broad as to duration, geographical scope, activity or subject, it will be construed by limiting and reducing it so as to be enforceable to the extent compatible with applicable law as it then applies.

14. ADDRESS FOR COMMUNICATION

You have given your address, as it appears at the beginning of your offer letter. Any communication sent to that address will be deemed to have been served upon, and received by you. It is your responsibility to intimate the company about any change in the address.

Please sign all the pages in acceptance of the terms and conditions set out herein.

I would like to extend a warm welcome to you on behalf of the Company and its employees.

Sincerely,

For Informatica Business Solutions Pvt. Ltd.



Mark Pellowski
Director

I agree to accept employment with Informatica on the terms and conditions as stated in this employment agreement.

Samra Naz
Signature

Date

UNIVERSITY COLLEGE MANGALORE

ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಕಾಲೇಜು ಮಂಗಳೂರು

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಘಟಕ ಕಾಲೇಜು

(ನ್ಯಾಕ್, "ಎ" ಶ್ರೇಣಿ ಮತ್ತು ಯುಜಿಸಿಯಿಂದ "ಶ್ರೇಷ್ಠತಾ ಸಾಮರ್ಥ್ಯದ ಸಂಸ್ಥೆ" ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)

Office of the Principal,

Mangalore 575 001

Phone No: 2424760

No: UCM/Cer./ 2022-23/S1/1634



ಪ್ರಾಂಶುಪಾಲರ ಕಛೇರಿ,

ಮಂಗಳೂರು 575 001

ದೂರವಾಣಿ ಸಂಖ್ಯೆ: 2424760

Dated: 29.11.2022

CERTIFICATE

This is to certify that **Ms. Ankitha** is working as System Analyst, in this College from 04.02.2022 to till date.

To,

Ms. Ankitha
System Analyst
University College,
Mangalore.

Ankitha
PRINCIPAL
Principal

University College

Mangalore - 575 001, DK



APPOINTMENT LETTER

April 26, 2022

Dear Nishma Avvamma,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

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

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Nishma Avvamma, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Nishma Avvamma

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Nishma Avvamma 26/4/2022 8:07 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

24411975

September 12, 2022

Ref: HR/OFF/2022

Mariyam Afeefa T H
Pottolike House, Naringana Village, Bantwal
Taluq, Montepadavu, post, DK - 574153

Sub: Offer Letter

Dear Mariyam,

In continuation to the discussion had with you, we are pleased to offer you the position of **Associate Software Engineer for Engineering Division** at **izmo Limited Bangalore**. This offer shall be effective your date of joining being **September 19, 2022**.

Your annual compensation will be **Rs 4,00,009 (Rupees Four Lacs Nine Only)** subject to various deductions as per companies and government policies.

The breakup of the emoluments is enclosed as **Annexure I**.

The roles and responsibilities and other terms and conditions of your employment will be specified in your letter of appointment.

We welcome you to izmo and hope it would be the beginning of a long and mutually beneficial association.

Please carry all the originals & copy of all the documents and certificates on your day of joining as per **Annexure II**.

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

For izmo Limited



Sanjay Soni
Managing Director

Salary Annexure I

Name: Mariyam Afeefa T H	Dept: Engineering
Designation: Associate Software Engineer	Level: C
Date of Joining: 19/09/2022	Location: Bengaluru
SALARY COMPONENTS	Amount (Rs.)
<u>Monthly Components</u>	
Basic	12,114
HRA	4,846
Other Allowances	13,325
GROSS MONTHLY SALARY	30,285
ANNUAL GROSS SALARY	3,63,420
<u>Annual /Annual Equivalent Components</u>	
Provident Fund [As per PF Act 1952]	21,600
Mediclaime & Personal Accident Policy Premium*	8,000
Gratuity [As per Gratuity Act 1972]	6,989
Total Annual Components	36,589
COST TO COMPANY (YEARLY)	4,00,009
COST TO COMPANY (MONTHLY)	33,334
*You are eligible for Group Health Insurance coverage as per our insurance policy	
**Free lunch at cafeteria	
***Your Net Take Home Salary is subject to Income Tax deductions in accordance with the provisions of Income Tax Act 1961.	
Note: Salary information is confidential and not to be discussed other than the HR	

For izmo Ltd.



Sanjay Soni
Managing Director

izmo Ltd.

177/2C, Bilekahalli Industrial Area,
 Bannerghatta Road, Bangalore-560 076, India

www.izmold.com

CIN: L72200KA1995PLC018734



Annexure II

List of Documents & Certificates required on the day of joining are as follows,

- Class Xth certificate & marksheet.
- Class XIIth certificate & marksheet.
- Graduation Degree certificate & marksheet.
- Professional Qualification – Degree, Diploma, Certificates.
- Appointment Letter and service certificates for all past experience shown as per Resume.
- Salary slips of last 3 months of the previous employment.
- Photo Id Proof / Address Proof / Current Address proof (DL/Voter Id/Aadhar Card/Passport)
- PAN card.
- 1 Cancelled cheque of Bank for salary transfer.
- 2 Passport size- Color photograph.
- Vaccination Certificates

For izmo Ltd.



Sanjay Soni
Managing Director

izmo Ltd.

177/2C, Bilekahalli Industrial Area,
Bannerghatta Road, Bangalore-560 076, India

www.izmoltd.com

CIN: L72200KA1995PLC018734



NTT DATA Global Delivery Services Private Limited

Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

**27-September-2021****Nitheesh Kumar****Kadumata House, Kollnadu Village, Bantwala Taluk, Dakshina Kannada-574323****Dear Nitheesh ,**

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you the opportunity to train (as "Trainee") in NTT DATA Global Delivery Services Private Limited (formerly known as "Keane India Limited"), (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) at the office of the Company located at **Bangalore**. Your training shall commence on **29-September-2021**. The Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. You would be paid a gross stipend of **Rs. 12,000** per month (payable on a prorated basis depending on the duration of training).

The Company reserves the sole right to offer you employment, subject to:

- a) You passing the qualifying exams with maximum of two (2) arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate and producing the relevant documents evidencing proof of completion of the same to the Company. This aggregate includes all subjects of all semesters and language papers, if any.
- b) You passing the training with the prescribed minimum score in the final evaluation on completion of the training.
- c) Your acceptance to work in accordance with the timings prescribed by the Company. Your work timings will be determined by the nature of your project and you may be required to work in shifts. Failure to comply with such timings shall entitle the Company to initiate appropriate actions in accordance with the Company policy, at Company's sole discretion.
- d) Your willingness to relocate to any of our centers in India. The Company reserves the right to depute / transfer your services to any other location/ centers of the Company/ client location/ group company in consistence with the Company's business/ project requirement and interests. In case you fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
- e) You hereby give your consent for carrying out background verification which may include education, past employment, criminal background check, pending litigation, medical test and any other verifications as may be required by the Company or its clients from time to time.
- f) The Company receiving full satisfactory reports on your background verification (By signing a copy of this letter you authorize the Company to conduct such verification by, including without limiting, an agency of our choice). The Company may carry out background verification either at the time of your joining or anytime as and when you are being seconded to its clients. In the event of your background verification being negative, the Company shall have the right at its sole discretion to initiate appropriate action including termination of your employment.

The following are the terms and conditions:

- a) Your role, duties and responsibilities will be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Company.
- b) The period of training may be modified at the sole discretion of the Company.
- c) On commencement of training you shall enter into the confidentiality undertaking as a condition of your training hereunder. Upon the completion of your training you will return to the Company all papers and documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its associates or branches or their clients and will not retain any copies or extracts there from.
- d) You will be governed by the statutory regulations / provisions and the laws and policies of the Company applicable to your position, which may be framed from time to time.

Confidential

CIN: U72900KA2011PTC060769 | www.nttdataservices.com

Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

- e) Please bear in mind that the Company's policies (including the one pertaining to notice period / separation) are subject to changes from time to time and you will be communicated of those changes in a timely manner.
- f) Your performance during the training will be evaluated periodically and in the event of you not clearing the evaluation with the prescribed minimum score, the Company may, at its sole discretion cease to provide you further training with immediate effect.
- g) You understand that 100% attendance during your training period is important and mandatory. Your training will be governed by the following terms with regards to any absence:
- i) in the event you are on unauthorized leave for more than three (3) consecutive days for any reason, without the prior written approval of concerned authorities; or
 - ii) in the event you require extended leave exceeding three (3) consecutive days, for any reason; or
 - iii) in the event you require more than a total of five (5) leaves, consecutive or otherwise, during your training period, for any reason, the Company may, at its sole discretion cease to provide you further training and exit you from the Company with immediate effect. Further, requests to continue your training in the next batch shall not be entertained by the Company.
- h) You agree that you are not an employee of the Company either during or after completion of your training. You shall not represent yourself as an employee of the Company and you have no authority to bind the Company by contract or otherwise. The stipend amount stated in this letter shall be the sole payment made to you by the Company and apart from this the Company is not liable to make any other payment (i.e. statutory or any other). You agree that you will not be entitled to participate in any plans, arrangements, or distributions by the Company pertaining to any bonus, stock option, profit sharing, insurance or similar benefits or any statutory payments including, but not limited to Employee Provident Fund ("EPF"), Employee State Insurance ("ESI") etc which the Company provides to its employees.
- i) This agreement may be terminated by providing a notice in writing on either side or salary in lieu of such notice. As per our current policy, the notice period is one (1) day for trainees.
- j) You are required to display professional ethics during the entire duration of your training period. The Company has a Zero Tolerance policy towards unethical behavior:
- i) If it comes to the notice of the Company at any time that any of the details provided by you is false, the Company reserves the right to terminate your services with immediate effect.
 - ii) Your conduct at all time should reflect observance of the national and local laws and the rules and regulations of the Company that are in effect. These may change from time to time and you have a duty to be in step with the changes. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.

Important: If these terms are acceptable to you, kindly sign and return the duplicate of this letter in acknowledgement thereof, so as to reach the Company on or before **29-September-2021** failing which this offer shall stand automatically withdrawn and cancelled without any obligation on the part of the Company. Similarly, in spite of your acceptance if you do not report to duty on the designated date this offer shall stand automatically terminated without any further reference to you and without any obligation on the part of the Company.


We look forward to having you with us.

**Yours sincerely,
FOR NTT DATA Global Delivery Services Private Limited**

DocuSigned by:

DD4D480B41314B9
URMIMALA SARKAR
ASSOCIATE DIRECTOR - TALENT ACQUISITION

I **Nitheesh Kumar**, the undersigned, acknowledge that I have received a copy of the above letter addressed to me, read it carefully and confirm my acceptance to it. I further confirm that I will fully comply with every terms and conditions specified thereto. I shall be reporting to duty on _____

DocuSigned by:

08C626BBD0844A5...
Signature

27-September-2021
Date

TRAINEE UNDERTAKING

Under the prevailing circumstances of the pandemic in order for the Company to ensure the safety and wellbeing of its Trainees, employees and their families, clients, visitors and the general public, the Company is recommending that Trainees /employees shall Work From Home (WFH) where possible.

In this situation, I undertake to ensure the following during the period that WFH shall remain operational:

1. I state that in order to accommodate WFH Company has issued me desktop/laptop/internet dongle ("Official Asset") to my residential address Kadumata House, Kollnadu Village, Bantwala Taluk, Dakshina Kannada-574323.
2. I understand that the Official Asset has been issued to enable me to temporarily WFH and I will return the Official Asset back to the Company at the end of WFH or as and when instructed by the Company. Additionally, Company reserves the right at any time to withdraw permission now granted for WFH and/or using the Official Asset at home for official use without assigning any reason.
3. I shall take all necessary precautions to secure the Official Asset and shall be responsible for a loss of the Official Asset. I will use the Official Asset only to perform my ongoing duties to the Company and the Company's clients, and in accordance with applicable policies of the Company.
4. I acknowledge and agree that I shall comply with all the Policies of the Company during, and shall continue to comply with the NTT DATA Code of Business Conduct ("COBC") including without limitation to information security policies, requirements and guidelines, including any changes to security and configuration requirements of the Official Asset. I further confirm that I shall use the Official Asset in compliance with all applicable laws, including but not limited to the Telecom Regulations Authority of India.
5. I acknowledge and agree that I continue to be bound by the terms of my employment and will strictly abide by the confidentiality and data privacy obligations undertaken by me as a condition of my employment with the Company, which also aims at protecting confidential information of the Company and Company's customers and clients.
6. I will take strict measures in order to ensure that all of Company's and Company's customer personal and/or sensitive data that I may have access to, continues to remain protected against any unauthorized access or disclosure.
7. I further agree that I shall comply with the instructions provided by the Company regarding the use of the Official Asset.
8. I further understand and confirm that any breach of Company policies or applicable client policies will lead to appropriate disciplinary action against me including and upto termination of my employment.
9. Specifically, with respect to working from home, I shall:
 - a. Continue to enter time in Synergy, if applicable, as per the hours worked in actual and in line with timesheet guidelines
 - b. Use a secure network for performing official work.
 - c. Make best efforts to ensure that there is no negative impact to productivity or quality of work.

- d. Deliver expected work outcomes within specified working hours span and will follow training and operating procedures strictly.
- e. Continue to comply with the Code of Business Conduct, Company's Information Security Policy and the highest safety standards.
- f. Share phone/mobile numbers used to perform official duties with my manager and team members so I may be reached by my team and stakeholders easily during working hours.
- g. Be available for all meetings via phone/Zoom/Microsoft Teams etc.
- h. Ensure the protection of proprietary and confidential Company and client information accessible from my workspace while working from home, in accordance with Company policy and applicable law.
- i. Immediately report any health and safety and any other risks in the home-based worksite to my supervisor.

10. I further undertake and agree to indemnify and keep indemnified the Company for any loss, damages, claims, expenses, etc. that the Company may incur at any time now or during the future, and any other claims that may arise against the Company by any third party in relation to the above.

11. I confirm that I have given this Undertaking with my free will and consent and without coercion or duress.

12. I confirm that the terms and conditions detailed in this Undertaking are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

13. In the event of any dispute or disagreement over the interpretation of any of the terms part of this Undertaking, the same shall be referred for Arbitration by a sole arbitrator to be appointed by the Company in accordance with the Arbitration and Conciliation Act, 1996 and its amendment from time to time. The decision of the arbitrator shall be final and binding on the parties. The venue of arbitration shall be Bangalore. The Courts at Bangalore alone shall have exclusive jurisdiction to the exclusion of all other Courts.

These terms have been read and understood by me. My confirmation on email to shall be considered as my express confirmation to this Undertaking

Read, Understood and Executed

DocuSigned by:

08C626BBD0844A5...
Signature:

Name: Nitheesh Kumar
Place: Bangalore
Date: 27-September-2021



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1270606

Letter of Intent ("LOI")

Dear Ayshathul Thasleema,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this Lol, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

ANNEXURE 1

Ayshathul Thasleema
Analyst and A4

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

EME[™]



MUHAMMAD UBAIB
OPERATIONS AND ADMIN EXECUTIVE

EMPLOYEE ID : EME0306

Phone Number : +91 6282 901 464
Email ID : admin@electromechglobal.com
Blood Group : O+
Company Address : ELECRO-MECH ENTERPRISES PVT. LTD.
XXXIV/572 NH 47,
Metro Piller No. 389,
Edappally Toll Jn.,
Ernakulam, Kerala
Pin: 682 024
Office Number : +91 9037 014 410
Website : www.electromechglobal.com



Thaseem Abdul Khadar
43, 2nd cross, Pai layout, Hopefarm, Whitefield



Dear Thaseem Abdul Khadar,

Congratulations!

Sub: Offer of Employment

You have been selected to join 24/7 Customer Private Limited, a company that has been rated amongst the "Top 5 best performing Contact Centers in the World" consistently for 3 years in a row. We are hopeful and confident that you will be able to build a successful career with us and become a part of the "out-performance" culture at 24/7 Customer Private Limited.

We are pleased to offer you the position of **Digital Interaction Advisor** in 24/7 Customer Private Limited commencing from the Date **22-Sep-2021**. The following are the terms of employment with 24/7 Customer Private Limited.

1. Your Cost to Company ("CTC") will be as per the Annexure I enclosed. This will be applicable after your training period.
2. You will be required to work in shifts, with rotating weekly offs.
3. We will provide you a separate **Letter of Appointment** on the date of your joining.
4. Your joining formalities will be conducted remotely and is scheduled on **22-Sep-2021 at 5:30PM**. You will receive a Zoom invite on your registered email ID. You are requested to join the Zoom meeting on time without fail and be available throughout the session to complete joining formalities.
5. Upon joining, you will be provided Foundation Level Education ("FLE") and Product Level Education ("PLE"). Once you successfully complete your FLE, the Company will pay you the CTC retrospectively from the date of your joining the Company. It is hereby clarified that your entitlement of the CTC (retrospectively from the date you joined the Company) would depend on the outcome of your FLE results.
6. During the training period you will be entitled only two weekly offs. However, in case you require leave during training period on account of any medical emergency, you may request the trainer and the trainer may consider your request on case to case basis.
7. In the event of permitted absence exceeding two continuous days, you will be required to restart the training program with the next batch. Please note in such a case your employment will commence from the date you start training in the next batch and your stipend/salary eligibility will commence accordingly.
8. You are requested to bring along the documents listed below WITHOUT FAIL on your day of joining for the purpose of submission/verification:
 - Six passport size color photographs (important) with white background (Formal Attire)
 - Date of Birth proof certificate (Original and Photocopy)
 - Latest Mark sheet/ Education certificates (Original and Photocopy)
 - Previous Employment details (Service Certificate/ Relieving Letter if applicable in original)
 - Last drawn Pay slip (if applicable in original)
 - A valid Passport / Driver's license/ Aadhar Card/ Voter ID / Nationalised Bank Passbook with photo attested (Original & Photocopy)

If you have any queries pertaining to this offer letter please call us at - 9845526247/9945200330

Please confirm the acceptance of the offer letter by clicking the link sent to your registered email id along with your offer letter. If we do not receive the acceptance by 10:00 PM of **21-Sep-2021** and if you do not join the Company on **22-Sep-2021** this offer will automatically expire and deemed to have been withdrawn.

Once again wishing you the very best and looking forward to your successful career at 24/7 Customer Private Limited.

With Best Wishes,

Shivesh Kundan
VP - HR-Recruitment

This is a system generated letter and does not require any signatures.

Name : Thaseem Abdul Khadar

Annexure I

Level / Grade : L1G1
Designation : Digital Interaction Advisor

Salary Components							
Fixed Components	CTC Per Month (1 to 3 months)	CTC Per Month (4 to 12 months)	1st Year Per Annum	CTC Per Month (13 to 15 months)	CTC Per Month (16 to 18 months)	CTC Per Month (19 to 24 months)	2nd Year Per Annum
Basic	4,500	4,500	54,000	4,500	4,500	4,500	54,000
House Rent Allowance	1,800	1,800	21,600	1,800	1,800	1,800	21,600
Advance Statutory Bonus	1,170	1,170	14,040	1,170	1,170	1,170	14,040
Special Allowance	7,742	7,742	92,904	7,742	7,742	7,742	92,904
Total of Fixed components (I)	15,212	15,212	182,544	15,212	15,212	15,212	182,544
Benefits							
Provident Fund - Employer's Contribution	1,685	1,685	20,220	1,685	1,685	1,685	20,220
Medical Insurance	195	195	2,340	195	195	195	2,340
Life Insurance	50	50	600	50	50	50	600
Gratuity	216	216	2,592	216	216	216	2,592
Total of Benefits(II)	2,146	2,146	25,752	2,146	2,146	2,146	25,752
Variable Components							
Performance incentive							
ECOP A+	-	1,400	12,600	6,000	6,000	6,000	72,000
ECOP A	-	1,400	12,600	4,000	4,000	4,000	48,000
ECOP B	-	1,400	12,600	1,750	1,750	1,750	21,000
ECOP C	-	-	-	-	-	-	-
CTC With ECOP A+	17,358	18,758	220,896	23,358	23,358	23,358	280,296
CTC With ECOP A	17,358	18,758	220,896	21,358	21,358	21,358	256,296
CTC With ECOP B	17,358	18,758	220,896	19,108	19,108	19,108	229,296
CTC With ECOP C	17,358	17,358	208,296	17,358	17,358	17,358	208,296
Approximate Take home With ECOP A+	13,213	14,602		19,168	19,168	19,168	
Approximate Take home With ECOP A	13,213	14,602		17,183	17,183	17,183	
Approximate Take home With ECOP B	13,213	14,602		14,950	14,950	14,950	
Approximate Take home With ECOP C	13,213	13,213		13,213	13,213	13,213	
ESI Contribution - Employer's Contribution @ 3.25% of fixed component	494	494	5,928	494	494	494	5,928
Broadband Reimbursement (Work From Home)	1,300	1,300	15,600	1,300	1,300	1,300	15,600
Self To Work (Work From Office)	2,200	2,200	26,400	2,200	2,200	2,200	26,400

With Best Wishes,
Shivesh Kundan
VP - HR-Recruitment

This is a system generated letter and does not require any signatures.

Annexure II

Benefits / Schemes	Description	Value
Advance Statutory Bonus	Statutory Bonus is applicable to those employee's whose basic salary is less than or equal to Rs. 21,000/- pm as per the payment of bonus (amendment) Act, 2015.	As applicable*
Production Incentive (ECOP)	As per Employee Cash Option Plan Policy of the company. The incentive is paid only if you meet all the performance requirements. The slabs are based on role / current program and subject to change in case of movement, internal policy changes , etc.	As per Policy**
Self To Work (STW)	Applicable as per 'Self to Work' Policy. This amount is paid only if employee opts for STW on HRMS and working from office. Actual payout will vary based on attendance for the month. This is not applicable for female employees working in shifts beginning and ending between 7pm to 7am.	As per Policy**
Company Transport	Company sponsored transport will be provided to employee from second day of FLE training (Residing in areas within the hiring radius as per company policy) Please update your address and contact details in HRMS.Employees who do not opt for company transport are eligible for STW (if applicable as per policy)	As per Policy**
Broadband Reimbursement	Applicable as per Broadband Reimbursement policy. This will be paid to you on actuals only if you are working from home.	As per Policy**
Group MediClaim Policy (GMC)	You are covered under the voluntary Group Medical Insurance Policy of the Company. It's the employee's responsibility to enroll dependents as per	Rs.1,50,000 **
Group Insurance in Lieu of EDLI (Under PF)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family:	Rs.6,02,000 *
Group Personal Accident (GPA)	You are covered under the voluntary Group Personal Accident insurance policy of the company	Rs.3,00,000 **
Group Term Life (GTL)	You are covered under the voluntary Group Term Life Insurance policy of the company	Rs.3,00,000 **
ESI	Processed as per Employees' State Insurance Act, 1948. ESI is applicable for employees whose actual gross income pm is less than or equal to Rs. 21,000/- .For calculation purposes we have taken fixed to check the eligibility. If the actual gross earnings pm is more than Rs. 21,000 , then the above mentioned ESI contribution will not be applicable. Employee's contribution - 0.75 % of actual gross salary including variable, STW (if applicable), etc. will be deducted accordingly.	As applicable*
Gratuity & Provident fund	Processed as per the Payment of Gratuity Act 1972 & Employees' Provident Funds Act,1952 respectively. PF contribution is based on min wages and capped at 12% of Rs.15,000 pm (as applicable). Employee and employer will contribute accordingly.	As applicable*
* Benefits as per Statutory Law is subject to change from time to time.		
** These are voluntary schemes offered by the Employer, which may change, including withdrawal at any time without any notice.		
PAN Card, Aadhar Card and UAN number are statutory requirements. In case if you don't have a PAN card, please contact the HR.		

With Best Wishes,
Shivesh Kundan
 VP - HR-Recruitment

This is a system generated letter and does not require any signatures.

Date: 26/04/2022

Intent to Offer

Dear Momin Zaid,

Syntellect ID: ASBE202021243159

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- c) You producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,
For Syntel Pvt. Ltd,

I have read this Offer of Intent and accept the stipulated terms and conditions

Momin Zaid

Signature

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name:	Momin Zaid	
Designation:	Associate Consultant	
Band & Grade:	GCM 1	
Pay and Allowance	Monthly	Yearly
Basic Salary	9,917	119,000
Basket of Allowances (BOA)	14,583	175,000
Gross Pay & Allowances	24,500	294,000
Provident Fund (PF)	1,800	21,600
Statutory Bonus	2,033	24,400
Statutory & Retirals Benefits	3,833	46,000
Cost to Company (OTE)	28,333	340,000

ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 637920

Letter of Intent ("LOI")

Dear Fathima Faheema,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4 with Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this Lol, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

ANNEXURE 1

Fathima Faheema
Analyst and A4

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring



Ref: TCSL/DT20207261273/1447902/Bangalore

Date: 21 July 2021

MS. FATHIMATH RAMEEZA
Kodangai House, Kodangai Post Vittla Padnoor Village,
Vittla, Vittla,
Karnataka-574243.
Tel# 918296257955

Sub: Joining Letter

Dear Ms. Fathimath Rameeza,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **19th August 2021** , your joining location is **Bangalore** , work location is **Bangalore** and your stream is **IT** . This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.



TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development



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

HRD/3T/1002470819/21-22

November 7, 2021

Ms. Jazeela Banu
Kukkaje House
Kukkaje House
Mangalore karnataka-574322
India

Ph: +91-7026355186

Dear Jazeela,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.11.07 20:46:27 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1002470819/21-22

November 7, 2021

Ms. Jazeela Banu
Kukkaje House
Kukkaje House
Mangalore karnataka-574322
India

Ph: +91-7026355186

Dear Jazeela,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **13-Dec-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

_____ _____
Print your full Name Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.11.07 20:46:27 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Jazeela Banu			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Jazeela Banu
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

HRD/3T/1002752401/21-22

December 20, 2021

Ms. Mariyamma Afreeda
Jaradagudde House,
Boliyar Village
Mangalore-574153
India

Ph: +91-8123076821

Dear Mariyamma,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.12.20 15:56:13 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1002752401/21-22

December 20, 2021

Ms. Mariyamma Afreeda
Jaradagudde House,
Boliyar Village
Mangalore-574153
India

Ph: +91-8123076821

Dear Mariyamma,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **03-Jan-2022**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

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You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

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You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

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You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Mariyamma Afreeda			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Mariyamma Afreeda			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
4. INCENTIVE COMPONENTS				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)				26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)				27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)				30,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

October 29, 2021

HRD/3T/1002473583/21-22

Ms. Sheikh Muskan

13-267/C(3)

Bait-Ul-Emaan, Kodange, Perliya

Dakshina kannada-574219

India

Ph: +91-9886373079

Dear Sheikh,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO

EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.10.29 21:36:19 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1002473583/21-22

October 29, 2021

Ms. Sheikh Muskan
13-267/C(3)
Bait-Ul-Emaan, Kodange, Perliya
Dakshina kannada-574219
India

Ph: +91-9886373079

Dear Sheikh,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **22-Nov-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Sheikh Muskan			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Sheikh Muskan
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

March 10, 2022

HRD/1003842675/21-22

Ms. Aleema Thwaliha B
Guvedapadpu House
Anekallu Post, Via-Manjeshwar, Kodalamogaru, Kasaragod
Kunjathur-671323
India

Ph: +91-6282839072

Dear Aleema,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("**Offer Letter**" hereinafter).

"**Affiliates**" means any entity that controls, is controlled by, or is under common control with the Company.

"**Company**" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"**Training**" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **24-Mar-2022**.

Location

Your location for employment is **MYSORE, India** .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

EMPLOYMENT OFFER LETTER


Date : 11th Jul 2022

Mr : Fathima Mufida Rasha

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	INT072022343340
	Candidate Name	Fathima Mufida Rasha
	Date of Interview	2022-07-11 10:48:31
	Interviewed By	Gagana D
	Offered Salary (Monthly)	16000
	Date of Joining	12 th Jul 2022
	Stipend	INR 4000 For 25 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 192,000 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 12th Jul 2022. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.

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 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 12th Jul 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

A handwritten signature in blue ink that reads "Seegang".

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

EMPLOYMENT OFFER LETTER


Date : 4th Jul 2022

Ms : Tafsiya

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	INT072022341843
	Candidate Name	Tafsiya
	Date of Interview	2022-07-04 12:47:53
	Interviewed By	Sahana
	Offered Salary (Monthly)	16000
	Date of Joining	5 th Jul 2022
	Stipend	INR 4000 For 25 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 192,000 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 5th Jul 2022. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.

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 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 5th Jul 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

A handwritten signature in blue ink that reads "Seema Garg".

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



OFFER CUM APPOINTMENT LETTER

Date: 25 July 2022

Name: Farhan Hussain

Address: Farhan Manzil, Abbigudde, Mavinakatte, Kundapura - 576283

Dear Farhan Hussain

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment in our company, on the following Terms and Conditions:

1. Date of Joining & Work Location:

Your appointment becomes effective from the date of joining the services of the Company, which date shall be not later than **25 July 2022**

Your work location would be **Bangalore - PTO** or any other location as assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Department, Designation:

Department: - **Sales**

Designation: - **Business Development Associate - Sales**

3. Cost to the Company:

Your annual Compensation including Performance Pay and Benefits is **Rs. 1000000** /-. Your salary comprises of a Fixed Compensation, Variable Compensation and Other benefits (Refer **Annexure 1** for detailed breakup).

Your salary will be revised yearly based on your satisfactory performance in the company determined at the sole discretion of the Company.

The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances
- (e) Or any other applicable statutory deductions

The Income Tax Liability with regards your salary and perks will your liability, and will be governed by the tax laws of the country as applicable from time to time.

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TM71924192 - Farhan Hussain

[Employee's Signature]



Other Benefits

- **Health Insurance Scheme**

You are covered by the group Health Insurance Scheme with add-on benefits that focus on you and your family's protection for a holistic health and wellness. Please refer to the Group Insurance Policy for more details and exact coverage.

- **Expense Reimbursement**

In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

4. Company Policies:

You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you. You will be governed by the attendance policy basis of your role and department of the work, operated from time to time. Management reserve rights to amend the policy time to time.

5. Retirement Age:

The age of Superannuating of an employee from Company Service is 60 years. You shall however, during your employment be required to be medically fit for the work for which you have been employed. As to whether an employee is medically fit, is an issue that will be professionally determined by the Company and the employee shall be bound by such determination. You will accordingly undergo periodic medical examination as and when intimated to you by the Company. The Company shall have the right terminate your services immediately, in the event you are found to be medically unfit to perform your duties and responsibilities.

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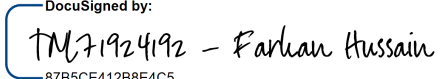
6. Termination:

Your services may be terminated in the following manner:

- (i) The Company will be entitled to terminate your services by giving you 30 days notice in writing, or by payment of 30 days salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 30 days notice in writing or 30 days salary in lieu of such notice.
- (ii) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
- (iii) In the event of your resignation from the services of the Company, you will be required to give the Company 30 days written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- (iv) You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the Company.
- (v) In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout. This clause is applicable only if there has been a notice-period buyout by BYJU'S.

7. Confidential Information:

As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, the Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course material, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information.

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[Employee's Signature]



You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in the Company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

8. Intellectual Property Rights:

All the Intellectual Property Rights in the material developed by you, class material and related documents shall at all times remain the property of Think & Learn. You shall provide all assistance and execute all deeds and documents required to vest the Intellectual Property Rights with Think & Learn. In the event any of the Intellectual Property Rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such Intellectual Property in perpetuity to Think & Learn. You shall not assert any right, title and interest over such Intellectual Property Rights.

9. Indemnity:

You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- (a) Any act or omission by you;
- (b) Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- (c) Any representation or warranty or information furnished to the Company found to be false;
- (d) Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- (e) Failure to adhere to the standards/specifications/policies of the Company.

10. General Provisions:

- a) As an employee in the full-time employment of the Company, you are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

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[Employee's Signature]



- b) You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.
- c) Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d) During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e) You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f) You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g) You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- h) The Company will deduct taxes as appropriate and consistent with the Indian Tax Regulation. You will be responsible for your tax liabilities under all-applicable tax laws and regulations.
- i) This letter constitutes the complete understanding between you and the Company regarding terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- j) All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

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[Employee's Signature]



The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by e-signing this letter. This employment letter is valid only if you join the company on the said date of joining unless otherwise mutually agreed in writing.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

Thanking you,

Yours faithfully

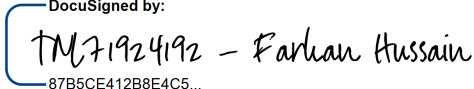
A handwritten signature in purple ink, followed by a circular purple stamp. The stamp contains the text 'THINK & LEARN PVT LTD' around the top edge, 'Bangalore' in the center, and a small star at the bottom.

Deeptha A R
Head – Human Resources
Think & Learn Pvt. Ltd

ACCEPTANCE

I accept the above mentioned terms and conditions.

Name: Farhan Hussain

Signature: DocuSigned by:
TN71924192 - Farhan Hussain
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Date: 25 July 2022



Annexure I- Compensation Details

Name	Farhan Hussain
Designation	Business Development Associate - Sales
Date of Joining	25 July 2022
Total Cost to Company (CTC)	1000000
Fixed Compensation	700000
Variable Compensation***	300000
Total Cost to Employee (CTE)	678400

Component Category	Annual
<u>EARNINGS</u>	
Basic Pay	350000
HRA*	175000
Statutory Bonus	0
Leave Travel Allowance	84000
PF(employer part)***	21600
Adhoc Allowances**	69400
<u>DEDUCTIONS</u>	
PF(employees part)***	As per Rules
Professional Tax	As per Rules
TDS	As per Rules

*For House Rent Allowance, declaration and original receipts to be submitted once a year.

**Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure II for details

***PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC

Variable Compensation Performance Pay***

You are eligible for a yearly performance pay of up to Rs. **300000** /-, which will be paid monthly upon completion of your individual sales targets and performance numbers. The payment is subject to your being active on the company rolls on the date of announcement of the Performance Pay. The Performance Pay is subject to review and may undergo change based on the actual performance of the company and your ongoing individual performance. This allowance is payable based on the company's Productivity/performance, and as such will be treated as productivity bonus in lieu of statutory profit bonus.

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[Employee's Signature]



Annexure I I – Adhoc Allowances

Adhoc Allowances will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Upto INR 1,000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Upto INR 30,000 per annum	
Fuel Allowance	Upto INR 2,400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Upto INR 900 per month	
Special Allowance	Balancing Component	Taxable

General Guidelines

- All these elements will be within the fixed part of the employee's compensation, detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered as taxable through the year , however on production of required bills over quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep the copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above mentioned tax benefits will be applicable only for those employees who opt for Old Income Tax Regime and not the new one
- Special Allowance component is a part of taxable income

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[Employee's Signature]



ANTI FAKE SALES SELF DECLARATION

I Farhan Hussain ,

hereby solemnly declare that I've undergone necessary modules on creating awareness against fake sale during my sales training of BYJU's – Think & Learn Pvt Ltd and I shall strictly adhere to the same at all times during my employment with BYJU'S (Think & Learn Pvt Ltd.).

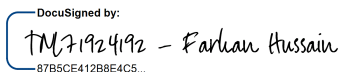
I Farhan Hussain , pledge that:

I understand that any suspicious activity such as, but not limited to

1. Fake customer for punching the sale
 2. Fake details about the customer for punching the order
- would come under the ambit of fake sales.

- I understand that all my punched orders in Order Hive/Achieve can be audited by the company anytime within the next 18 months
- I understand that the company has the legal right to take appropriate action against my wrongdoing as per the Indian Penal Code
- I hereby declare that I shall keep the company indemnified against all possible consequences incurred by the Company arising out of or in connection with my Fake sale and I shall bear the complete responsibility for the same.
- I will reach out to my HRBP in case of any doubt or concern with the policy

DATE: **25 July 2022**

SIGN: DocuSigned by:
TM71924192 - Farhan Hussain
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Name: **Farhan Hussain**

NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement ('**Agreement**') is effective from your Date of Joining **25 July 2022**

BY AND BETWEEN:

Think & Learn Pvt Ltd, having its office at IBC Knowledge Park, 2nd Floor, Tower-D, Bannerghatta Main Road, Bengaluru, Karnataka-560029, (hereinafter referred to as "**Think & Learn**" or "**Company**", which expression shall unless repugnant to the context and meaning thereof mean and include their successors and permitted assigns) of the **FIRST PART**;

AND

Farhan Hussain

S/O Mr. Mohammed Ashraf

Aged about (25) years

residing at Farhan Manzil, Abbigudde, Mavinakatte, Kundapura - 576283

(Hereinafter referred to as the "**Employee**", which expression shall unless it be repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, successors and permitted assigns) of the **SECOND PART**.

WHEREAS

1. The Company is engaged in the business of providing educational services;
2. The Employee, will have access to the confidential and proprietary information of the Company;
3. To maintain the confidentiality of the confidential and proprietary information of the Company, the Employee has agreed to execute these presents.


NOW THIS AGREEMENT WITNESSETH AND THE PARTIES AGREE AS FOLLOWS:

1. In this Agreement, unless the context otherwise requires, the following words and expressions shall bear the meanings ascribed to them below:

"**Documentation**" shall mean notes, memoranda, reports, lists, records, drawings, sketches, specifications, software programs, data, documentation, videos, compact discs containing Coaching Materials, videos relating to conduct of coaching classes or other materials of any nature and recorded in any form, whether written, printed, or in digital format or otherwise, relating to Coaching Materials and any other such material handled, possessed or dealt with by the Employee in course of his/her employment with the Company.

"**Confidential Information**" means all information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

In addition to the aforesaid definition, the parties set out their express understanding that the term Confidential Information as used in this Agreement includes the following types of material and information (whether or not reduced to writing or designated as confidential):

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1. *Proprietary Material.* Information relating to the Company's proprietary rights including but not limited to all intellectual property rights, whether registered or not, including the intellectual property rights subsisting in the course content, innovative teaching mechanism, business, technical, financial, operational, data which are of secret and proprietary nature including any memorandum, reports, documents, valuations and any other information provided by the Company (whether on computer disk, visual presentation or otherwise);
2. *Computer software.* Computer software of any type or form in any stage of actual or anticipated research and development, including but not limited to programs and program modules, routines and subroutines, processes, algorithms, codes, application development kits, application program interfaces, design concepts, design specifications (design notes, annotations, documentation, flowcharts, coding sheets, and the like), source code, object code and load modules, programming, program patches and system designs;
3. *Business Operations.* Internal Company personnel and financial information, students names and other student information, purchasing and internal cost information, internal services and operational manuals, and the manner and methods of preparing the Company's business financial statements, analysis, business reports, policies, market survey, market research, human resource data, risk management initiatives, incentive plans, financial projections or personnel matter, employees, investors;
4. *Marketing and Development Operations.* Marketing and development plans, price and cost data, price and fee amounts, pricing and billing policies, quoting procedures, marketing techniques and methods of obtaining business, forecasts and forecast assumptions and volumes, and future plans and potential strategies of the Company which have been or are being discussed;
5. *Product and Content.* The content and courses developed along with the Coaching Material for the Company or its subsidiaries

Records and repositories of all of the foregoing, in whatever form maintained shall constitute Confidential Information.

"**Coaching Materials**" shall mean any and all Documentation pertaining to the courses offered, conducted or that are intended to be offered by the Company, study materials, teaching methodology etc. relating to the courses conducted by the Company. The term 'Coaching Materials' include all invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or intellectual property right whatsoever or any interest is developed by the Employee in relation to the Coaching Materials (whether or not registered), whether recorded in written, printed, or in digital format or any other form.

2. The Employee shall not at any time, whether during or after his/her employment with the Company, reveal to any person or entity any Confidential Information (as defined in Clause 1 hereto), except as otherwise authorized by the Company in writing. The Employee shall maintain secrecy of all matters entrusted to him/her and shall not use or attempt to use any material provided to him/her pursuant to his/her employment, except as may be required in the ordinary course of his/her employment with the Company.

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The Employee shall also ensure that he/she does not use any information or material provided to him/her by the Company in any manner which may injure or cause loss or may lead to any injury or loss, whether directly or indirectly, to the Company.

3. The Employee shall maintain the Confidential Information in trust and strictest confidence and, except, as expressly set forth herein, shall not disclose any Confidential Information to any third party. The Employee further undertakes to protect the Confidential Information in accordance with the policies or instructions provided by the Company for protection of Confidential Information and with a reasonable degree of care.

The Employee shall not make copies or reproductions of the Company's Confidential Information except to the extent necessary for the purposes of performing his/her employment obligations towards the Company, and as may be expressly allowed in advance by the Company in writing from time to time.

The Employee shall ensure that such re-produced forms or copies of Confidential Information are dealt with the same standard and protocol that is applicable to Confidential Information under this Agreement.

4. The Employee acknowledges and agrees that the Confidential Information constitutes a valuable asset of the Company and is a substantial asset of the Company. Further, any material containing Confidential Information, whether created, composed or generated by the Employee is the property of the Company. Where the Employee has any doubt whether any information is Confidential Information, the Employee shall request a determination from his or her supervisor.
5. The Employee agrees to abide by the policies of the Company (as amended from time to time) established for the protection of the Confidential Information, and take such precautions as set out in the policies to safeguard the Confidential Information, including without limitation the protection of Confidential Information from theft, unauthorized duplication, disclosure of contents and restrictions on access by other persons.
6. The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.
7. If at any time during the course of his/her employment with the Company, the Employee (either alone or with others) makes, conceives, creates, any Coaching Material (as defined in Clause 1 hereto), Documentation or any other material ("**Developed Material**") that (a) relates to the business of the Company or which is made, conceived or created for use in relation therewith; or (b) results whether directly or indirectly from tasks assigned to the Employee by the Company; or (c) results from the use of premises or assets (whether tangible or intangible) owned, leased or contracted for by the Company, such Developed Material shall be deemed to be 'work for hire' and be the sole and absolute property of the Company. To the extent that any Developed Material does not for any reason vest with the Company on creation or is not deemed to be 'work for hire' either by way of operation of law, contract or otherwise, in consideration of his/her employment with the Company and at no additional cost or consideration, Employee hereby irrevocably assigns and agrees to assign in the future, in perpetuity and on a worldwide basis, (when any such Developed Material is first reduced to practice or fixed in a tangible medium as applicable) to the Company all of the Employee's rights, title and interest in and to all the Developed Materials,

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and to any and all intellectual property rights therein or relating thereto, including but not limited to all inventions, patents, copyrights or trademarks which relate to such Developed Materials, effective immediately upon their conception, origination, creation, preparation or discovery thereof and determined regardless of the medium of expression thereof. The Employee also unconditionally waives any and all right accrued to him/her under law or otherwise (whether at present or that may accrue in future) in relation to the intellectual property rights in the Developed Materials, including but not limited to, rights accrued under Section 19(4) and Section 19A of the (Indian) Copyright Act, 1957.

The parties further agree, that the failure of the Company to exercise any rights over the Developed Materials as contemplated herein within a year shall not cause the assignment of any rights, as applicable, to lapse and the Parties expressly waive the application of Section 19 (4) of the Indian Copyright Act, 1957. The Employee shall promptly disclose to the Company (or any persons designated by it) each such Developed Material.

8. The Employee shall during the course of his/her employment with the Company and at any time thereafter, at the request and cost of the Company, promptly sign, execute, all such deeds, documents, forms and instruments and undertake such acts, filings, submissions and other things as the Company and its duly authorized officers may reasonably require:
 - (a) to apply for, obtain, register and vest in the name of the Company alone (unless the Company otherwise directs) all intellectual property rights in the Developed Materials in any territory and when so obtained or vested to renew and restore the same;
 - (b) to undertake execution of any documents, instruments or forms or do any such appropriate acts to give effect to the assignment set out under Section 7, if execution of such deeds, documents, forms, instruments or undertaking or such acts, filings, submission or other things is mandatory under law to complete the said assignment.
 - (c) where the Developed Material is not assignable to the Company by operation of law, contract or otherwise, the Employee unconditionally and irrevocably grants to the Company and its affiliates, an exclusive, transferable, irrevocable, perpetual, worldwide, fully paid up and royalty-free license, with rights to sublicense through multiple levels of sublicenses to reproduce, create derivative works of, distribute, publicly perform and publicly display by all means now known or later developed, such Developed Material.
 - (d) to defend any judicial action, applications, oppositions, petitions or other proceedings in relation to the applications, assignments or licenses as set out in Clauses 8 (a), (b) and (c) hereinabove.
9. The Employee hereby agrees that he/she shall not do or indulge in any of the following, without the prior written consent of the Company:

9.1 Compete: During the course of his/her employment and for a period of at least two years thereafter, the Employee shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of the Company nor engage in any activity that conflicts with the Employee's obligations to the Company;

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9.2 Solicit Business: During the course of his/her employment and for a period of at least two years thereafter, the Employee shall not solicit, endeavour to solicit, influence or attempt to influence any client, student or other person directly or indirectly to join/enroll with himself/herself or any person, firm, corporation, institution or other entity in competition with the business of the Company;

9.3 Solicit Personnel: During the course of his/her employment and for a period of at least two years thereafter, the Employee shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of or directly or indirectly offer services in any form or manner to himself/herself or any Person or entity which is a competitor of the Company.

9.4 The Employee acknowledges and agrees that the restrictions in Clauses 9.1 to 9.3 above are considered reasonable for the legitimate protection of the business and goodwill of the Company, but in the event that such restriction shall be found to be void, but would be valid subject to certain modifications, such modifications will be deemed to be incorporated to these Clauses.

9.5 The Employee acknowledges and agrees that the covenants and obligations with respect to non-compete and non-solicitation as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause the Company, irreparable injury.

10. Circumvention (either directly or indirectly) to any other party without the previously required written approval of the Company shall be a violation of this Agreement, and the Company shall be entitled to monetary damages and injunctive relief. The Employee declares that as of today, he/she is not a member of the Board of Directors, a partner or employee, nor does he/she hold any other office, in any other company, body corporate, partnership, or entity whether organized for profit or not. In the event that he/she is permitted to hold any office, whether for profit or otherwise in such organization, the Employee shall immediately inform the Company and the Employee undertakes to maintain the confidentiality of all information pertaining to the Company, its intellectual property including methodologies, processes and know how, and its business activities and agree to be bound by any other obligations owed to the Company in respect of third parties.
11. The Employee represents that his/her performance of the provisions of this Agreement shall not breach and/or constitute a breach of the Employee's obligations to any other person and the Employee has not and will not at any time hereafter enter into any oral /written agreement in conflict with the provisions of this Agreement.

The Employee represents and covenants that his/her performance of this Agreement does not and will not breach any agreement he/she has entered into or will enter into with any third party, including without limitation, any agreement to keep in confidence proprietary or confidential information acquired by him/her in confidence or in trust prior to his/her employment with the Company. The Employee agree not to enter into any written or oral agreement that conflicts with the provisions of this Agreement.

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12. Upon termination of employment with the Company for any reason, the Employee will promptly deliver to the Company all the Company's documents and materials pertaining to (i) Employee's employment; (ii) the Confidential Information of the Company or the other entities with which the Company has relationships. The Employee agrees to return to the Company all the equipment, files, software programs and other property belonging to the Company on separation from employment. The Employee will not retain any materials (recorded in any form or medium whatsoever) that evidence, contain or reflect the Confidential Information.
13. The Employee agrees that any breach of this Agreement by the Employee will cause irreparable damage to the Company for which monetary damages shall not suffice and that in the event of such breach, in addition to any and all remedies of law the Company has, the Company shall have right to an injunction, specific performance or other equitable relief to prevent the violation of the Employee's obligations hereunder. Further, the Employee agrees to pay the damages suffered by the Company due to his/her breach of the obligations under this Agreement.
14. It is agreed that this Agreement does not create any obligation on the Company to continue the employment of the Employee with the Company.
15. The Parties to this Agreement acknowledge that, in executing this Agreement, each Party has had the opportunity to seek the advice of independent legal counsel, and has read and understood all of the terms and provisions of this Agreement.
16. Any notice required or permitted by this Agreement shall be in writing and shall be deemed duly served upon receipt, when delivered personally or by a delivery service, or seventy-two hours after being deposited in the mail as certified or registered mail with postage prepaid, if such notice is addressed to the Party to be notified at such Party's address as set forth in this Agreement or as subsequently modified by written notice.
17. Any waiver by the Company of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of such provision or any other provision hereof.
18. The Company shall have the right to assign this Agreement to its successors and assigns, and all covenants and agreements hereunder shall inure to the benefit of and be enforceable by said successors or assigns.
19. Each provision herein shall be treated as a separate and independent clause, and the unenforceability of any one clause shall in no way impair the enforceability of any of the other clauses of the Agreement. Moreover, if one or more of the provisions contained in this Agreement shall for any reason be held to be excessively broad as to scope, activity, subject or otherwise so as to be unenforceable at law, such provision or provisions shall be construed by the appropriate judicial body by limiting or reducing it or them, so as to be enforceable to the maximum extent compatible with the applicable law as it shall then appear failing which such provision shall be severable from the remainder of the provisions hereof which shall continue in full force and effect as if this Agreement had been executed with the invalid provisions eliminated. The language of all parts of this Agreement shall in all cases be construed as a whole according to its fair meaning and not strictly for or against any of the parties.

DocuSigned by:

TN71924192 - Farhan Hussain

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20. Any amendment to or modification of this Agreement, or any waiver of any provision hereof, shall be in writing and signed by the Company. Any waiver by the Company of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach hereof.
21. This Agreement shall be effective as of the date entered below or the date of the Employee commencing employment with the Company, whichever is earlier. The obligations of the Employee under this Agreement shall survive the termination of his/her employment with the Company regardless of the manner of such termination and shall be binding upon his/her heirs, executors, administrators and legal representatives.
22. This Agreement including the Employment Agreement represents the entire agreement between the Parties and cancels and supersedes all prior agreements, arrangements and understandings in respect of employment of the Employee with the Company.
23. This Agreement shall be governed by and construed in accordance with the laws of India and shall be subject to the jurisdiction of the courts in Bangalore.

Date of Joining: **25 July 2022**

IN WITNESS WHEREOF, the parties have set their hands on the day and year hereinabove mentioned.

SIGNED AND DELIVERED by the ()

the within named Company ()

in the presence of :

SIGNED AND DELIVERED by the ()

within named () **Farhan Hussain**

in the presence of (Witness) ()

DocuSigned by:
TM71924192 - Farhan Hussain
87B5CE412B8E4C5...

Certificate Of Completion

Envelope Id: C1C2255C01C74587B547358AD96DBF2A	Status: Completed
Subject: BYJU'S Offer Cum Appointment Letter & NDA - TNL71924192 - Farhan Hussain - 25 July 2022	
Source Envelope:	
Document Pages: 16	Signatures: 16
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	BYJU'S Employee Letters Team
Time Zone: (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi	employeeletters@byjus.com
	IP Address: 49.205.145.41

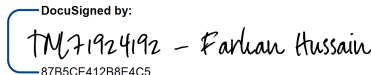
Record Tracking

Status: Original	Holder: BYJU'S Employee Letters Team	Location: DocuSign
23 July 2022 11:44	employeeletters@byjus.com	

Signer Events

TNL71924192 - Farhan Hussain
hussainfarhan7863@gmail.com
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

87B5CE412B8E4C5...

Signature Adoption: Pre-selected Style
Using IP Address: 106.206.66.150
Signed using mobile

Timestamp

Sent: 23 July 2022 | 11:44
Viewed: 23 July 2022 | 11:51
Signed: 23 July 2022 | 12:51

Electronic Record and Signature Disclosure:

Accepted: 23 July 2022 | 11:51
ID: bea417d6-8b2e-4fe6-8249-f52bbf621ca1

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent	Hashed/Encrypted	23 July 2022 11:44
Certified Delivered	Security Checked	23 July 2022 11:51
Signing Complete	Security Checked	23 July 2022 12:51
Completed	Security Checked	23 July 2022 12:51

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, INGRAM MICRO INDIA PVT LTD OBO CARTEL INFOSYSTEMS OBO THINK & LEARN PRIVATE LIMITED (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact INGRAM MICRO INDIA PVT LTD OBO CARTEL INFOSYSTEMS OBO THINK & LEARN PRIVATE LIMITED:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: anjana.rao@byjus.com

To advise INGRAM MICRO INDIA PVT LTD OBO CARTEL INFOSYSTEMS OBO THINK & LEARN PRIVATE LIMITED of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at anjana.rao@byjus.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from INGRAM MICRO INDIA PVT LTD OBO CARTEL INFOSYSTEMS OBO THINK & LEARN PRIVATE LIMITED

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to anjana.rao@byjus.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with INGRAM MICRO INDIA PVT LTD OBO CARTEL INFOSYSTEMS OBO THINK & LEARN PRIVATE LIMITED

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to anjana.rao@byjus.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify INGRAM MICRO INDIA PVT LTD OBO CARTEL INFOSYSTEMS OBO THINK & LEARN PRIVATE LIMITED as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by INGRAM MICRO INDIA PVT LTD OBO CARTEL INFOSYSTEMS OBO THINK & LEARN PRIVATE LIMITED during the course of your relationship with INGRAM MICRO INDIA PVT LTD OBO CARTEL INFOSYSTEMS OBO THINK & LEARN PRIVATE LIMITED.



Job Offer Letter

New employee

Date: 22 September 2022

To: Rashid

It is my pleasure to extend the following offer of employment to you on behalf of Construction & Building Engineering (L.L.C.).

• **This offer is contingent upon:**

1. Completion of your 6 months probationary period with the company.
 2. Our receipt of your necessary documentations.
 3. The approval of the Ministry of Labor & Social Affairs and all other concerned government entities.
 4. Your acceptance of the offer.
- You will be appointed at Construction & Building Engineering (L.L.C.) as **Mechanical Engineer**.
- You will be reporting directly to the **Project Manager**.
- The following details show the breakup of your salary:

No.	Salary Sub-details	Salary
1	Basic Salary	900.00
2	Accommodation Allowance	500.00
3	Transportation Allowance	400.00
4	Other Allowances	200.00
Total Monthly Salary		2000.00

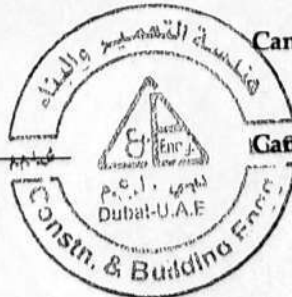
- **Vacations:** You will be entitled for a one month paid vacation per completed employment year. Other vacations such as sick and emergency leave will be according to the company policies and regulations that are guided and governed by the UAE's labor laws.
- **Your starting date will be 21 October 2022**
- **Your work location will be all sites.**
- **Your daily working hours will be 08:00 am to 05:00 pm.**
- **You will be entitled for end of service payment at the end of your employment at CBE as per UAE law.**

You acknowledge that this offer letter represents the entire agreement between you and Construction & Building Engineering (L.L.C.), and that no verbal or written agreements, promises or representations that are not specifically stated in this offer are or will be binding upon Construction & Building Engineering (L.L.C.).

If you are in total agreement with the above outline, please sign below.

On behalf of CBE

Signature: _____



Candidate's Name: Rashid

Candidate's Signature: _____

HRD/3T/1002437653/21-22

November 7, 2021

Mr. Mansoor Mahammad
3-72/A , Arkalike House, Kavalkatte Post
3-72/A , Arkalike House, Kavalkatte Post
Dakshina kannada-574265
India

Ph: +91-9731691102

Dear Mansoor,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.11.07 20:32:49 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1002437653/21-22

November 7, 2021

Mr. Mansoor Mahammad
3-72/A , Arkalike House, Kavalkatte Post
3-72/A , Arkalike House, Kavalkatte Post
Dakshina kannada-574265
India

Ph: +91-9731691102

Dear Mansoor,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **13-Dec-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.11.07 20:32:49 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Mansoor Mahammad			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Mansoor Mahammad
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

To,

Date: 09th November 2022

Mr. Midlaj M,

Congratulations!!

Pursuant to our discussions, we are pleased to make you an Offer of Employment as Inspection Engineer with Phistream Consulting Private Limited, Noida. Your Date of Joining is 08th November 2022.

Your gross annual CTC salary is INR 180000/- (Rupees One Lakh Eighty Thousand Only) which will include the deduction of your Professional Tax & Insurance.

Detailed breakup of your salary package will be provided to you in your appointment letter. We request you to kindly revert back with your acceptance. Please send the following self-attested documents through mail :

1. Certificates of Qualification
2. Two passport size photographs
3. Document for address proof/ (Aadhar Card Copy, landline bill, electricity bill)
4. Copy of PAN card
5. Copy of Aadhar Card
6. Details of your existing bank account (Cancelled Cheque /Scanned copy of the front page of passbook)
7. Relieving Letter/Appointment letter and the last salary slip of your previous company.

Please sign a copy of this letter as a taken acceptance.

We wish to welcome you to Phistream family.

Good Luck!!!

For PhiStream Consulting Private Limited

Encl. As above Contents read, agreed and accepted



Tejaswini Niraj
HR Department

Employee Signature

PhiStream Consulting Private Limited

An ISO 17020:2012 (Type 'A'), ISO 22000:2018, ISO 9001:2015 and PNGRB Accredited Company

BR-78, Sector - 116, Noida – 201 301 • info@phistream.com • www.phistream.com

Regd. Office: A-114, Joshi Colony, IP Extension, Patparganj, Delhi - 110092 • CIN No.: U72200DL2004PTC129762

Expertise Contracting Company



Business Unit	Document Ref No.:	Rev. No.	Effective Date	Page No.
President & CEO Office	FM DIV00 0015	00	01 st August 2016	1 of 1

OFFER LETTER

REF # SEP / 2022 / 5961

Date: 26 / SEP / 2022

Dear: Mr. Razik Ahamed
Nationality: India
Passport No: R9494184

We are pleased to present to you our offer of employment with the M/s. Expertise Contracting Company Ltd. based on the following employment terms and conditions. Please review this summary of terms and conditions for your anticipated employment with us:

Sl-no	Descriptions	Entitlements
1	Position's Title	Trainee Engineer - PMTA
2	Basic Salary	SR 2,000 /- (FIXED)
3	Accommodation & Food	Provided by the Company
4	Transportation	Provided by the Company
Total Fixed Components		
5	Over Time	Not Applicable
6	Medical Coverage	Provided by the Company
7	Annual Vacation	30 Days (21 Days Paid) vacation after One year(s) of service
8	Probation Period	3 months (from the date of Joining)
9	Visa Status	Single
10	Employment Contract Duration	Three Years contract period
11	Air Tickets	Round Tickets Provided by Company

BASIC TERMS:

- All the above subject and terms will be governed as per the company policies time to time implemented.
- The offer is subject to your **work visa endorsement or transfer of sponsorship** which requires approval from the concerned respective state authorities.
- You have to work extra hours more than your duty hours during shutdown jobs.**
- Upon acceptance of the offer, a formal contract between you and the Company (**Expertise Contracting Company Ltd**) will be drawn up in accordance with the labor regulations of the Kingdom of Saudi Arabia.
- Contract may terminate without any notice in cases stipulated in Article (80) of chapter (6) of section (5) of the Labor Laws.
- All other terms and conditions* are according to Saudi Labor Law and Board Resolution No. 01, s. 2014 of Expertise Board of Directors.
- You are required to provide us copies of following documents, your Passport, Academic Certificates, Relieving letter (if available) on your arrival & joining our company at our HRA
- Should you accept this offer letter, we look forward to having you in our organization and we are confident that this will result in a mutually advantageous relationship. Should you have any queries, please do not hesitate to contact the under-signed.

People Manager

Vice President (HR/Ops)

President

<i>Employee Name & Surname</i>	<i>Employee Signature</i>	<i>Expected Joining Date</i>
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Expertise Contracting Company

Business Unit**Document Ref No.:****Rev. No.****Effective Date****Page No.**

President & CEO Office

FM-DIV00-0015

00

28th November
2021

1 of 1

OFFER LETTER

Date: 28/ Nov/ 2021**Dear** : Mr. MUZAMIL M**Passport No** :

We are pleased to present to you our offer of employment with the M/s. **Expertise Contracting Company Ltd.** based on the following employment terms and conditions. Please review this summary of terms and conditions for your anticipated employment with us:

Sl-no	Descriptions	Entitlements
1	Visa Status	Single
2	Position's Title	SBM
3	Basic Salary	1200
4	Overtime	Applicable
5	Accommodation & Food	Provided by the Company
6	Transportation Facility	Provided by the Company
7	Employment contract duration	1 year (Can be extended)
8	Air Tickets	Round Tickets Provided by Company

BASIC TERMS:

- All the above subject and terms will be governed as per the company policies time to time implemented.
- The offer is subject to your **Short Term work Visit visa endorsement** requires approval from the concerned respective state authorities.
- Contract is subject to renewal based on the project requirements and your performance during the period of your deployment
- Upon acceptance of the offer, a formal contract between you and the Company (**Expertise Contracting Company Ltd**) will be drawn up in accordance with the labor regulations of the Kingdom of Saudi Arabia.
- All other terms and conditions are according to Saudi Labor Law and Board Resolution No. 01, s. 2014 of Expertise Board of Directors.
- You are required to provide us copies of following documents, your Passport, Academic Certificates, relieving letter (if available) on your arrival & joining our company at our HRA
- Should you accept this offer letter, we look forward to having you in our organization and we are confident that this will result in a mutually advantageous relationship. Should you have any queries, please do not hesitate to contact the under-signed.

Human Resources Manager**Vice President (HRA/Ops)****President**

<i>Employee Name & Surname</i>	<i>Employee Signature</i>	<i>Expected Joining Date</i>
------------------------------------	---------------------------	------------------------------

03 September 2021

Salman Khan

E-Code : 20112854

Nareh Nawale industrial estate Pune 411041

Dear Salman,

1. **Appointment:** We are pleased to appoint you as **Process Associate** for **IGT Solutions Private Limited.** with effect from **03 September 2021.** You will report to Practice Head or such other person as may be notified, from time to time, in writing to you by the Company. Your appointment is subject to your being found medically fit and a satisfactory verification of your qualification, references and background checks.

2. **Compensation:** Your role is currently positioned in Band **1C** and your monthly compensation & other benefits will be as specified in Annexure 'A'. You shall adhere to all policies framed by the Company and as amended from time to time. Further, you shall be liable for any income tax and all other applicable taxes arising out of payments received by you by way of remuneration as stated in this clause.

By accepting this offer, you consent to providing your Aadhar Card for the purposes of a) authentication; b) providing you with statutory dues like provident fund etc; b) proof of address, if applicable and c) background checks through Company personnel or third party vendor. In case you are unable to provide Aadhar card, you will immediately inform us the reason for the same.

3. **Probation & Confirmation:** From the date of appointment, you shall undergo 90 days of probation in the Company, which may be extended if so deemed necessary by the Company for such further period as it deems fit. If you successfully complete the probation period, either initial or extended as the case may be, the Company may in its sole discretion confirm your employment. On expiry of the aforesaid probation period, your employment with the Company would be deemed to be confirmed. During the probation period either party can terminate the contract of employment within 10 days' notice prior written notice without assigning any reasons thereof.

4. **Notice Period:** Your appointment with the Company will be subject to termination with **30 Days** notice or payment in lieu thereof. Should you desire to resign from the Company you shall provide the Company with a prior written notice of similar period of such resignation or payment in lieu thereof at the discretion of the Company. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company shall have the right not to accept your resignation. If you desire to resign from your services hereunder, you shall, notwithstanding the provision with respect to payment in lieu of the notice as provided hereunder, make yourself available during all office hours, for such period from the date of tendering your resignation, as maybe required by the Company at its discretion in order to ensure smooth transition.

5. **Retirement:** You shall retire upon attaining such retirement age as may be determined by the Company as per its policies from time to time. In and upon such retirement, you shall cease to be an employee of the Company. The Company may, however, at its sole discretion, elect to extend the term of your employment for such further period as it deems fit.

6. **Location/Domicile:** You will initially be posted in **Pune.** However, the Company may, at any time, at its sole discretion, transfer/second and/or depute you from one place to another anywhere in India or abroad and/or from one department to another and/or from one division to another and /or to any of its affiliates, associates, subsidiaries, group companies or Clients or other concern in which the Company may be having any interest whether existing or which may be set up in future.

7. **Company Policies:** During the course of your employment with the Company, you shall be required, to keep yourself informed, updated and comply with, all the policies and procedures of the Company in force and as may be amended from time to time and as applicable to you, which shall be considered to be a part of your Appointment Letter and terms of employment. The company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to you not being aware of and/or updated with any such Company policies and amendments thereto.

Registered Office

Unit No. 1, Ground Floor
A Wing, Business @ Mantri
Survey no 197/2+4 to 7B,
Lohegaon Nagar Road
Pune, Maharashtra – 411014

IGT Solutions Pvt. Ltd.

(Formerly known as InterGlobe Technologies Pvt. Ltd.)
Mantri Business Park, Wing A, Ground Floor,
Nagar Road Pune - 411014

T +91 2067601503

www.igtsolutions.com

mktg@igtsolutions.com

CIN U72300MH1998PTC187929

8. **Role & Responsibility:** Your responsibilities and duties will be shared with you on your joining the company and you would be expected to discharge your duties accordingly. However, in addition to our usual duties, you may be required to discharge and perform any responsibility or work that may be entrusted and assigned to you by the Company. During the course of your employment with the Company, the Company shall be entitled to change your designation and / or reporting structure. You will also be responsible for the effective functioning of the staff or employees, if any, under your supervision

9. **Confidentiality:** You will maintain strict confidentiality as regards all matters concerning the Company and will not divulge any information regarding the Company to any third party, without the prior written consent of the Company. In addition to the provisions of this clause, your confidentiality obligations towards the Company shall be governed by the terms and conditions of the Confidentiality and Non-Disclosure Agreement, attached hereto as **Annexure 'B'**, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict, in respect of any confidentiality related provisions, between the contents of this Appointment Letter and the Confidentiality and Non-Disclosure Agreement, the provisions of the Confidentiality and Non-Disclosure Agreement shall take precedence.

10. **Veracity of Particulars Submitted:** It is understood that this employment is being offered to you on the basis of the particulars submitted by you in your application for employment. However, if at any time it should emerge that the particulars furnished by you as a part of the joining formalities, are false, incorrect or inaccurate, if any material or relevant information has been suppressed or concealed, if you are engaged in any fraudulent activity, misconduct, or if your performance is not up to the expected standard this appointment will be considered ineffective and irregular and would be liable to be terminated by the Company forthwith without notice. This will be without prejudice to the right of the Company to take disciplinary action against you for the same.

11. **Exclusivity:** During the period of your employment with the Company you shall work exclusively for the Company and not secure any other job either for remuneration or on honorary basis, without the prior written consent of the Company.

12. **Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter, under any circumstances, directly or indirectly solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to leave the employment of the Company and/ or any of its subsidiaries and / or affiliates or apply for employment with any third party or encourage such personnel of the Company to take any action or inaction that may adversely impact the performance by the Company of its obligations under this Letter and / or any other contract or adversely impact the ability of the Company to carry out its normal business activities. You further agree that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the Company, or with those customers of the Company with whom you had any contact, during your employment with the Company and for a period of one year after your employment ceases with the Company.

13. **Personal Particulars:** You shall keep the Company informed of your latest postal address and other contact details at all times and intimate in writing in case of change of such address or contact details. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

14. **Training:** During the course of your employment with the Company you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibility assigned to you. In such cases the Company may propose that an agreement, in the form and manner acceptable to the Company be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the company towards your specialized training / skill and / or knowledge enhancement subject to the terms and conditions of the aforesaid agreement. In the event that such an agreement is executed between you and the Company you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral parcel of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence

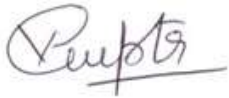
15. **Jurisdiction:** Any dispute of whatsoever nature between you and the Company shall be subject to the exclusive jurisdiction of courts of Maharashtra only, whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

16. **Medical Fitness:** That your appointment and its continuation is subject to your being medically fit and the Company reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Company.

17. **Amendment:** Any amendment or modification to this Appointment Letter shall be made in writing and signed by both parties.
18. **Severability:** It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.
Kindly sign and return a copy of this Appointment Letter to the under-signed as a token of your acceptance of the above terms.

Wishing you every success in this assignment!

Yours faithfully,
For and behalf of,
IGT Solutions Pvt. Ltd.



Vineet Gupta
Vice President- HR

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove.



ANNEXURE 'B'

03 September 2021

Salman Khan
E-Code : 20112854
Nareh Nawale industrial estate Pune 411041

Dear Salman,

Subject: Confidentiality and Non-Disclosure Agreement

1. We refer to your Appointment Letter dated **03 September 2021**. Please treat the contents of this Agreement as part of the said Appointment Letter, whereby the contents of this Agreement are incorporated into the said Appointment Letter. In the event of any conflict between the contents and effect of this Agreement and the Appointment Letter, the contents of this Agreement shall take precedence.

2. During your employment and association with **IGT Solutions Private Limited**, you may be provided with or come in contact with or create certain Proprietary, Personal Information, Personal Identifiable Information, Sensitive Personal Data (collectively referred to as "Personal Data") and Confidential Information. As used in this Agreement, the term Confidential Information shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy, personal identifiable information, confidential, or the equivalent etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including you, may reasonably consider as proprietary, personal identifiable, confidential or the equivalent. For the purpose of this Agreement, Personal Information, Personal Identifiable Information, Sensitive Personal Data shall have the same meaning as in Regulation (EU) 2016/679 - General Data Protection Regulation ('GDPR') and any other applicable laws.

3. You shall use the Confidential Information and Personal Data received, at any time, solely in respect of your duties as part of your employment and association with Company and in compliance with all applicable laws, including without limitation the GDPR provisions. You shall comply with the Company policies pertaining to the GDPR provisions including without limitation the Binding Corporate Rules published on the Company's intranet. You shall not make any copies, in whole or in part, machine readable or otherwise, of the Confidential Information and Personal Data except for copies that need to be made strictly in respect of your duties as part of your employment and association with Company. You shall, at the request of Company at any time, promptly return to Company, all tangible forms of Confidential Information and Personal Data including any and all copies and partial copies thereof, whether machine readable or otherwise. You shall process Confidential Information and Personal Data only as instructed by the Company.

4. Except as may be expressly provided herein, you shall, at no time, whether during your employment or association with Company or after its termination or expiry, as the case may be, disclose any Confidential Information and Personal Data in whole or in part to any third party.

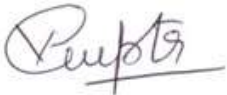
Registered Office
Unit No. 1, Ground Floor
A Wing, Business @ Mantri
Survey no 197/2+4 to 7B,
Lohegaon Nagar Road
Pune, Maharashtra – 411014

IGT Solutions Pvt. Ltd.
(Formerly known as InterGlobe Technologies Pvt. Ltd.)
Mantri Business Park, Wing A, Ground Floor,
Nagar Road Pune - 411014

T +91 2067601503 CIN U72300MH1998PTC187929
www.igtsolutions.com
mktg@igtsolutions.com

5. Any and all Confidential Information and Personal Data shall, at all times, remain the property of the Company. Upon termination or expiry of your employment or association with Company, whichever occurs first, you shall promptly destroy or return to Company, all Confidential Information and Personal Data, including any and all copies and partial copies, whether machine readable or otherwise, or at the option of Company, and provide Company with a written certification as to such destruction, in the form and manner acceptable to Company.
6. Nothing contained in this Agreement or the Appointment Letter shall be construed as: (i) requiring the Company to disclose to you any particular information; (ii) granting to you or to any party a license, either express or implied, under any patent, copyright, trade secret or other intellectual property right or any other Confidential Information and Personal Data, now or hereafter owned, obtained or licensed by the Company; (iii) creating warranties of any kind in connection with any particular information; (iv) constituting or implying any representation or commitment as to the development or availability of commercial products, features or services; or (v) soliciting any business or organization changes or incurring any obligations of any kind not specified herein
7. You will not utilize any such Confidential Information and Personal Data to render services, develop products or produce articles for your own or another's use, or to render services, develop products or Produce articles sold or offered for sale or otherwise transferred or offered for transfer to anyone, without the prior written consent or instruction of the Company.
8. This Agreement shall be interpreted and the rights of both you and Company shall be determined in accordance with the laws of India.
9. You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Agreement or the Appointment Letter by you, and you agree that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including without limitation any temporary or permanent injunction and / or specific performance of this Agreement and/or the Appointment Letter in order to protect its rights hereunder, without limiting any other rights and remedies that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, may have.
10. The contents of this Agreement supersede any prior oral or written understandings with respect to the subject matter hereof between you and Company and constitutes the entire agreement between you and Company with respect to the subject matter hereof and no modification, amendment or waiver thereof shall be effective unless in writing and signed by both Parties.

Yours Sincerely,
For and on behalf of
IGT Solutions Pvt. Ltd.



Vineet Gupta
Vice President- HR

Agreed and Accepted

I have gone through the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove and agree to the same being incorporated as part of my Appointment Letter.

Expertise Contracting Company

expertise

Business Unit

Document Ref No.:

Rev. No.

Effective Date

Page No.

President & CEO Office

FM-DIV00-0015

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10th January
2022

1 of 1

OFFER LETTER

Date: 10/ 01/ 2022

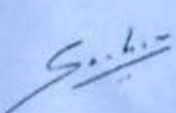
Dear : Mr. Mohammed Noushad
Passport No : V3245213

We are pleased to present to you our offer of employment with the M/s. **Expertise Contracting Company Ltd.** based on the following employment terms and conditions. Please review this summary of terms and conditions for your anticipated employment with us:

SI-no	Descriptions	Entitlements
1	Visa Status	Single
2	Position's Title	Trainee Engineer
3	Basic Salary	2000
4	Overtime	Not Applicable
5	Accommodation & Food	Provided by the Company
6	Transportation Facility	Provided by the Company
7	Employment contract duration	1 year (Can be extended)
8	Air Tickets	Round Tickets Provided by Company

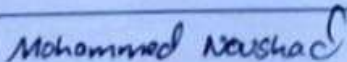
BASIC TERMS:

- All the above subject and terms will be governed as per the company policies time to time implemented.
- The offer is subject to your **Short Term work Visit visa endorsement** requires approval from the concerned respective state authorities.
- Contract is subject to renewal based on the project requirements and your performance during the period of your deployment
- Upon acceptance of the offer, a formal contract between you and the Company (**Expertise Contracting Company Ltd**) will be drawn up in accordance with the labor regulations of the Kingdom of Saudi Arabia.
- All other terms and conditions are according to Saudi Labor Law and Board Resolution No. 01, s. 2014 of Expertise Board of Directors.
- You are required to provide us copies of following documents, your Passport, Academic Certificates, relieving letter (if available) on your arrival & joining our company at our HRA
- Should you accept this offer letter, we look forward to having you in our organization and we are confident that this will result in a mutually advantageous relationship. Should you have any queries, please do not hesitate to contact the under-signed.


Human Resources Manager

Vice President (HRA/Ops)

President


Employee Name & Surname


Employee Signature

Expected Joining Date

Bearys Properties & Developments Pvt. Ltd.

Bearys Horizon, 21 Wood Street
Bangalore 560025

t +91 80 2227 3124 / 2531 7777
f +91 80 2227 3424

e properties@bearysgroup.com
w www.bearysgroup.com



Delivering Excellence
Consistently

27th May 2022

Mr. Muhammad Adil P K,
Bantwal - 78 Mangalore
D.K - 574 219, Karnataka

Dear Mr. Muhammad Adil,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as 'Safety Steward' in our organization with effect from 1st June 2022. Please report for duty at our Ambattur project site at Chennai.

Please note that you will be on one year training in **Bearys Properties & Developments Pvt. Ltd.** and will be paid a consolidated salary of Rs. 18,000/- per month. You will be trained for ensuring Safety & Security of all Equipment, Men & Material and Overall Maintenance operations at Ambattur DC project or any of our projects as may be assigned to you from time to time.

You will be entitled for Provident Fund & ESI as per statutory regulations effective from your date of joining. Kindly note that, TDS/PT and other statutory deductions will be as per applicable laws from time to time.

Kindly note that you will be required to give one months notice in the event of your resignation.

On confirmation, you shall be entitled to other benefits i.e. Bonus as per companys performance, leave and any other benefits as per company rules & entitlements as amended from time to time.

Your appointment and continuance are subject to your remaining medically fit always.

During your training with us, you will abide by the working hours of the office without any extra remuneration and shall keep confidentiality in all company matters for which you shall be liable.

You will be responsible for the safe keeping and return in good condition all company property which may be in your use, custody, care, or charge.

Your services are also transferable to any of companys sites/ offices (either existing or to be set up in future) anywhere in India, purely at the discretion of the management on the same terms & conditions.

You will be governed by the rules & regulations of the organisation as formulated from time to time.

We are happy to welcome you to the Bearys fold & hope that you will stay & grow with us & contribute a great deal for the continued success of self & the **Bearys Group**.

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

Yours truly,
For **BEARYS PROPERTIES & DEVELOPMENTS PVT. LTD.**

SYED MOHAMED BEARY
CHAIRMAN & MANAGING DIRECTOR

ACCEPTED BY ME



Fixed Term -Employment Contract

Date: 12- May- 2022

To,

Name: Sufaid
AADHAR CARD NO: 987394791383
Emp. Code: H-168
CONTACT NO: 8095324195

We are pleased to offer you employment at **HALM CONSULTANT** for a fixed period of employment as per the following terms:

POSITION: You are appointed as **Site supervisor**

DEPUTATION: You will be deputed at our client **Firepro Systems Pvt. Ltd.** premises under this contract. The terms of employment are exclusively with **HALM CONSULTANT** which are summarized as under.

SERVICE TENURE: The term of your employment contract shall be valid from your date of joining as on 13/5/2022 to 13/5/2023.

REMUNERATION: The details of your salary break up with components are as per the enclosure attached herewith in **Annexure – A.**

SERVICE EXTENSION: Unless otherwise notified to you in writing this contract of employment shall stand null and void post **13/5/2023.**

WORKING HOURS: You will be following working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, who shall at the end of the month share the attendance with the contact person **HALM CONSULTANT** for pay-roll processing.

TERMINATION & SUSPENSION: At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any money due to you by the Company on account of salary including other applicable statutory dues or any other payment owned to you under the terms of your employment.

HALM Consultant

201, Swarn Palace, 1109, Scheme no 114, Part 1, Vijay Nagar, Indore 452005GSTIN: 23AVEPJ7470N1Z8



During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, **HALM CONSULTANT** or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing.

HALM CONSULTANT reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD: In the eventuality if you wish to separate from the organization you will need to serve 30 days' notice in writing or day's basic pay in lieu thereof. The Contract shall be deemed terminated post **contract end date** as defined.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, **HALM CONSULTANT** will have / reserve rights to terminate immediately without giving notice period and **severance pay**.

INDEMNITY: You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the Client if there is a loss of any kind to the said property. To the fullest extent permitted by the Applicable Law, you shall hold the Client, its agents, employees and assigns, free and harmless and indemnify and defend Client from and against any and all suits, actions, proceedings, claims, demands, liabilities, costs and charges, legal expenses, damages or penalties of any nature actually or allegedly arising out of or related to your services at the Location or to any alleged actions or omissions by you, including, but not limited to, those resulting from, or claimed to result from injury, death or damage to you.

TRANSFER: You are liable to be transferred to any other department of the Client or **HALM CONSULTANT** or at any other branches across India in which the client or **HALM CONSULTANT** or any of the employer subsidiary company has any kind of interest. That also upon such transfer, the present terms and conditions shall be applicable, to such a post or at the place of transfer.

CODE OF CONDUCT: You shall not engage in any act subversive of discipline in the course of your duty for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

ABSENTEEISM: You should be regular and punctual in your attendance. If you remain absent for 3 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 3 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS: You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

JURISDICTION: Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only be subject to the jurisdiction of the High Court of Judicature of **DELHI at DELHI** and its subordinate Courts.

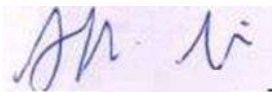
DEEMED CANCELLATION OF CONTRACT: The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates for 10th and 12 standard or the highest qualification held by you.
2. Photo ID proof (Aadhar Card/Driving License/Election I-Card/Passport/Pan Card).
3. Address Proof (Aadhar Card-Mandatory).
4. 5 passport size photographs.
5. Bank Details Proof.(Mandatory)
6. UAN Card/ ESIC Card Number, if any.

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,



(Authorized Signature)
HALM CONSULTANT

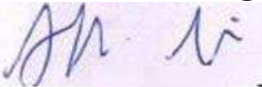
Compensation Sheet

Name:- Sufaid

Designation: Site Supervisor

ANNEXTURE-I	
SALARY COMPONENT	PER MONTH IN RUPEES
Basic	10021
DA	1723
HRA	4945
Other Allowances	5311
Monthly Gross	22000
Provident Fund	1800
Professional Tax	125
Net Salary	20075

For, Authorized Signatory



Accepted

For HALM CONSULTANT

Name & Signature



Employee Acknowledgement and receipt of Offer Letter

I read and understood the above mentioned terms and conditions of the employment contract. I voluntarily accept the same. I have received **HALM CONSULTANT** Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

After signing this employment contract, all terms & conditions in this fixed term employment contract would be deemed as acknowledged & accepted.

Name: Sufaid

Signature:.....

Place:

Date:



Since 1998

MR.ABDUL SATTAR
Bangalore

Cooling Equipment Services

HVAC SALES & SERVICES

Date: 07.03.2022

Subject: Appointment Letter

Dear Mr. Abdul Sattar

With reference to you Application and the subsequent interview you had with us we are pleased to offer you the position as **Design Engineer** in our organization on the following terms and conditions.

01. DESIGNATION & RESPONSIBILITIES:

Your designation will be Design Engineer, you will report to concern manager.

02. MONTHLY SALARY & OTHER BENEFITS:

Your salary is Rs.15,000 /- + 2,000/- Including Allowance = 17,000/- per month
(In words : Seventeen Thousand Rupees) per month with allowance. You will be under probation for a period of 3 months based on your performance you will be appointed as a permanent employee.

03. TAXLIABILITY:

The tax liability of various allowance and reimbursements mentioned above is to be considered in the light of tax laws prevailing at the relevant time. In case any tax as to be recovered from any of the reimbursement because of changes made by the governments it will be recover from you.

04. LEAVE:

You will be entitled for Casual leave, Sick leave and Privilege leave you have to inform before three working days as per the company norms, Per Year 12 Leaves (i.e.; 1 leave each month)

05. HOURS OF WORK:

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 9:30 am to 6.30 pm and you are expected to work not less than 48 hours each week, and if necessary for additional hours depending on your responsibilities.

06. RESIGNATION OR TERMINATION:

Either side has to give one month notice for resignation or if services not required by the company. In case of termination suitable action we will apply as per company decision.

Office : # 167, 15th Main, 3rd Cross,
4th Block, Koramangala, Bangalore - 560 034.

Mob : 9880716192

GSTIN : 29ABIPH3696J2Z2

E-mail : coolingequipments@gmail.com / asif@coolingequipments.in

www. : coolingequipments.in



Cooling Equipment Services

HVAC SALES & SERVICES

07. CONFIDENTIALITY:

You shall not disclose your emoluments and other terms of employment to anybody other than the authorized representative of the company.

08. DATE OF JOINING:

This offer is subject to your joining us immediately from **07th March 2022**.

You will be governing by the company norms and applicable laws in respect of any other matter not covered by this appointment letter.

We welcome you to our organization and wish you a rewarding career and long association with us, Please sign and return a copy of this appointment letter as a token of acceptance.

For **COOLING EQUIPMENT SERVICES**

Authorized Signature

ACCEPTANCE

(Abdul Sattar)

Place: Bangalore

Office : # 167, 15th Main, 3rd Cross,
4th Block, Koramangala, Bangalore - 560 034.

Mob : 9880716192

GSTIN : 29ABIPH3696J222

E-mail : coolingequipments@gmail.com / asif@coolingequipments.in

www. : coolingequipments.in



EMPLOYMENT OFFER ACCEPTANCE

To: **MR. MOHAMMED SABEEB KALLAPI**

Date 27-11-2022

Subject: EMPLOYMENT OFFER

Dear **MR. MOHAMMED SABEEB KALLAPI**

This is to bring your kind attention that you have been shortlisted and therefore we are pleased to offer you the position of **Mechanical Engineer in** NEXUS MIDDLE EAST CONTRACTING subject to following terms:

Name of the Employee : **MR. MOHAMMED SABEEB KALLAPI**

Employment Status : Single.

Nationality : Indian

Position : **Mechanical Engineer**

Division comprises of : Fabrication & Maintenance works of Heat Exchangers, Boilers & Fin Fan Coolers, All Types of Furnace Repair. Tank Repair, Piping Works, other Mechanical Modification works Turn Around/ Shutdown Maintenance Support Services.

Basic monthly salary : SR 2,000/- (Two Thousand Seven Saudi Riyals)

Food Allowance : SAR 500/- (Five Hundred Saudi Riyals)

Working hours : Daily 8 Hrs.

Over Time : As per pro rata Basis.

Housing : Company Provided

Transportation : Company Provided.

Medical : As per Saudi Labor Laws and shall be covered by GOSI

Joining Date/ Month : Actual date on which the employee reporting to Nexus

Contract period : 2 years from date of joining, will be reviewed on Completion.



EMPLOYMENT OFFER ACCEPTANCE

JOB RESPONSIBILITIES:

1. As **Mechanical Engineer of** NEXUS Middle East Contracting, you will be reporting to the Nexus Supervisor.
2. To carry out all type Fabrication works for piping, heat exchangers, boilers, plates etc. along with support for Heat Exchanger Fabrication & Maintenance works, Furnace works and other general mechanical activities when no welding activity is there.
3. To execute the project with safe manner & cost effectiveness.

TERMS & CONDITIONS:

- (1) Full commitment and time management should be respected.
- (2) Your contract will be governed as per the above terms and conditions, NEXUS personnel policies and procedures and further by the applicable laws of Kingdom of Saudi Arabia.
- (3) Your employment requires you to work for normal working hours set for your company for 6 days a week. However, your compensation offered above is exclusive of pay for all additional hours of work required for the timely completion of your day-to-day job assignments.
- (4) The contract can be terminated by serving 60 days' notice by either party to that effect. You will be on the probation period of 3 month, upon satisfactory completion of which will be absorbed as permanent staff.
- (5) Your Basic Salary & position offered is based on your capability to carry out all type of Fabrication works. If failed to achieve the same then you will be demoted to lower grade.
- (6) Above mention working hours is excluding of lunch break.

ACCEPT JOB OFFER:

By signing this letter below **I, MR. MOHAMMED SABEEB KALLAPI** accept the job offer of Fabricator Level III by NEXUS MIDDLE EAST CONTRACTING.

Date: _____

Imtiaz Raheem

Name: _____

DIRECTOR

Date: _____

Signature: _____

Sneha
ENTERPRISES



Name : **SUVEL**
Designation : **Assistant Project Engineer**
Employee ID: **SE199667**

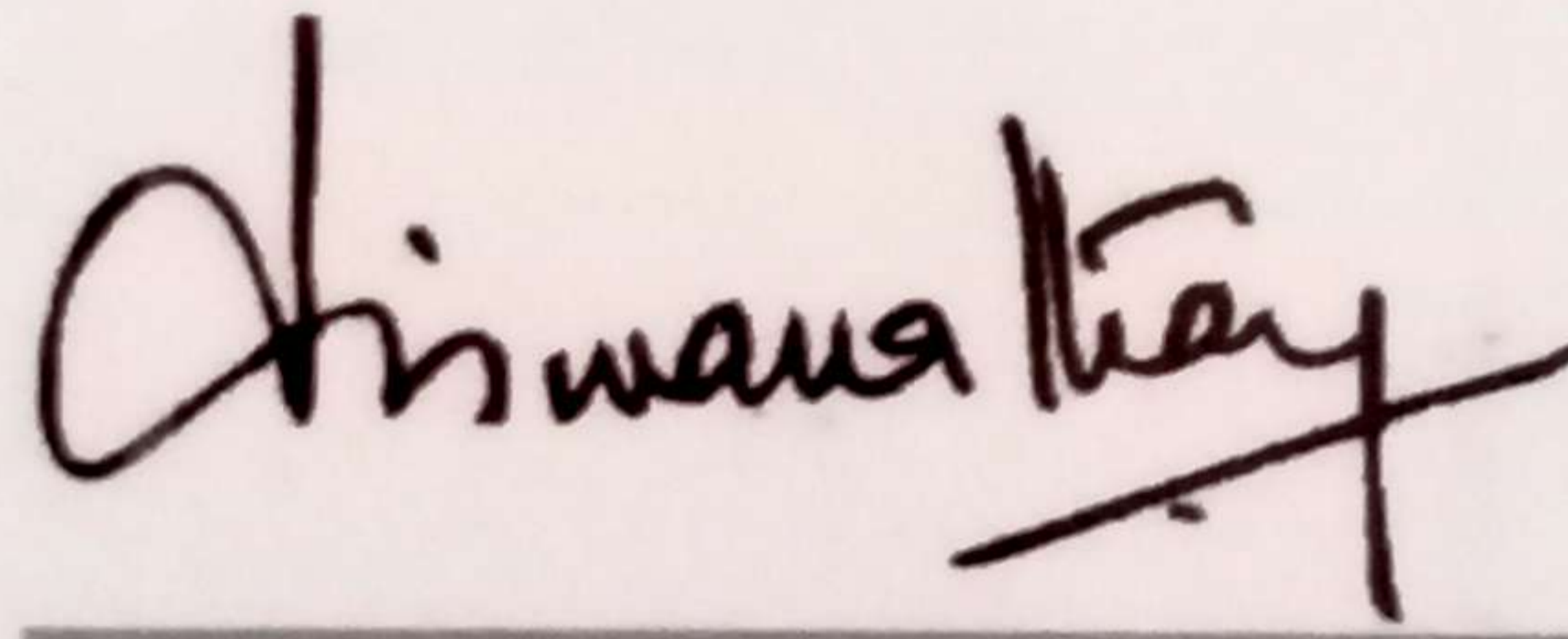
Covid-19 Vaccinated

Channel Partner



Air Conditioning Systems

Date of Joining : 25.11.2021
Blood Group :
Date of Birth : 25.06.2000
Emrg. Contact No. : 63667 17613
Valid Date: 26.11.2021 to 31.10.2023



Issuing Authority

If found please return to
SNEHA ENTERPRISES

No. 733, 13th Cross
7th Block, Jayanagar
Bangalore - 560 082

Telefax : 080 - 2676 0026 / 28
viswanathan@sneha-enterprises.com

Subject: Offer Letter as "Design Engineer"

Dear Mr. Mohammed Nazath,

With reference to your application submitted and subsequent interviews, we are pleased to offer you the position of "Design Engineer" in our organization on the following terms and conditions:-

1. Date of Commencement

Your employment will commence from the 01/01/2022 be bound by the terms & conditions laid down in this agreement.

2. Place of work

Initially you will be based in Tumkur. But depending on the exigencies of work you can be transferred to any of the company's offices or its subsidiaries or sister concerns or company's clients/customers in India. You may be required to work in shifts in time slots as specified to you from time to time (if any).

3. Salary & Benefits

- a) You will be eligible to remuneration and benefits as per the attached "Salary Structure" (refer to page 3 of 3). Also you'll be covered under EPFO benefit as per Government norms. In addition, you will be eligible to Accidental & a term Insurance cover as per company's policy.
- b) All taxes relating to your employment will be borne by you. Salary information is strictly confidential and we urge you to explicitly treat it as such. You are not eligible for any other allowance apart from the above mentioned compensation.

4. Termination of service:

- a) This appointment, and its continuation, is based on the information & documents provided by you and will be invalid if any discrepancy (in the company's opinion) discovered at any time.
- b) Your appointment is terminable by the company at any time (without salary in lieu of notice) in case of misconduct including but not limited to fraudulent /dishonest/ indiscipline/ insubordinate conduct or breach of integrity or embezzlement/ misappropriation/ misuse of company property or of this

agreement or of company policies or other documents or irregularity in attendance or on you conducting yourself in a manner that is regarded by the company as prejudicial to company's interests or to the interests of its clients and customers.

5. Notice Period

During the course of your services, this appointment is terminable by either the company or yourself by giving 3 months notice or gross salary in lieu thereof, subject to mutual agreement between yourself and the company.

6. Confidentiality

You will not divulge or make use of any trade secret or confidential information concerning the business of the organization or any of its dealings & transaction concerning any of our customer, supplier or agent which you possess or come in possession during your employment to anyone except otherwise authorized to possess that information during the continuation of your employment with CADZONE & thereafter.

7. Non Compete Clause

- a) You will not take up employment with any of our contractor, client or competitor who is directly or indirectly connected with the company till your engagement with CADZONE & for the next two year from the date of termination of your employment.
- b) You will not start any activity, business or personal project which is same as or of similar to that of the company for the next two years from you date of termination of your employment.

8. Consequences

Violation of any of these above terms & conditions will be a considered as an offence & the company is liable to take necessary legal action against you in case you're found guilty. Any disputes arising out of terms and conditions of the employment will be subject to the jurisdiction of Bhopal Court. And that the courts, tribunals and / or authorities at Bhopal only jurisdiction to entertain, try and decide such matters, disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working location.

Salary Structure

Particulars	Salary Per Month (INR)	Salary Per Annum (INR)
Basic	16,423	1,97,076
D.A	683	8,196
Special Allowances	894	24,636
Other Allowances	1195	14,340
Gross Salary (A)	19,195	2,30,340
Employee Contribution P.F (12%)	1971	23652
ESIC (0.75%)	144	1728
Take Home Salary	17,080	2,04,960
Employer Contribution P.F (13%)	2,135	25,620
ESIC (3.25%)	624	7,488
Insurance	150	1,800
Sub Total (B)	2,909	34,908
Total Cost to Company (A + B)	22,104	2,65,248

Please return the duplicate copy of this letter duly signed in token of your having accepted the appointment on the above terms and conditions.

Thanks & Regards

Pranit Doifode

Manager-CADZONE



Registered Office: Flat No-F 101, Himalaya Pride, Near Rachna Vihar , Awadhपुरi, Bhopal, Madhya Pradesh, India – 462022

Contact No.: +91-8962691797 , 7974706166

E-Mail: pranit.doifode@cadzone-global.com , sales@cadzone-global.com

www.cadzone-global.com

March 29, 2022

HRD/3T/1004112961/21-22

Mr. Muhammed Zain C A
House No - 5 , 20Th G Cross Road ,
Near Good Luck Store , Egipura
Bengalore-560047
India

Ph: +91-9947553693

Dear Muhammed,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.03.29 16:31:42 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

March 29, 2022

HRD/1004112961/21-22

Mr. Muhammed Zain C A
House No - 5 , 20Th G Cross Road ,
Near Good Luck Store , Egipura
Bengalore-560047
India

Ph: +91-9947553693

Dear Muhammed,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("**Offer Letter**" hereinafter).

"**Affiliates**" means any entity that controls, is controlled by, or is under common control with the Company.

"**Company**" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"**Training**" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **11-Apr-2022**.

Location

Your location for employment is **MYSORE, India** .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

Print your full Name

Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.03.29 16:31:42 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Muhammed Zain C A			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Muhammed Zain C A
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

AMAR S ULAIMAN

شركة مصفاة أرامكو السعودية الجبيل
(شركة شخص واحد ذات مسؤولية محدودة)

إدارة الأمن الصناعي
والسلامة من الحريق
ص.ب ١٠٨٨
تلفون: ٣٥٧٢٢٥٦ / ٣٥٧٢٢٠٩ (٠٣)

الرقم التسلسلي : 5141

الاسم : سعيد انور اسماعيل

الجنسية : هذري

الوظيفة : عامل بناء

فصيلة الدم : A+

رقم بطاقة الأحوال / الإقامة / الجواز : 2526735564

اسم المقاول : شركة العليان

الإدارة المشرفة : MSM رقم البطاقة الإلكترونية : 67879

تاريخ الإصدار : 2023 / 01 / 08 تاريخ الإنتهاء : 2023 / 03 / 31

مدير إدارة الأمن الصناعي
والسلامة من الحريق

مدير إدارة الأمن الصناعي
والسلامة من الحريق

شركة مصفاة أرامكو السعودية الجبيل
Saudi Aramco Jubail Refinery Co.

ساسرف
SASREF



مدينة الجبيل الصناعية ٣١٩٦١
ص.ب ١٠٨٨
Jubail Industrial City 31961
P.O. Box 10088

يعتبر إستعمال هذه البطاقة من غير صاحبها تزويرا
يعاقب عليه القانون وعلي من يجدها إعادتها للعنوان الموضح أعلاه

The use of this card by a person other than its owner is
considered forgery which is punished by law and whoever
finds it shall return it to the above address



Fixed Term -Employment Contract

Date: 25- May- 2022

To,

Name: Mohammed Amanulla Hussain

AADHAR CARD NO: 987394791383

Emp. Code: H-171

CONTACT NO: 8095324195

We are pleased to offer you employment at **HALM CONSULTANT** for a fixed period of employment as per the following terms:

POSITION: You are appointed as **Site supervisor**

DEPUTATION: You will be deputed at our client **Firepro Systems Pvt. Ltd.** premises under this contract. The terms of employment are exclusively with **HALM CONSULTANT** which are summarized as under.

SERVICE TENURE: The term of your employment contract shall be valid from your date of joining as on 26/5/2022 to 26/5/2023.

REMUNERATION: The details of your salary break up with components are as per the enclosure attached herewith in **Annexure – A**.

SERVICE EXTENSION: Unless otherwise notified to you in writing this contract of employment shall stand null and void post **26/5/2023**.

WORKING HOURS: You will be following working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, who shall at the end of the month share the attendance with the contact person **HALM CONSULTANT** for pay-roll processing.

TERMINATION & SUSPENSION: At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any money due to you by the Company on account of salary including other applicable statutory dues or any other payment owned to you under the terms of your employment.

HALM Consultant

201, Swarn Palace, 1109, Scheme no 114, Part 1, Vijay Nagar, Indore 452005GSTIN: 23AVEPJ7470N1Z8



During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, **HALM CONSULTANT** or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing.

HALM CONSULTANT reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD: In the eventuality if you wish to separate from the organization you will need to serve 30 days' notice in writing or day's basic pay in lieu thereof. The Contract shall be deemed terminated post **contract end date** as defined.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, **HALM CONSULTANT** will have / reserve rights to terminate immediately without giving notice period and **severance pay**.

INDEMNITY: You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the Client if there is a loss of any kind to the said property. To the fullest extent permitted by the Applicable Law, you shall hold the Client, its agents, employees and assigns, free and harmless and indemnify and defend Client from and against any and all suits, actions, proceedings, claims, demands, liabilities, costs and charges, legal expenses, damages or penalties of any nature actually or allegedly arising out of or related to your services at the Location or to any alleged actions or omissions by you, including, but not limited to, those resulting from, or claimed to result from injury, death or damage to you.

TRANSFER: You are liable to be transferred to any other department of the Client or **HALM CONSULTANT** or at any other branches across India in which the client or **HALM CONSULTANT** or any of the employer subsidiary company has any kind of interest. That also upon such transfer, the present terms and conditions shall be applicable, to such a post or at the place of transfer.

CODE OF CONDUCT: You shall not engage in any act subversive of discipline in the course of your duty for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

ABSENTEEISM: You should be regular and punctual in your attendance. If you remain absent for 3 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 3 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS: You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

JURISDICTION: Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only be subject to the jurisdiction of the High Court of Judicature of **DELHI at DELHI** and its subordinate Courts.

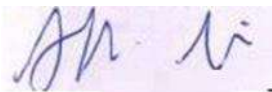
DEEMED CANCELLATION OF CONTRACT: The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates for 10th and 12 standard or the highest qualification held by you.
2. Photo ID proof (Aadhar Card/Driving License/Election I-Card/Passport/Pan Card).
3. Address Proof (Aadhar Card-Mandatory).
4. 5 passport size photographs.
5. Bank Details Proof.(Mandatory)
6. UAN Card/ ESIC Card Number, if any.

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,



(Authorized Signature)
HALM CONSULTANT

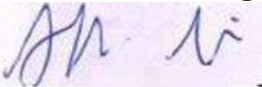
Compensation Sheet

Name:- Mohammed Amanulla Hussain

Designation: Site Supervisor

ANNEXTURE-I	
SALARY COMPONENT	PER MONTH IN RUPEES
Basic	10021
DA	1723
HRA	4945
Other Allowances	5311
Monthly Gross	22000
Provident Fund	1800
Professional Tax	125
Net Salary	20075

For, Authorized Signatory



Accepted

For HALM CONSULTANT

Name & Signature



Employee Acknowledgement and receipt of Offer Letter

I read and understood the above mentioned terms and conditions of the employment contract. I voluntarily accept the same. I have received **HALM CONSULTANT** Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

After signing this employment contract, all terms & conditions in this fixed term employment contract would be deemed as acknowledged & accepted.

Name: Mohammed Amanulla Hussain

Signature:.....

Place:

Date:



Air Conditioning Experts

intellimech systems

#1, 1st Floor, Kempaiah Layout
Near Akai Public School, RMV II Stage
Sanjaynagar, Bangalore 560094
Tel: +91 80 42061531
www.intellimech.co.in

8th January, 2022

Mr.Sharaz Mohammed Bawa
Bangalore
E-Mail: sharazmb@gmail.com
Mobile: 9538130247

Dear Mr.Sharaz

Subject: Letter of Appointment

Further to your interview, we are pleased to offer you employment in our Firm as per details below.

Designation: Trainee Engineer – Projects (HVAC)

Date of reporting: On or before, 10th January, 2022

Gross emoluments: You shall be paid a Stipend of Rs.16,000/- per month. The training period shall be 3 months. Upon completion of training period, if found satisfactory, you shall be taken into permanent rolls of the Firm.

Travelling allowance: For the purpose of business, conveyance shall be reimbursed towards site visit to & fro to site from office as per limits set by the Firm for travelling within Bangalore.
A Daily Travel Log sheet shall be accompanied with each claim.

Current reimbursement for 2 Wheeler is Rs.4.00/- per KM
Current reimbursement for 4 Wheeler is Rs.9.00/- per KM

The above reimbursement is calculated taking into consideration, both cost of fuel & cost of maintenance.

Out Station Travel & Allowances shall be paid as per Firms' policy.

Leave: Annual leaves shall be applicable as per firms' policy.

Notice Period: 30 Days from either side

Job & Responsibility: As a Trainee.Engineer – Projects (HVAC), your basic responsibility shall site management with respect to HVAC works in coordination with other agencies.

Office Hours: Monday through Saturday – 9.30 AM to 6.30PM with lunch break
Sunday – Holiday (Statutory holidays as applicable shall be intimated every year)

Data & Integrity: It is understood that the employment is subject to the integrity of the individual. All the knowledge / data gained during the employment with this firm shall be kept confidential for use only for this firm and shall not be

Authorised Partner





misused for financial gains what so ever. Should the firm find that the integrity of the employee is in doubt, the firm shall have all the rights to terminate the employment without giving any notice.

We welcome you to the Intellimech group & look forward to growing together with unified inputs & efforts.

Yours truly,
For INTELLIMECH SYSTEMS

A handwritten signature in black ink, appearing to read "Narayan", enclosed within a thin black rectangular border.

Authorised Signatory



Nexstar Extrusions Pvt. Ltd.

Works: 31 A, Baikampady Industrial Area, Mangalore 575011, Karnataka, India.

Tel: + 91 8050550505 Email: admin@nexstargroup.com

www.nexstargroup.com

15/07/2022

Mohammad Sabith
#6-51/12, Basthipadpu, Ullal
Mangalore - 575020

Offer Letter

Dear Sabith,

This is in reference to your application for a job in our organization.

We are pleased to make a provisional offer of appointment as **Jr. Designer**. Your starting salary will be Rs 10,000 per month (less any statutory contributions or deductions). Based on satisfactory performance during the initial period of your employment i.e., the first three months, we will be pleased to offer you a suitable increment.

Your probation period is **6 months**, and the company can terminate your employment without notice within the period. The company also reserves the right to extend the probation period.

If you leave your job suddenly without notice, the company reserves the right to withhold any accrued salary for the period. The company also reserves the right to claim additional compensation from you for investing time and money in integrating you. The compensation amount sought shall not be more than your current salary.

If you leave your job within one year calculated from the date of your joining, the company reserves the right to set off one month's salary for investing time and money in integrating you. After one year, the notice period is 30 days.

On reporting, please bring two recent passport-size photographs, a photocopy of all educational certificates, and proof of age certificate. If applicable, please bring the IT Declaration/ Form 16 from the last employer, the last employer's salary certificate, and the relieving letter of the last employer.

You are required to join the company on or before 18th July 2022. Please return a signed copy of this letter as a token of your acceptance of the offer.

We look forward to a mutually rewarding relationship.

Yours Sincerely

For **Nexstar Extrusions Pvt. Ltd.**

Accepted & Agreed

Signature

(Authorized Signatory)

Name:



Cooling Equipment Services

HVAC SALES & SERVICES

MR. Mohammed Zahed Madoor
Bangalore

Date: 18.02.2022

Subject: Appointment Letter

Dear Mr. Mohammed Zahed Madoor,

With reference to your Application and the subsequent interview you had with us we are pleased to offer you the position as **Site Engineer** in our organization on the following terms and conditions.

01. DESIGNATION & RESPONSIBILITIES:

Your designation will be Site Engineer, you will report to concern manager.

02. MONTHLY SALARY & OTHER BENEFITS:

Your salary is Rs.15,000 /- + 2,000/- Including Allowance = 17,000/- per month
(In words : Seventeen Thousand Rupees) per month with allowance. You will be under probation for a period of 3 months based on your performance you will be appointed as a permanent employee.

03. TAXLIABILITY:

The tax liability of various allowance and reimbursements mentioned above is to be considered in the light of tax laws prevailing at the relevant time. In case any tax as to be recovered from any of the reimbursement because of changes made by the governments it will be recover from you.

04. LEAVE:

You will be entitled for Casual leave, Sick leave and Privilege leave you have to inform before three working days as per the company norms, Per Year 12 Leaves (i.e.; 1 leave each month)

05. HOURS OF WORK:

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 9:30 am to 6.30 pm and you are expected to work not less than 48 hours each week, and if necessary for additional hours depending on your responsibilities.

06. RESIGNATION OR TERMINATION:

Either side has to give one month notice for resignation or if services not required by the company. In case of termination suitable action we will apply as per company decision.

Office : # 167, 15th Main, 3rd Cross,
4th Block, Koramangala, Bangalore - 560 034.

Mob : 9880716192

GSTIN : 29ABIPH3696J222

E-mail : coolingequipments@gmail.com / asif@coolingequipments.in

www : coolingequipments.in



Cooling Equipment Services

HVAC SALES & SERVICES

07. CONFIDENTIALITY:

You shall not disclose your emoluments and other terms of employment to anybody other than the authorized representative of the company.

08. DATE OF JOINING:

This offer is subject to your joining us immediately from **18th February 2022.**

You will be governing by the company norms and applicable laws in respect of any other matter not covered by this appointment letter.

We welcome you to our organization and wish you a rewarding career and long association with us, Please sign and return a copy of this appointment letter as a token of acceptance.

For COOLING EQUIPMENT SERVICES

A handwritten signature in blue ink, appearing to be 'M. H. K.', written over a horizontal line.

Authorized Signature

ACCEPTANCE

A handwritten signature in black ink, appearing to be 'M. Z. M.', written over a horizontal line.

(Mohammed Zahed Madoor)

Place: Bangalore

Office : # 167, 15th Main, 3rd Cross,
4th Block, Koramangala, Bangalore - 560 034.

Mob : 9880716192

GSTIN : 29ABIPH3696J2Z2

E-mail : coolingequipments@gmail.com / asif@coolingequipments.in

www. : coolingequipments.in

JOB OFFER LETTER

Date: 30th Aug 2022

Ref: Red Allied International Limited Company L.L.C

Mr. Davood Hakim

Passport No: V8319667

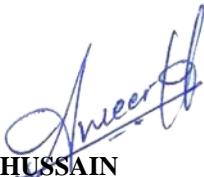
Nationality: Indian

Red Allied International Limited Company L.L.C is incorporated according to the laws of Saudi Arabia and is pleased to offer you an employment on terms set forth in this letter. You are expected to carry out the duties which were discussed on the day of your interview.

You will be on probation period for the 3 (Months) and you will be reporting to undersigned. During probation period you will be offered the following

Job Title	: Mechanical Engineer
Date of joining	: 06 th November 2022
Probation Period	: The employee will be on probation for a period of three (3) Months from the date of commencement.
Working Hours/Day	: 6 days per week (8 Hours a Day) 48 hours per week
Basic Salary	: 6,000 SAR
Food and Accommodation	: Provided by Company
Medical & Health Insurance	: Covered by company standard Medical Policy (As per K.S.A Labour Law)
Transportation	: Provided by company
Over Time	: As per K.S.A Labour Law
Vacation	: As per K.S.A Labour Law
Air Tickets	: Free economy class to nearest international airport
Notice Period	: 2 Months
End of Service/ Gratuity	: Subject to the K.S.A Labour Law

The completion of probation period shall be measured on basis of your performance. If satisfactory, you will be considered as permanent employee, or the probation period will be extended to next three months. In case, the above offer is accepted we will go to processing of your visa Note: Remaining all as per K.S.A Labour Law and Workmen Law



AMEER HUSSAIN
(GENERAL MANAGER)



ACKNOWLEDGEMENTS

I hereby agree and accept the above terms and conditions of my employment to Red Allied International Limited Company L.L.C. I also agree to comply with all the company policies.

DAVOOD HAKIM

SPECIALIZED MAINTAINANCE SERVICES SUCH AS *HYDRO JETTING *BLASTING & COATING *BOLT TORQUING & TENSIONING *FABRICATION *BOILER PIPING SERVICES * HYDRO TESTING *EQUIPMENT SOLUTIONS *3D DESIGNING *CATALYST HANDLING *DRY ICE CLEANING *INDUSTRIAL SUPPLIES TRADING *PIPELINE PIGGING & INSPECTION *SUPER SUCKER

مكتب رقم ٢٠٦، مركز نجمة الخليج للأعمال، شارع الجبل من ب ٣٣٢، الجبيل ٣٥٥١٤ - المملكة العربية السعودية

Office # 206, Gulf Star Business Center, Jabal Street P.O Box 332, Al Jubail 35514 - K.S.A

Paid Up Capital: 500,000.00

✉ info@redallied.com 🌐 www.redallied.com

رأس المال: ٥٠٠.٠٠٠.٠٠٠