



PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 15.12.2022

Dear R.Sai Swetha,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 15.12.2022

Dear J.Sumanth Raj,

Congratulations!!!

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College Name: Little Flower Degree College

Date : 15.12.2022

Dear Md. Saif,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 15.12.2022

Dear B.Avanthika,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 15.12.2022

Dear B. Saraswathi,

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 23.11.2022

Dear Talla Sushmita,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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14 September, 2022

Mr. Gnanasundara Sri Sai Pranay Kanala
#6-5-7, Kanala Nilayam,
S F Colony, Vanasthalipuram, Near NGOs Colony Bus Stop,
Hyderabad 500070.

Dear Gnanasundara Sri Sai Pranay,

Congratulations! Subsequent to the discussions we had with you, we are pleased to extend an offer for you to be a part of ADP. Please find the offer details below:

Position:	Process Associate
Grade:	G1 L1
Start date:	On or Before 03 July, 2023
Compensation:	Gross Compensation of INR 300,008 (Rupees Three Lakhs and Eight Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP.
Probation & Notice Period:	You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits as per ADP's policy & your employment with the Company is terminable by serving a notice of sixty days on either side. On successful completion of probation period, the notice period would be ninety days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non-performance and elimination of the position per ADP's business needs.
Place of work:	Your initial place of work will be Hyderabad. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

Note: Please find the details of the terms and conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,



Vipul Singh
(Divisional Vice President & Head of HR)

Associate Signature: _____

Details of Compensation

Name : Gnanasundara Sri Sai Pranay Kanala
Position : Process Associate
Grade : G1 L1

A. Base Salary	Monthly (INR)*	Annual (INR)*
• Basic Salary	11,160	133,920
• House Rent Allowance	4,554	54,648
• Flexible Benefits**	2,232	26,784
B. Bonus (20% of Basic Salary Paid Monthly)	2,232	26,784
C. Standard Benefits		
• Provident Fund***	1,607	19,284
• Gratuity	537	6,444
Gross Compensation (A+B+C)	22,322	267,864

Variable Performance Incentive (VPI) [#] (will range from 0% to 175% based on performance)		0%	100%	175%
		0	32,144	56,251
Total CTC (Gross + VPI)^{##}		300,008		

* Indian Rupees

** Flexible Benefits include Leave Travel Allowance and Children Education Allowance

*** PF will be deducted as per the statutory norms

[#] These are indicative payouts at your grade and will vary based on your performance, performance of your business unit & ADP

^{##} Total CTC is computed at 100% VPI payout

Tax will be applicable as per Tax Slab & Tax Regulations

Associate Signature: _____

Terms and Conditions

1. Working Hours

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday.

2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining, regarding your employment and the business matters of the organization.

3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

4. Documents

This Offer would stand cancelled if you fail to successfully complete your educational degree and do not meet the percentage criterion as specified during interviews

5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax.

6. Statutory Benefits

Provident Fund: Provident Fund will be deducted from your salary as per EPF Act. The organization will also contribute a matching amount towards your Provident Fund. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable from time to time.

Gratuity: The Gratuity is paid to the associates as per the Gratuity Act, 1972 and would be governed by the relevant statutory laws as may be applicable from time to time.

7. Statutory Compliance

Income Tax and Profession Tax or any other payments will be deducted from your salary, as applicable as per statutory laws.

8. Flexible Benefits

The Flexible Benefit is a key component in your Gross Yearly Compensation. It allows you the flexibility to claim tax exemption benefit, as per Income Tax norms / rules in practice for the given financial year.

Associate Signature: _____

9. Health Insurance

You and your dependents will be covered as per the existing Medclaim Insurance Policy provided by the organization.

10. Personal Accident Insurance

You will be covered as per the existing Group Personal Accident Insurance Plan provided by the organization.

11. Leave

You are eligible for Privilege Leaves and Casual Leaves as per the organization policy. You are also entitled to avail the Public Holidays as per the organization policy. Leave should be taken, as mutually agreed between you and the Reporting Manager.

For those members who joined the organization after January 1st, Leave entitlement for the period between your Start date and 31st of December will be allocated on a pro rata basis.

12. Variable Performance Incentive

You will be eligible for variable performance incentive based on your performance, performance of your business unit & ADP. This incentive will be paid as a one-time amount every year as per the organization's variable performance incentive payment cycle. In case the period of employment is less than one year at the time of bonus cycle, the amount will be computed on a pro-rata basis.

13. Maternity Benefit

Women associates would be eligible to avail maternity related benefits per prevailing statute and relevant organizational guidelines applicable from time to time.

14. Drug Test

You will be required to undergo a drug test with the organization on the day of induction. If tested positive for any of the banned & illegal drugs as per the organization policy, it would result in action leading up to termination.

15. Background Checks

In accordance with our policy, this offer is conditioned upon your successful completion of a background check. Because this is a conditional offer of employment, you should not give notice to your present employer, sell real estate, or incur any other expense associated with acceptance of employment until you receive confirmation that you have successfully satisfied the preconditions of employment. This process is generally completed within 3 weeks, however the process may take longer. Background checks may include, without limitation, criminal screening, educational and employment verification, and reference checks. This offer is subject to the authenticity of any information and documentation in connection with background screening provided by you or otherwise obtained by ADP before, during or after the offer is communicated to you. In the event any information provided by you or otherwise obtained by ADP for background screening is proven to be false, misleading, or otherwise unsatisfactory to ADP in its sole discretion, ADP reserves the right to immediately rescind this offer and/or terminate your employment, if applicable, at any time.

Associate Signature: _____

OFFER LETTER

Date: 01-05-2024

Employee Name : KUSHAL KUMAR

Designation : SEO Analyst

Department : IT Services

Firm Name : HD INFO

Location : Dilsukhnagar

Dear Mr. Kushal Kumar,

With reference to the discussions we had with you, we are pleased to offer you a position of “SEO Analyst” on a Fixed Term Employment basis in our organization on the following terms and conditions:

1. Your place of posting will be at Hyderabad.
2. During the period of agreement, you will be paid a gross remuneration of Rs. 15,000/-
3. You need to report to Mrs. Pravalika Monala , Manager
4. During the tenure of your Employment, you are provided with certain intellectual knowledge and know how of various management and technical processes, about our businesses. As this is extremely vital and sensitive to our organisation, you are prohibited from joining any of our competitors in our addressable Market. Further you are prohibited from sharing the same to anyone who carries a similar or incidental or connected with our business.
5. Any Tax liability in respect of this Employment shall be to your account.
6. In case of separation from the services earlier than completing the period of engagement, either parties should give 20 days notice period.

For HD INFO,

Mr. Harish Ramalingam Sundaram
Director
HD INFO.



OFFER LETTER

Date: 08-04-2024

Employee Name : KALAVADIA SHIVAM

Designation : SEO Analyst

Department : IT Services

Firm Name : HD INFO

Location : Dilsukhnagar

Dear Mr. Kalavadia Shivam,

With reference to the discussions we had with you, we are pleased to offer you a position of “SEO Analyst” on a Fixed Term Employment basis in our organization on the following terms and conditions:

1. Your place of posting will be at Hyderabad.
2. During the period of agreement, you will be paid a gross remuneration of Rs. 15,000/-
3. You need to report to Mrs. Pravalika Monala , Manager
4. During the tenure of your Employment, you are provided with certain intellectual knowledge and know how of various management and technical processes, about our businesses. As this is extremely vital and sensitive to our organisation, you are prohibited from joining any of our competitors in our addressable Market. Further you are prohibited from sharing the same to anyone who carries a similar or incidental or connected with our business.
5. Any Tax liability in respect of this Employment shall be to your account.
6. In case of separation from the services earlier than completing the period of engagement, either parties should give 20 days notice period.

For HD INFO,

Mr. Harish Ramalingam Sundaram
Director
HD INFO.





FACT PRO

Factpro India Pvt Ltd
CIN: U74140TG2021PTC150272
P. No: 46, 1-10-68/8,
St No: 3, Chikoti Gardens,
F. No: 102, Alamelu Heights,
Begumpet,
Hyderabad- 500016
Ph. No: 040 – 4006 4798

September 19, 2023

NAME : Alamuri Divya Sri
LOCATION : Hyderabad

Dear Alamuri Divya Sri,

Welcome to Factpro!

Factpro is a leading professional and consulting services organization and are global leaders in the mid-tier segment.

At Factpro, we offer Tax, Advisory and Business Services & Outsourcing for both domestic and international clients across a range of industries.

We take pride in offering our service portfolio built on the back of a rich blend of experience and expertise, bringing to fore a work culture that is both client-centric and knowledge driven. We believe in quality underpinning all that we do. Our strategic focus on increasingly using technology to deliver our services, compliments our vision. Bringing innovative thinking to a digitally evolving market is helping us reinstate and better offer our long-standing promise of – delivering quality driven by value and up to date thinking. We endeavor to deliver truly exceptional client service through a tailored solutions approach, while partnering with our employees and clients globally.

We look forward to working with you and wish you a rewarding career with us.

Warm regards,

B Pavan Kumar

B Pavan Kumar
Director
Factpro



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Page 1 of 9

Offer Letter

NAME : Alamuri Divya Sri
Location : Hyderabad

Dear Alamuri Divya Sri,

Welcome aboard!

We are delighted to offer you as an Accounts Executive with Factpro ('Firm'), with effect from September 19, 2023, based on the following terms and conditions:

1. Title, Date of Joining and Location

Accounts Executive, September 19, 2023, Hyderabad

The designation is for reference only and does not entitle you to any benefit other than or as has been specified in this letter or intimated to you in writing in respect thereof. The Firm retains the right at all times to change, modify, amend the titles or designation or to rearrange the structure, which may impact the above fact.

The position being offered to you is to be located in our Hyderabad office. However, your services are liable to be transferred from one location to another, anywhere in India as per the requirements of the Firm's business.

2. Compensation

i. Fixed Compensation

Your Fixed Pay will be Rs. 12,500/- (Twelve Thousand Five Hundred) per month for the first 3 months and will be revised to Rs. 15,000/- (Fifteen Thousand) for the next 9 months till the completion of 12 months. It is due for revision based on the performance assessment after completion of 12 months.

ii. Variable Compensation

In addition to the to the Fixed Pay, you will be entitled to Annual Variable Pay, which will be payable as per the Firm policy (as amended from time to time) subject to you being on the payrolls of the Firm on the date of disbursement. Such compensation shall be purely based on your performance. Review of your performance will be done periodically in line with the Firm's policies. Basis the appraisal of your performance the fixed and the variable compensation shall be paid to you in the next financial year in line with the Firm's policy in this regard. The same shall be subject to tax deduction at source as per prevailing provisions of the Income Tax Act, 1961 or any other statutory deductions applicable from time to time.

The compensation package will be reviewed annually on a financial year basis, subject to the Firm's Policy and management decision. Compensation revisions and promotions are discretionary and are interlinked with your performance during the previous year of service in terms of efficiency, achievement of set targets and discipline adherence and compliance to policies and procedures laid down by the Firm and also overall performance of the Firm.

3. Verification

Your employment in the Firm is subject to satisfactory verification of your certificates, testimonials and personal particulars / credentials. The Firm reserves the right to get a background check (including criminal history record search, education, employment and personal details verification) conducted on you through nominated third party agencies. In the event that such verification or background check reveals any

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Page 2 of 9

discrepancy in the statement(s) made in your application or in the bio-data with the Firm or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or compensation.

4. Terms and Conditions

As such, the standard terms and conditions as listed in Annexure A that apply to all employees of Factpro shall be applicable to you. Additionally, as a part of the Firm, you are subject to all the policies and procedures of the Firm including those relating to Independence, Risk Management and Code of Conduct, as amended from time to time.

Your compensation is personal to you and you are required to ensure that confidentiality of the compensation is maintained at all times.

5. Supersession

This offer Letter and its content will be superseded by any clause contained in any Policy of the Firm implemented by the Firm from time to time.

We trust that you shall find the above in order. Feel free to contact the undersigned if you have any questions. Kindly sign and return to us the duplicate copy of this letter in token of your having accepted the offer on the terms and conditions contained herein.

For Factpro

B. Pavan Kumar

B Pavan Kumar
Director

Encl: Annexure A



Signed and accepted,

Name:
Date:

Annexure A – Standard Terms

1. Property of the Firm

The following shall be considered as Property of the Firm and at no times, you shall represent as your own:

- Clients and relationship that you develop during your engagement with the Firm
- Team of Professionals working with you and in the Firm

While the Firm shall discourage any person leaving the Firm who wishes to carry with him Clients and Team that is the Firm's property, the Firm shall be sensitive to the desire of Clients who may wish to work with any other service provider other than the Firm. You shall not encourage any Client to leave the Firm or stop working with the Firm.

2. Leave

You shall be eligible to the customary holidays as observed by the Firm and leaves as per the prevailing policies of the Firm, which the Firm has the right to amend from time to time.

3. Probation

You will be on probation for Six months and your services will be confirmed subject to your satisfactory performance during the probation period. The period of probation will be liable to such extensions as the Firm may deem fit in its sole discretion. If the performance is not satisfactory, the Firm also reserves the right to terminate your services, with immediate effect, without any notice period or salary in lieu thereof. In case you desire to resign during the probation period, you may be relieved on receipt of your request, subject to you serving a notice period of one month.

4. Reimbursement of Expenses

In addition to the Compensation as above, the Firm shall, as per the policy of the Firm amended from time to time, reimburse expenses that you may incur during employment with the Firm for business development and shall include the following:

- Conveyance, lodging and travelling expenses (incurred during performance of duty)
- Refreshment and Entertainment expenses

5. Code of Conduct

You shall be obligated to sign, accept and adhere to Code of Conduct that the Firm shall put in place, from time to time, that shall apply to all the Directors and others. Such Code of Conduct may be modified by the Firm in its interest and always, the latest Code of Conduct shall be binding on you.

6. Conflict of Interest

The Firm expects that you shall devote your full time and attention in developing the practice of the Firm and shall not accept any employment that conflict with the interest of the Firm. Further, any commitment where significant time is expected to be spent by you shall require a prior approval of the Firm's management. It is expected that you shall not accept any commitment or position of office that detracts from your time commitment to the Firm.

7. Confidentiality of Information

Maintaining confidentiality is a condition to your employment.

Remuneration: You shall always keep the details of your salary and employment benefits at the Firm strictly confidential and shall not disclose such details to any other person within the Firm.

Use of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients, vendors or other Firm's personnel.

Data Confidentiality: During your employment, you will not store, possess, use or disclose confidential / personal / sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. You shall not bring any such information or data into the Firm.

You will not, either during your employment with the Firm or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Firm's business, its affairs or its clients, service providers, sub-contractors or vendors, other than the Directors of the Firm or their authorized representatives.

On discontinuation of your employment, you will return to the Firm, all papers and documents and all other property pertaining to the Firm or affairs of the Firm or its client or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom. You agree to sign engagement specific non-disclosure / confidentiality agreements, if so, required by certain clients of the Firm. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to our clients or third parties.

8. Notice Period and Termination

After confirmation of the services in the Firm, the notice period to be served shall be as set out below:

- i) Upto Manager level – Two months
- ii) Associate Director & Director – Three months

Upon being confirmed in the permanent employment of the Firm, you may resign or the Firm may terminate you, for any reason, by a notice as defined above or by payment in lieu of notice.

The Firm reserves the right to terminate your employment / services with immediate effect without any notice or any compensation in lieu thereof, in case of, misconduct, gross negligence, misdemeanour, any breach by you of the terms of the appointment, code of conduct or any other policies of the Firm, where the Firm feels it is not in the interest of the Firm to continue you in the employment, or any behavioural issues.

The Firm may require you to complete all operative parts of the assignment / project you may be involved in or execute any documents/declarations on the date of resignation or termination as determined by the Firm before agreeing your release. If, on any exceptional cases, the Firm agrees to an employee's requests for an early release, the Firm may, at its discretion, recover the salary or part thereof equivalent to the balance notice period.

9. Non-Solicit and Non-Compete

- You agree to not, for the period of two years after ceasing to be employed with the Firm either on your own account or for any other person, firm or company, solicit or entice away, or endeavor to solicit or entice away, from the Firm or any of its subsidiaries any of their respective employees.

While you may choose to leave the Firm upon serving notice period, it is expected that as you leave, you shall not encourage other team of professionals overtly or covertly also to leave.

- You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this Agreement or is otherwise inconsistent with your obligations under this Agreement. If you were previously employed with another organization, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer and do not have any outstanding issues, unfulfilled employment obligation pending with your previous employer having legal ramifications or consequences for you or for the Firm.
- During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm,

engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

- In recognition of the transfer of Confidential Information or Intellectual Property to the Firm, you hereby agree not to directly or indirectly compete with the business of the Firm and its successors and assigns during the term of the Agreement and for a period of two years following the expiration or termination of this Agreement and notwithstanding the cause or reason for termination.
- You will have to seek prior permission from the Firm for any employment with a client of the Firm or any other organization working with a client of the Firm, whose assignment you have worked on directly which will be analysed in view of the Independence Policy of the Firm and you shall adhere to the Firm's views.
- Subsequent to your separation from the Firm, for a period of twelve months you will not take up any job or assignment, either full time or otherwise, either directly or indirectly for or on behalf of any other organization working with a client of the Firm, whose assignment you have worked on in the twelve months immediately preceding your separation from the Firm without the consent of the Firm.

10. Intellectual Property

The nature of work to be assigned to you might be such that the clients may retain exclusive ownership rights on the resulting work products on unconditional basis. Further, the Firm may need to provide a client with material without acknowledging each individual who worked on it.

By signing this agreement, you are:

- Acknowledging and agreeing to the condition that all existing and future intellectual property rights in any materials, information and technology of any nature created by you, either singly or jointly with other persons, are the exclusive property of the Firm with unfettered rights for utilization or disposal of the same; and
- Consenting to the Firm and/or its clients using or adapting material to which you have contributed, in any matter and without expressly acknowledging your individual contribution.

11. Independence

Independence is a professional principle and obligation that must be observed by employees of a Firm providing attest as well as non-attest services. In order to ensure Independence and to avoid conflict of interest the Firm has laid down policies and procedures which include certain prohibitions like you or your relative (as defined in the policy) in holding certain positions in its clients / prospects, holding direct / indirect financial interest in its clients / prospects which you are bound to follow. You are at all times comply with the policies, procedures, guidelines laid down by the firm and shall inform / declare any affiliations / relations / dealings / investments etc., to the Ethics Manager as laid down in the Independence Policy. Your position, job description, office location and client associations determine the applicability of specific provisions of the Firm's independence policy to you. Because it is important that you become familiar and comply with the Firm's independence policy, you agree to read, understand and abide by the Firm's policies and materials regarding independence. Before joining the Firm and periodically thereafter, you will be required to confirm your compliance with the Firm's independence policy. A copy of Declaration of Independence will be activated on O-source which you are required to fill in and submit.

In connection with your independence obligations, the Firm may request, and you agree to provide, relevant financial, non-financial information including but not limited to up-to-date records of your investment portfolio, bank statements, credit card statements, insurance policies, loan documents etc.,.

You may also be required to maintain a current record of your financial holdings (but not their value) in a

Firm database. If an impairment of the Firm's independence or a conflict of interest exists or is likely to occur, you may be required to dispose of securities or resolve other independence issues as suggested irrespective of the fact of advantage to you. You also may be required to even leave the Firm, if necessary.

Staff Members Joining Clients

The independence policy also mandates that in the event of an offer of employment from the client of the Firm you are engaged on, or have been engaged in the recent past, it is mandatory to immediately notify of such offer to the Ethics Manager on such client.

12. Risk Management

A clear objective of the Firm is to effectively manage its risks while providing high quality services to our clients. To achieve this, the Firm has an effective set of risk management policies, processes and procedures. All team members are responsible for managing the risks on the assignments they undertake for clients. You will therefore be required to comply and keep yourself updated with various risk management policies and processes when undertaking your work.

13. Confidential and Proprietary Information

Information and materials relating to the Firm, its clients, licensors and suppliers that are not publicly available must be treated as confidential and proprietary ("Confidential Information") and may only be used or disclosed for business purposes related to your employment duties with the Firm. You have an obligation to safeguard Confidential Information from unauthorized use and disclosure. Confidential Information includes, but it is not limited to, the Firm's professional, technical and administrative manuals; associated forms, processes, and computer systems (including hardware, software, databases and information technology systems); other methodologies and systems; marketing and business development plans and strategies; client and prospect files, lists and materials; research materials; investigative materials; and project notes and plans. Because Confidential Information is extremely valuable, the Firm takes measures to maintain its confidentiality and guard its secrecy. Confidential Information may be copied, disclosed or used by you during your employment with the Firm only as necessary to carry out Firm business and, where applicable, only as required or authorized under the terms of any agreements between the Firm and its clients, licensors and suppliers. You agree not to take or keep any Confidential Information when you leave the Firm. If you are ever asked to disclose any information or materials that are subject to these confidentiality restrictions, pursuant to legal process or otherwise, you must contact the leader of your practice to seek the Firm's consent prior to any disclosure. These confidentiality restrictions are permanent and do not lapse or cease upon your departure from the Firm.

14. Insider Information

You are prohibited from using or sharing information not publicly disclosed which you obtained during the course of your work for the Firm, for your personal gain or advantage in securities transactions, or for the personal gain or advantage of anyone with whom you improperly share this information. This restriction applies to such information related to any company, not just the Firm's client and their affiliates. The foregoing obligation is in addition to any obligation that you have not to purchase or hold securities of entities with respect to which the Firm must maintain independence.

15. Exclusivity

During the continuance of your employment with the Firm, it is a condition of your employment that you will not engage yourself in any other trade, business or occupation, including private practice and consulting, without obtaining prior permission from a Service Line Head and Head HR of the Firm.

16. Miscellaneous

- Condition: This appointment is valid subject to: (a) your being medically fit, (b) your furnishing at the time of joining, documents in proof of your having been relieved by your present employer, and (c) our receiving satisfactory references on your background.
- In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement

of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) per to meet any specific client request and/or (v) per the Firm's exclusive discretion.

- **Certificate of Practice:** If you currently hold a certificate of practice (COP) issued by the Institute of Chartered Accountants of India, you hereby undertake to surrender the COP with immediate effect and provide us with evidence thereof. If you do not currently hold a COP issued by the Institute of Chartered Accountants of India, you hereby undertake not to apply for such COP unless instructed or required by us to do so.
- **Governing Law and Jurisdiction**
The Letter shall be governed by, and construed in accordance with, the laws of India and the courts of Mumbai will have exclusive jurisdiction.

Signed and accepted:

DECLARATION

A. By signing this agreement, I hereby acknowledge and agree that:

I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the policies, rules and regulations of the Firm as amended from time to time. In particular, I declare that:

- a. I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.
- b. I acknowledge and agree to the Firm reserving the right to get a background check conducted on me through a third-party agency. In furtherance thereof, I authorize the Firm to collect and retain copies of my personal particulars (including educational certificates, copies of passport, Aadhar card, driving license, PAN card, voter identification card) either directly or through a third-party agency.
- c. There are no ongoing or pending criminal cases / criminal liabilities on me.
- d. I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information / data / material of any other firm or individual (collectively, "Sensitive Data"). I shall not bring any Sensitive Data into Factpro and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Firm.
- e. I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against Factpro Code of Conduct or any other policies.
- f. In the event of any willful or intentional misconduct, fraud, dishonesty or breach of confidentiality on my part, I will be personally liable to Factpro and/or its clients.

I accept the above.

Name

Signature

Date

15/03/2024

Reynold Shah

Subject: Offer Letter

Dear Reynold,

Congratulations! On behalf of MassMutual Global Business Services India LLP, I am pleased to extend our offer of employment, as **Analyst, Operations**, reporting to Gouthami Priya Tumma, Manager, Operations. This offer is contingent on the completion of satisfactory references and background investigation.

Joining Date – Your employment starts on **01/04/2024**.

Work Location – BSR IT –SEZ - Block 1
Hyderabad- 121212

Probation – You will be on probation for a period of six months from the date of joining. On successful completion of your probation, you will be confirmed as a permanent employee of MassMutual Global Business Services India LLP.

Compensation – Your target Cost to Company (CTC) for the year is **₹306,194.36**. The break-up of the annual CTC shall be as set out below:

Pay Components	Annual (INR)	Month (INR)
Fixed Compensation - A	₹273,010.00	₹22,750.83
Basic Salary	₹136,505.00	₹11,375.41
House Rent Allowance (HRA)	₹81,903.00	₹6,825.25
Allowances	₹54,602.00	₹4,550.16
Retirals – B	₹22,946.49	₹1,912.20
Provident Fund (Employer Contribution)	₹16,380.60	₹1,365.05
Gratuity	₹6,565.89	₹547.15
Variable Pay (Annual Target Short term Incentive) - C	₹10,237.87	₹853.15
Cost To Company (CTC) = A+B+C	₹306,194.36	₹25,516.19

- Allowances as allowed by law and decided at your discretion unless otherwise noted, including:
 - Leave Travel Allowance
 - National Pension Scheme (NPS) Contribution
 - Child Education and/or Hostel Allowance
 - Meal Voucher or Onsite Meals

- Balance allowance – Total allowance amount minus discretionary amounts you decide above
- Provident Fund (Employer Contribution) is 12% of Basic Salary
- Gratuity accrued for monthly and payable at the time of termination following a minimum of 5 years of active service
- Annual target short-term incentive will be paid annually at the discretion of the Company.

Benefits – You will be eligible for benefits as mentioned in the “MMGBSI Employees Benefits and General Guidelines” document as attached.

a) Medical Insurance Coverage: Employee, spouse, children up to 25 years of age, plus two dependent parents/in laws in any one set. Coverage – INR 6 Lakhs

b) Personal Accident Insurance Coverage: Applies only to the employee and does not cover the employee's family. Coverage – 5 times the Annual CTC

c) Life Insurance Coverage: Applies only to the employee and does not cover the employee's family. Coverage – 3 times the Annual CTC

d) Leaves: You are eligible for annual paid time-off of 25 days, 5 days of sick leave (both prorated based on your date of joining) and 10 holidays (statutory + flexible) in a calendar year.

e) Employee Assistance Program: Professional and counselling services to employees, managed by a third-party vendor

f) Internet Reimbursement: Reimbursement of expenses incurred on broadband internet connection can be claimed against valid original bills issued in your name. Reimbursement Amount – INR 1000/month

As you plan for your first day, please arrive at the MassMutual worksite at **10 AM** on 01/04/2024. Your typical workday will be Monday through Friday, unless otherwise mutually discussed and agreed.

To accept this offer of employment, please print the attached letter and sign it. Please scan a copy of the signed offer letter and email it back to us.

If you have any questions about this offer of employment, or if our understanding of your acceptance is not correct, please feel free to talk to us.

We look forward to welcoming you and are excited about the contributions you will make as we build our company.

Best Regards,



Yadhu Kishore Nandikolla
Director, Human Resources

14 September, 2022

Mr. Aseel Hussain
#2-11-84, IN Residency,
Uppal, Bharat Nagar, Near Positive School,
Hyderabad 500039.

Dear Aseel,

Congratulations! Subsequent to the discussions we had with you, we are pleased to extend an offer for you to be a part of ADP. Please find the offer details below:

Position:	Customer Service Representative
Grade:	G1 L1
Start date:	On or Before 03 July, 2023
Compensation:	Gross Compensation of INR 300,008 (Rupees Three Lakhs and Eight Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP.
Probation & Notice Period:	You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits as per ADP's policy & your employment with the Company is terminable by serving a notice of sixty days on either side. On successful completion of probation period, the notice period would be ninety days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non-performance and elimination of the position per ADP's business needs.
Place of work:	Your initial place of work will be Hyderabad. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

Note: Please find the details of the terms and conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,



Vipul Singh
(Divisional Vice President & Head of HR)

Associate Signature: _____

Details of Compensation

Name : Aseel Hussain
Position : Customer Service Representative
Grade : G1 L1

A. Base Salary	Monthly (INR)*	Annual (INR)*
• Basic Salary	11,160	133,920
• House Rent Allowance	4,554	54,648
• Flexible Benefits**	2,232	26,784
B. Bonus (20% of Basic Salary Paid Monthly)	2,232	26,784
C. Standard Benefits		
• Provident Fund***	1,607	19,284
• Gratuity	537	6,444
Gross Compensation (A+B+C)	22,322	267,864

Variable Performance Incentive (VPI) [#] (will range from 0% to 175% based on performance)		0%	100%	175%
		0	32,144	56,251
Total CTC (Gross + VPI)^{##}		300,008		

* Indian Rupees

** Flexible Benefits include Leave Travel Allowance and Children Education Allowance

*** PF will be deducted as per the statutory norms

[#] These are indicative payouts at your grade and will vary based on your performance, performance of your business unit & ADP

^{##} Total CTC is computed at 100% VPI payout

Tax will be applicable as per Tax Slab & Tax Regulations

Associate Signature: _____

Terms and Conditions

1. Working Hours

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday.

2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining, regarding your employment and the business matters of the organization.

3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

4. Documents

This Offer would stand cancelled if you fail to successfully complete your educational degree and do not meet the percentage criterion as specified during interviews

5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax.

6. Statutory Benefits

Provident Fund: Provident Fund will be deducted from your salary as per EPF Act. The organization will also contribute a matching amount towards your Provident Fund. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable from time to time.

Gratuity: The Gratuity is paid to the associates as per the Gratuity Act, 1972 and would be governed by the relevant statutory laws as may be applicable from time to time.

7. Statutory Compliance

Income Tax and Profession Tax or any other payments will be deducted from your salary, as applicable as per statutory laws.

8. Flexible Benefits

The Flexible Benefit is a key component in your Gross Yearly Compensation. It allows you the flexibility to claim tax exemption benefit, as per Income Tax norms / rules in practice for the given financial year.

Associate Signature: _____

9. Health Insurance

You and your dependents will be covered as per the existing Medclaim Insurance Policy provided by the organization.

10. Personal Accident Insurance

You will be covered as per the existing Group Personal Accident Insurance Plan provided by the organization.

11. Leave

You are eligible for Privilege Leaves and Casual Leaves as per the organization policy. You are also entitled to avail the Public Holidays as per the organization policy. Leave should be taken, as mutually agreed between you and the Reporting Manager.

For those members who joined the organization after January 1st, Leave entitlement for the period between your Start date and 31st of December will be allocated on a pro rata basis.

12. Variable Performance Incentive

You will be eligible for variable performance incentive based on your performance, performance of your business unit & ADP. This incentive will be paid as a one-time amount every year as per the organization's variable performance incentive payment cycle. In case the period of employment is less than one year at the time of bonus cycle, the amount will be computed on a pro-rata basis.

13. Maternity Benefit

Women associates would be eligible to avail maternity related benefits per prevailing statute and relevant organizational guidelines applicable from time to time.

14. Drug Test

You will be required to undergo a drug test with the organization on the day of induction. If tested positive for any of the banned & illegal drugs as per the organization policy, it would result in action leading up to termination.

15. Background Checks

In accordance with our policy, this offer is conditioned upon your successful completion of a background check. Because this is a conditional offer of employment, you should not give notice to your present employer, sell real estate, or incur any other expense associated with acceptance of employment until you receive confirmation that you have successfully satisfied the preconditions of employment. This process is generally completed within 3 weeks, however the process may take longer. Background checks may include, without limitation, criminal screening, educational and employment verification, and reference checks. This offer is subject to the authenticity of any information and documentation in connection with background screening provided by you or otherwise obtained by ADP before, during or after the offer is communicated to you. In the event any information provided by you or otherwise obtained by ADP for background screening is proven to be false, misleading, or otherwise unsatisfactory to ADP in its sole discretion, ADP reserves the right to immediately rescind this offer and/or terminate your employment, if applicable, at any time.

Associate Signature: _____



Ref No: 26680066
26-Dec-2023



Gunti Keerthi

Dear Gunti,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Voice** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Hyderabad**.

Your annual total compensation will be **INR 249,996**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **08-Jan-2024**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,

For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,

Shibu Balakrishnan
AVP – HR

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Position

Date: 22/12/2023

B Chandan Raj Kumar
B Chandan Raj Kumar Dec 22, 2023 11:50 AM +5.30

22/12/2023

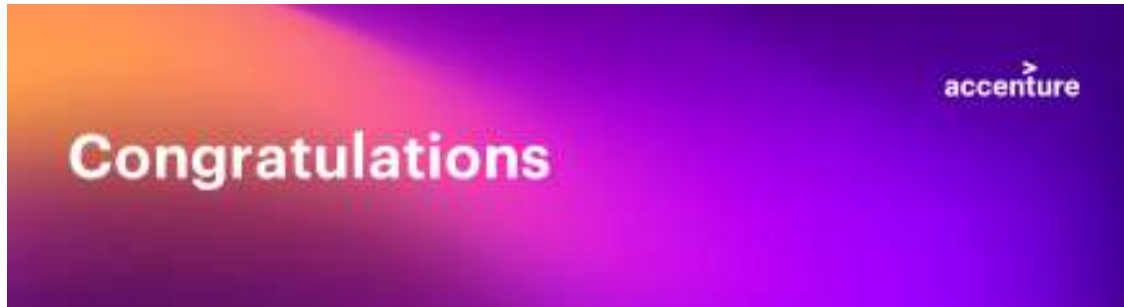
[Employee's signature to include Employee's first name in full]
Note for the Employee: In case you are leaving this column blank, then please strike out the space and sign at the indicated place.

Countersigned – Authorized Company Representative:
(Required only when this agreement supersedes prior Agreement.)

B Chandan Raj Kumar
B Chandan Raj Kumar Dec 22, 2023 11:50 AM +5.30
22/12/2023

MEMBER ENROLLMENT FORM			
Employer: GENPACT ENTERPRISE RISK CONSULTING LLP			
Member Name:	B CHANDAN RAJ KUMAR		
Group Policy No.:		Employee No.:	253255
Gender:	Male	Marital Status:	Single
Date of Employment: (MM/DD/YY)	22/12/2023	Date of Birth:	16/03/2002
Nationality:	India	Designation:	Analyst
In the event of my Death, I wish my benefits under the above policy to be apportioned between my nominated beneficiary (ies) as follows:			
Nominee Name	Relation	Date Of Birth	Percentage
B Madhavi Latha	Mother	01/07/1977	100
			=====
			100%
			=====
IMPORTANT NOTE: I understand that this document will be retained by my Employer and used to distribute any benefits arising from the Policy. This document supersedes any previous nominations.			
Signature of Employee:	<u>B Chandan Raj Kumar</u> B Chandan Raj Kumar Dec 22, 2023 11:50 AM +5.30 22/12/2023	Date:	22/12/2023
<ul style="list-style-type: none">• If you wish to maintain the content of this form as Confidential, please return to your Human Resources Manager/ Employer in a sealed envelope.• In the event that you wish to amend your nomination, please ask your employer for a replacement Member Enrollment Form.			

B Chandan Raj Kumar
B Chandan Raj Kumar Dec 22, 2023 11:50 AM +5.30
22/12/2023



09 May 2024

C07349582

Madhav Gampa

11-128 old beat bazaar behind municipal office Mancherla 504208

Dear **Madhav Gampa**,

We are pleased to extend an Offer to join Accenture Solutions Private Limited in our Accenture Operations Delivery Centers in India, as per the terms and conditions of the offer letter and its accompanying annexures:

Management Level - 13

Sub Level - 3

Job Title - **Trust & Safety New Associate**

Job Family Group - **Business Process Delivery**

Business Deal - **Non - Contact Center**

At this stage we expect you to join us at **Hyderabad**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Annexure 3 for Remote Working Conditions - Declaration to be submitted by you.
- Annexure 4 for Declarations to be submitted by you.
- Annexure 5 for the Terms of Employment, Compensation Plan and Car Lease Scheme.

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

Please note that after joining the Company you may be required to undergo further trainings, assessments and verifications and your employment with the Company shall be subject to successful completion of such trainings, verifications and assessments.

As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment. Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch/misrepresentation in information shared by you.

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

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

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

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

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

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit

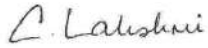
the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Your joining and employment with the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

Madhav, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact Bhavini Sinha at bhavini.a.sinha@accenture.com should you have anything you would like to discuss further.

Yours sincerely,



Lakshmi C
Managing Director and Lead, Human Resources, Accenture in India

ACKNOWLEDGED AND AGREED

Candidate's signature {{Sig_es_.signer1:signature}}
Madhav Gampa

Date: 09 May 2024

ANNEXURE 1 : COMPENSATION & BENEFITS

TOTAL CASH COMPENSATION ELEMENTS		
	Annual (INR)	
(A) Annual Fixed Compensation*	INR 220,000/-	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 220,000/-	INR 255,200/-
(C)#Additional Benefits		
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 3,700/-	
Notional Insurance Premium paid by Company	INR 13,600/-	
(D)##Additional Discretionary Reimbursements		
##Additional discretionary reimbursement	INR 12,000/- (capped at INR 1,000/- per month)	
(E) Optional opportunity to participate in the Employee Share Purchase Plan		
Employee Share Purchase plan—to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 3,300/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]	

Total Cash Compensation Elements*Annual Fixed Compensation****

*Annual Fixed Compensation includes allowances, any shift premiums for working in non-standard hours where applicable, for example, night shift premium, and statutory benefits and will be structured in accordance with the Company's compensation guidelines and Allsec Payroll FAQs. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document which elaborates the guidelines applicable to structure your Fixed Compensation.

Your Annual Fixed Compensation will be structured in line with the Company policy. There are various components within in Fixed Compensation (key components - Basic pay, House Rental Allowance, Provident Fund). Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

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

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Appropriate employee's contribution to PF will be deducted and submitted to the regulators by the Company as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

VARIABLE BONUS

You will be eligible to participate in the FY23-24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 16%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

1. a. Medical Insurance for self, spouse/partner and 4 dependent children up to **INR 5,00,000/-** per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to **INR 20,00,000/-** and siblings up to **INR 10,00,000/-**. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to **INR 30,00,000/-**. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

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

- 10% of such claims for self, spouse /partner and 4 dependent children.
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

Please note that all insurance benefits whether (Base or optional) will have a co-payment provision subject to the terms of the insurer.

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

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

3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of **INR 7,50,000/-**

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

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, its amendment or prevailing legislation at that point of time and subject to eligibility and Company procedure and process at the time of your exit from the Company.

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

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

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

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

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal

concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service.

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

STATUTORY BONUS

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

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

GST CLAUSE

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

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

GENERAL TAX

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

ANNEXURE 2 : REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photographs (mandatory to be submitted on day 1)
2. PAN card copy (mandatory to be submitted on day 1)
3. Copy of highest education certificates
4. Copy of any mark sheets (Last semester mandatory)
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc.)
6. Relieving letters from previous employer
7. Document/s containing start date and end date of the last two employers
8. Passport copy , if available (if not please apply immediately)
9. UAN Number and PF Statement for your last two employments before Accenture
10. Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture.
11. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
12. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labor welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE 3 : REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]

- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location.

ANNEXURE 4 : DECLARATION

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

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

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

ACKNOWLEDGED AND AGREED

Madhav Gampa

Date: 09 May 2024

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

BE YOURSELF, MAKE A DIFFERENCE.



23-Feb-2024

C8697625



**For Accenture use only*

Vaishnavi Bhandaru
H no.12.8.276/5/A, Aluggadabavi, Mettuguda, secundrabad 500017
Management Level - 13
Sublevel - 3

Job Profile - Digital Content Management New Associate
Job Family Group - Content
Business Deal - Non Contact Center

Dear **Vaishnavi**,

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

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

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

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

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

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

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 5 'Documentation'.

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

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

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

Your annual total cash compensation will be **INR 255200** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

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

Vaishnavi, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **swati.b.dixit** at **9522911480** should you have anything you would like to discuss further.

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



Jal
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

Candidate's signature _____

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 220000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 220000	INR 255200

(C)#Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 3700
Notional Insurance Premium paid by Company	INR 13700

(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 3300 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

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

-Annual fixed compensation of **INR 220000/-**; Annual Fixed Compensation includes allowances, any shift premiums for working in non-standard hours where applicable, for example, night shift premium, and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable.

- Variable Bonus: You will be eligible to participate in the FY24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

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

*As defined by applicable law from time to time.

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

Benefits applicable for current Company financial year:

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

1. a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 and any under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

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

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

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

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

3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

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

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

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

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

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

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

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

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

GST Clause:

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

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

General Tax:

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

REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location (referred as your **Accenture Base Location**)
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my **Accenture Base Location**

ANNEXURE 4

DECLARATION

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

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

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

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

ANNEXURE 5

REQUIRED DOCUMENTATION

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



INUMELLAS CONSULTANCY SERVICES PRIVATE LIMITED
CIN - U74910TG2022PTC158590

Email: accounts@inumellas.com

Ph: +91 9908972000

17 November, 2023

ICS/HYD/014

Dear **Saichand Saara**,

Thank you for the keen interest to join us. Consequent to your application, interviews, and subsequent discussions with us, we are pleased to offer you a career at **Inumellas Consultancy Services Pvt Ltd (ICS)**. Please accept our heartiest congratulations and a warm welcome to the ICS family.

You will be designated as **HR – IT Operations Executive**

The total gross compensation (total cost to company including benefits) offered is **Rs.1,80,000/- (Rupees One Lakh Eighty Thousands only) per annum**. Details are given in the attached **annexure 1**. Your date of joining would be **November 20th, 2023** up to which this offer is valid. The primary work location is **Hyderabad**.

As an employee of ICS, you are expected to work at least **45 hours every week** and will be entitled to 1 day paid leave every month apart from the 10 public holidays as decided for each year by the company. You will be working for **5 days a week** wherein you might need to work on 1 weekend day of your choice (Saturday or Sunday) as part of this 5 days, considering the type of work and the need of the organization owing to your role.

Please share the documents as mentioned in **annexure 2** as part of the acceptance of the offer and appointment for our company records.

You will be on probation for a period of **three months** from the date of appointment/ joining and will continue to be on probation until your services are confirmed, in writing, by the Company. You will be confirmed at the end of the probation period if your conduct and performance in the appointed position are found meeting the requirements of the Company during the period of probation.

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.

If you have queries on any of the above, please contact HR manager - **Mithra** (Email – mithra@inumellas.com)

Yours Sincerely,

For & On Behalf of

Inumellas Consultancy Services Pvt Ltd

Venkata Inumella
Director

This is a highly confidential document hence you are requested not to disclose it to anyone else.

Regd Addr - Flat No. 308, BL II West Wing R V Maanyatha ICRISAT Colony, Miyapur, Rangareddy, Telangana - 500049

Office Addr - BASIL, Suite B-1003, Level -10, SmartPace, The Platina, Gachibowli, Hyderabad, Telangana – 500032

PAN # AAGCI4793M



INUMELLAS CONSULTANCY SERVICES PRIVATE LIMITED
CIN - U74910TG2022PTC158590

Email: accounts@inumellas.com

Ph: +91 9908972000

I have read the contents of this letter and accept the offer of employment with the terms and conditions mentioned above and the enclosed annexure 1, 2.

Sign: _____

Name: Saichand Saara

Date:

ANNEXURE 1

Name: Saichand Saara

Compensation details:

Total Annual Compensation - **INR 1,80,000** (Rupees One Lakh and Eighty Thousands only)

Total Monthly Compensation - **INR 15,000 (Fixed)**

Basis your probation period completion, the company may revise the same basis your individual performance and also the company's performance, at the discretion of the company.

This is a highly confidential document hence you are requested not to disclose it to anyone else.

Regd Addr - Flat No. 308, BL II West Wing R V Maanyatha ICRISAT Colony, Miyapur, Rangareddy, Telangana - 500049

Office Addr - BASIL, Suite B-1003, Level -10, SmartPace, The Platina, Gachibowli, Hyderabad, Telangana – 500032

PAN # AAGCI4793M



INUMELLAS CONSULTANCY SERVICES PRIVATE LIMITED
CIN - U74910TG2022PTC158590

Email: accounts@inumellas.com

Ph: +91 9908972000

Conditions of hire:

Your employment with the Company will be subject to the following pre-conditions:

You will submit relevant documents as mandated by the Company;

- 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;
- 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.
- 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.
- You provide two satisfactory references, one being from your most recent employer (prior to joining ICS);
- Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company, as deemed necessary, is cleared; and
- 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.
- 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.

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 Inumellas Consultancy Services Private 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.

Sign: _____

Name: Saichand Saara

Date: _____

This is a highly confidential document hence you are requested not to disclose it to anyone else.

Regd Addr - Flat No. 308, BL II West Wing R V Maanyatha ICRISAT Colony, Miyapur, Rangareddy, Telangana - 500049

Office Addr - BASIL, Suite B-1003, Level -10, SmartPace, The Platina, Gachibowli, Hyderabad, Telangana – 500032

PAN # AAGCI4793M



ANNEXURE 2

List of documents that you are required to share for our records (self-attested soft copies would suffice):

PREV EMPLOYEMENT(S):

- ☐ Relieving Letter, if applicable
- ☐ Experience Letter, as applicable

QUALIFICATION:

- ☐ Xth mark sheet and certificate
- ☐ XIIth mark sheet and certificate
- ☐ Graduation mark sheets and degree certificate
- ☐ Any other relevant Certificates

ADDITIONAL:

- ☐ ID Proof & Address Proof (PAN Card & Aadhar Card copies)
- ☐ Passport: All pages – 1 Set
- ☐ Latest Passport Photograph

This is a highly confidential document hence you are requested not to disclose it to anyone else.



R1 RCM Global Private Limited
12th Floor Building No. 1 and 1st Floor (Wing A and B),
Building No. 2, M/s. NSL SEZ, (Hyderabad) Private Limited,
IT/ITES SEZ at IDA Uppal, Ranga Reddy District, Hyderabad – 500039, Telangana, India
Tel: +91 040 42570000 | CIN: U74900DL2009PTC187041 | Website: www.r1rcm.com

STRICTLY PRIVATE AND CONFIDENTIAL

Methuku Uday Kiran Reddy
Plot:119, Sai Nagar Colony, Chowdariguda, Ghatkesar MDL, Medchal, Malkajgiri Dist
Hyderabad 500088

November 23, 2023

APPOINTMENT LETTER

Dear Methuku Uday Kiran Reddy,

Congratulations!

With reference to your application and subsequent interview, we are pleased to extend an offer of employment to you at R1 RCM Global Private Limited as **Associate Analyst**.

Subject to your accepting this appointment letter, your anticipated start date will be no later than **November 27, 2023**. Your appointment will be effective from the date of joining.

Your Annual Compensation will be **INR ₹235,000.00/-** cost to Company (CTC). Details of the CTC break up are given in Annexure-I provided with this letter.

Your primary work location will be **IND-Hyderabad** or any work location R1 RCM may ask you to work from time to time as per its discretion.

Please formally accept this appointment letter within two (2) days, failing which this offer shall lapse automatically. This appointment letter will stand revoked at the sole discretion of R1 RCM. This offer and your employment with R1 RCM is conditional upon you successfully clearing the background verification process as applicable at R1 RCM.

You will be receiving a joining instruction email confirming the details of your onboarding time, venue details from the R1 RCM Onboarding team before your start date.

The Company reserves the right to amend your date of joining prior to your start date, in-line with business exigencies. Any change to this effect, will be communicated to you vide a revised appointment letter.

You are required to undergo a training program consisting of different modules as per business requirement:



- This program will offer you extensive training on various modules required in the Revenue Cycle Management (RCM) and help you understand the business. Thus, enabling you to develop the skill set and learn the tools required in the RCM industry.
- You will be assessed at each stage of your training module and will be given due opportunity to improve and clear your training milestones.
- After you successfully graduate from the training program, your annual compensation shall stand revised at **Rupees Two Lacs Eighty Five Thousand only (INR 2,85,000/-)**. To this effect, a revised addendum to your appointment letter will be shared with you. Also, in case you are unable to successfully complete your training, the organization will take appropriate action per the terms and conditions of this appointment letter.

All decisions in reference to the progression and compensation revision will be governed by the appropriate company guidelines and may be revised by the management at its own discretion.

To ensure that you have full understanding of the terms and conditions of your employment at R1 RCM and the benefits available to you, there are a number of enclosures to this letter which you will need to adhere with during the course of your employment with us.

Please sign the enclosed copy of this letter, terms and conditions, confidentiality and intellectual property protection agreement and any other annexure attached.

We look forward to welcoming you to R1 RCM.

Sincerely,

For R1 RCM Global Private Limited,

Swati Khandelwal
Senior Vice President – Human Resources

I, Methuku Uday Kiran Reddy, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature: {{Sig_es_:signer1:signature}}

Date: {{Dte_es_:signer1:date}}

Location: IND-Hyderabad



TERMS AND CONDITIONS

This statement of Terms and Conditions forms part of the contract of employment (the “Contract”) between **Methuku Uday Kiran Reddy** and R1 RCM Global Private Limited (“the Company”) and will be effective from the commencement of your employment with us.

Further information on R1 RCM policies and procedures are available on the Company intranet site, which shall be deemed binding upon you. R1 RCM reserves the right to review and update its employment policies and procedures as applicable from time to time and your agreement to comply and adhere by them will be deemed accepted.

Background Verification:

- 1) Your appointment / employment (whilst in service with R1 RCM) is subject to you clearing all the background checks as per the Background Verification process.
- 2) The Company at its sole discretion can authorize subsidiaries or affiliates of R1 RCM and any person or organization acting on its behalf to verify the information provided by you in the course of your job application and employment.
- 3) It is imperative to submit all your credentials, testimonials and required documents **within 15 days of joining**. If the particulars shared by you are found to be incorrect, inaccurate or misleading, your appointment shall be revoked, and your services will be terminated per applicable Company policy.
- 4) Your appointment is subject to medical and/or drug screening test clearance, on your joining or anytime post your joining as part of random screening checks.
- 5) If the outcome of the medical/drug test is not as per the acceptable norms/standards, your employment shall be terminated and/or necessary actions would be initiated as per applicable Company policy.
- 6) The management will be within its rights to request an employee to get tested for drug/substance/alcohol abuse/usage during working hours, if the management has a reasonable suspicion of the same. Refusal to the random screening by an employee will be constituted as an act of gross misconduct/ misbehavior.

Probation Period:

- 1) You will be on probation for a period of six months from your date of joining. During this period, you are expected to set your key results/goals in consensus with your Manager.
- 2) On satisfactory completion of your probation, your services will be confirmed in writing. Unless confirmed in writing, you shall continue to remain on probation. There shall be no automatic confirmation in service.
- 3) In case your performance and/or conduct is found unsatisfactory, the Company may in its discretion extend the probation period in writing.
- 4) The Company reserves the right to terminate your services during probation without giving any reason, or any prior notice/payment in lieu of notice.

Hours of Work:

- 1) R1 operates 24/7 and 365 days a year, so your working hours may involve Day and Night shift and working weekends and public holidays as permitted under applicable laws and company policies.
- 2) Your working hours can be varied at the sole discretion of the Company, you may also be required to work beyond the working hours depending on business exigencies / requirements per the applicable company policy.

Leaves:

- 1) You will be eligible for leaves as per the Company policy.
- 2) All eligible female employees will be entitled to maternity leaves in-line with the Maternity benefit Act, 1961.

**Compensation & Salary Structure:**

- 1) Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cess and other applicable withholdings. All tax liabilities arising out of your entire remuneration, package, present or future, shall be borne by you.
- 2) Any amount recoverable/payable from you towards R1 RCM may be adjusted from your monthly salary at the sole discretion of the Company.
- 3) The Company reserves the right to review and change its compensation structure or revise the salary components subject to modification/ change/ discontinuation/ amendment as per the applicable policy/statutory regulations from time to time.

Increments and Promotions:

- 1) Your performance and contribution to the company will be an important consideration for salary increment and promotions.
- 2) R1 follows the philosophy of Pay for Performance and Promote for Potential depending upon position availability and all promotions will be based on applicable company policy.

Statutory and Other Benefits:

- 1) You will be eligible for various statutory benefits in accordance with the relevant laws.
- 2) You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached benefits flyer which does not form a part of your contract. These benefits are subject to the applicable policy/plan in force from time to time.

Transfer & Relocation:

- 1) During your employment with the Company, you will be liable to be transferred to any of the offices, location, departments, or/ business units of the Company or of associate companies/ group companies, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment or unless otherwise specified at the sole discretion of the management.

Retirement:

- 1) On reaching the age of 60 years, you will retire from the services of the Company. Your date of birth as recorded at the time of your appointment with the Company will be considered as the authenticated date of birth for purposes throughout your service with the Company and no changes will be permitted under any circumstances.

Notice Period:

- 1) Either party can initiate the separation of employment by giving required notice period (refer point below) or payment in lieu of notice thereof. Any deviations from this shall be on the sole discretion of R1 RCM Management.
- 2) Required notice period:
 - o Level 1S Associate 0
 - o Notice Period 30 days.

Separation:

- 1) Upon confirmation of your services with the Company, R1 retains the right to terminate your services without any prior notice/payment in lieu of notice in the event of any act of omission or commission committed by you, which constitutes gross misconduct.
- 2) The Company reserves the right to terminate your employment for any behavior which results in breach of Company policy and/or loss of confidence and/or jeopardizing the interests of the Company and / or involvement in any misconduct and / or any criminal activity and/ or any other reason not enlisted herewith. Termination or any such related action will be taken as per applicable Company policy.
- 3) If your performance is found to be unsatisfactory as per the expectations/ tasks provided, the Company may afford you



opportunities to assist and enable you to improve your performance. If your performance does not improve as per the expectations/ tasks provided, Company reserves the right to terminate your employment at any time.

4) At the time of separation of your employment, you need to handover all the Company entrusted documents/ provided assets/ property in an acceptable condition. It is agreed that any damage to Company assets/property and amount due to the Company by you will be adjusted via reverse bank transfer.

5) Your full and final settlements will be initiated only after you have completed all necessary clearances. Only upon settlement of your dues towards R1 RCM, you shall be relieved from your contractual obligations and provided any service certificates thereof.

Abandonment of Employment:

1) Your absence for a period of three days and/ or more days without prior information or approval from your Supervisor and/or HR (including overstay of sanctioned leave duration), shall be treated as Abandonment of service. The Company in such occasion retains the right to terminate your services without any prior notice or payment in lieu of notice in such instance.

2) In such cases the Company also reserves the right to withhold any service certificates or payments due to you.

Dual Employment:

1) You shall not enter into any contract with any third party whether full time or part time during the period of your employment at Company.

2) You will not undertake any other employment, personal business, assume any public or private office or honorary or remunerative except with the prior written permission/ approval of the management. You shall not indulge in any business, trade or a vocation for profit or otherwise during your employment with the Company.

3) Violation of the above shall render you liable for stern action as per applicable Company Policy and / or Law which may include your dismissal/termination from service.

Workplace Harassment:

1) R1 RCM has an Equal Employment Opportunity Policy which employees must follow, at all times.

2) The management has a zero-tolerance on workplace discrimination, harassment, sexual harassment and bullying.

3) Any breach with regards to the same can lead to disciplinary action including termination per the applicable policy.

Integrity & Confidentiality:

1) You will be required to demonstrate highest degree of integrity in the performance of your responsibilities. During the course of your employment with R1 RCM, and at least for a period of one year thereafter, you will not transit, disclose or otherwise use confidential and proprietary information of the Company, its clients, vendors, independent contractors and subcontractors to an authorized or unauthorized person, except as and may be required in the course of your duties in connection with the Company's business without prior consent or confirmation in writing. You will also abide by all confidentiality, safety and security regulations of the Company as may be applicable from time to time.

2) Breach of the above obligation gives cause of action to the Company to proceed with appropriate civil and criminal liabilities, in addition to immediate termination of your services.

3) Personal Data shared by you will be held by the Company for legal, personnel, administrative and / or management purposes and may be shared with authorized subsidiaries or affiliates of R1 RCM and any person or organization acting on behalf such as:

a. Third party vendors who provide services to the Company (benefits provided, record maintenance, health benefits, background verification and payroll administrator), legal counsel, regulatory authorities, auditors, external investigators, authorized government authorities.

b. Your personal identifiable information and sensitive personal data will be located/ stored within the territory of India or US or any other country where the Company will open its branches/ establishment in future, safely with reasonable safeguards to avoid any unauthorized usage/ access of the data.

c. Your further consent to your Personal data and Sensitive personal data will be shared with the concerned authorized government official if the same is sought over a written orders/ communication.

**Communication:**

1) That you shall furnish residential address/ mobile or phone number/ email id for communication at the time of joining the organization. Subsequently if in future there is a change in address for communication details already provided you shall intimate the HR Department in writing about the same within 48 hours of such change having taken effect. Any communication sent to you on that residential address/ mobile or phone number / email id shall be deemed to have been served.

Please sign the duplicate copy of this letter, in token of your acceptance of the above terms and conditions and send it to us within two (2) days, failing which the offer stands withdrawn without any further reference to you.

If you would like to discuss any details of your conditions of employment do not hesitate to contact the Human Resources Team at career.india@r1rcm.com.

We welcome you as a member of our team and wish you a successful career with R1 RCM.

For R1 RCM Global Private Limited,

Swati Khandelwal
Senior Vice President – Human Resources

I, Methuku Uday Kiran Reddy, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature: {{Sig_es_:signer1:signature}}

Date: {{Dte_es_:signer1:date}}

Location: IND-Hyderabad



ANNEXURE-I

Name: Methuku Uday Kiran Reddy
Band: 1S Associate 0
Date of Joining: November 27, 2023
Work Location: IND-Hyderabad
Designation: Associate Analyst
Cost to Company: INR ₹235,000.00

COMPOSITION – Total Cost to Company

Basic Monthly: **INR ₹12,000.00**
Basic Annually: **INR ₹144,000.00**
House Rent Allowance Monthly: **INR ₹1,344.00**
House Rent Allowance Annually: **INR ₹16,122.00**
Internet Allowance Monthly: **INR ₹600.00**
Internet Allowance Annually: **INR ₹7,200.00**
Advance Statutory Bonus Monthly: **INR ₹3,000.00**
Advance Statutory Bonus Annually: **INR ₹36,000.00**
PF Contribution by Employer Monthly: **INR ₹1,512.00**
PF Contribution by Employer Annually: **INR ₹18,144.00**
Gratuity Monthly: **INR ₹577.00**
Gratuity Annually: **INR ₹6,926.00**
ESIC Monthly: **INR ₹551.00**
ESIC Annually: **INR ₹6,608.00**
Total Retirals – Employer Contributions Monthly: INR ₹2,640.00
Total Retirals – Employer Contributions Annually: INR ₹31,678.00
Total Cost to Company – Employer Contributions Monthly: INR ₹19,583.00
Total Cost to Company – Employer Contributions Annually: INR ₹235,000.00

Extremely Confidential:

Your compensation is a subject matter of extreme confidentiality. Sharing of your compensation details with anyone other than authorized HR person or your function head is strictly prohibited and falls under zero tolerance policy of the company.

For R1 RCM Global Private Limited,



Swati Khandelwal
Senior Vice President – Human Resources

I, Methuku Uday Kiran Reddy, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature: {{Sig_es_:signer1:signature}}

Date: {{Dte_es_:signer1:date}}

Location: IND-Hyderabad



EXPLANATION OF COMPONENTS

Details of each element of your salary (Total Cost to Company) are provided below: -

BASIC

Basic component of your salary is driven as a percentage of total cost to company on the basis of your career level. R1 always provides a Basic salary more than the state minimum wage prescribed under the law. Furthermore, Basic component also serves as a driving factor for other allowances mentioned below.

Basic component of your salary is taxable in accordance with tax laws of India and forms part of your take home cash.

HOUSE RENT ALLOWANCE (HRA)

HRA is a cash allowance provided to assist employee for a rented accommodation. Furthermore, employee can avail tax savings on HRA in accordance with tax laws of India and provided they are living in a rented accommodation.

HRA is driven as a percentage of your Basic salary.

ADVANCE STATUTORY BONUS

Statutory bonus is payable as a cash allowance in accordance with The Payment of Bonus Act, 1965. This allowance is paid at 20% of basic salary, which is at the maximum defined limit on a range of 8.33% of Basic to 20% of Basic.

PF CONTRIBUTION BY EMPLOYER

R1 contributes 12% of Basic towards employee's EPF account. These contributions are directly deposited into employee's PF and EPS account along with employee's contribution (12% of Basic) through payroll process and qualifies for tax rebate under Section 80-C of Indian Income Tax act.

GRATUITY

Gratuity is social security benefit paid by R1 to its employees on leaving services upon successful completion of 4 years 240 days or more. A contribution equivalent to 4.81% of monthly basic is reserved towards this benefit and is paid in accordance with the provisions of The Payment of Gratuity Act, 1972 as a token of gratitude towards associating with the company for long.

ESIC

ESI is a social security and health insurance scheme managed by Employee's State Insurance Corporation according to the rules and regulations in the ESI Act, 1948.

R1 contributes 3.25% of gross wages in addition to 0.75% of employee's contribution. The contributions are processed through payroll on a monthly basis and are remitted to employee's ESI account.

Extremely Confidential:

Your compensation is a subject matter of extreme confidentiality. Sharing of your compensation details with anyone other than authorized HR person or your function head is strictly prohibited and falls under zero tolerance policy of the company.



Employee Name : Salla Akshitha

Emp Code : 63687

Location : Hyderabad

Subject: Letter of Appointment

Ref: Offer Letter executed between Inventurus Knowledge Solutions Limited (the "Company"/"IKS Health") and yourself.

Dear Salla Akshitha,

In accordance and subject to the terms and conditions of the Offer Letter executed between you and the Company as if the same are reproduced herein and incorporated by reference, we are pleased to appoint you as **Junior Revenue Cycle Representative** in Grade **13** with effect from **Wednesday Nov 15,2023** (the "Effective Date").

You will be on probation for a period of six (6) months from the Effective Date. Subject to your satisfactory performance, the Company may confirm your appointment or extend your probation at its sole discretion. Your employment with the Company is based upon the information furnished by you in your employment application and all further declarations and undertakings. In the event, if any information and/or declaration is found out to be false, incorrect, misleading or fabricated, the same will lead to termination of your employment with the Company with immediate effect without notice.

The terms and conditions of your employment shall be subject to due observance and compliance with all policies, rules, regulations and procedures of the Company, which the Company may from time to time separately frame or amend in its sole discretion including but not limited to the Background Check Self Attestation Form annexed herewith as Annexure A.

Please sign this letter in duplicate and kindly return to us one signed original.

Your failure thereafter to join the Company shall be considered as your withdrawal from the acceptance of the offer and the Company shall be entitled to take appropriate action against you including but not limited to replacement of your candidature.

We look forward to having you as part of the IKS Health team.

Yours sincerely,

For INVENTURUS KNOWLEDGE SOLUTIONS LTD.

Approved and Released by

The Talent Engagement Team*

For Inventurus Knowledge Solutions Limited

(*This is an electronically generated document and hence not signed)

Salla Akshitha

I accept the above offer on the terms indicated.



Annexure A - Background Check Self Attestation

I **Salla Akshitha**, hereby confirm that all information and documents provided by me are true and represent accurate details of my educational and previous employment.

I further confirm that:

(i) I have not been excluded, debarred, or otherwise held/determined eligible for participation in any United States of America federal or state health care program

(ii) I have not been convicted of any criminal offense related to health care.

(iii) I agree and acknowledge that this appointment Letter is subject to the successful completion of my background verification by the company.

Ref No: 27106455
17-Nov-2023

Manasa Nandineni



Dear **Manasa**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Data** with **Cognizant Technology Solutions India Private Limited** ("Cognizant"). Your place of posting will be **Hyderabad**.

Your annual total compensation will be **INR 230,005**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **20-Nov-2023**.

Please note:

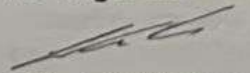
- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,

For **Cognizant Technology Solutions India Private Limited** ("Cognizant"),



Shibu Balakrishnan
AVP – HR

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

OFFER CUM APPOINTMENT LETTER FOR FIXED-TERM EMPLOYMENT

Velagala Nikithareddy
11-202, old malahar, Sahara states, Mansoorabad
Hyderabad
500068
IND

Dear Velagala,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for Fixed-Term Employment for the position **GO-AI Associate** attached to our Hyderabad office, as further detailed hereunder.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept this fixed-term employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **5 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your fixed-term employment with Amazon India will commence on 20-May-2024 and shall end as per the provisions contained in Section 15 hereinbelow.

2. Duties

- 2.1 You will be employed in the position of **GO-AI Associate**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your

1

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th
Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka
India

Tel. : +91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
U72200KA2004FTC034233



PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 15.12.2022

Dear A.Anvil Lucas,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

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PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 15.12.2022

Dear S.Kavya,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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Nadu, PIN 600063



PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 15.12.2022

Dear B.Divyanjali Reddy,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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Nadu, PIN 600063



PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 15.12.2022

Dear Bhakti Patel,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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to Bhakti Patel,

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PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 15.12.2022

Dear M.Sakshi,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 15.12.2022

Dear R.Revanth,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 15.12.2022

Dear M.Arun Kumar,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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Talent Acquisition
Sutherland

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Nadu, PIN 600063



SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 15.12.2022

Dear Mogili Sreelekha,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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13 September, 2022

Ms. Catherine Joseph
H.No.6-12, Plot.No.68,
Annapurna Colony, Badangpet, Near New Masterminds Junior College,
Ranga Reddy 500058.

Dear Catherine,

Congratulations! Subsequent to the discussions we had with you, we are pleased to extend an offer for you to be a part of ADP. Please find the offer details below:

Position: Customer Service Representative

Grade: G1 L1

Start date: On or Before 03 July, 2023

Compensation: Gross Compensation of INR 300,008 (Rupees Three Lakhs and Eight Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP.

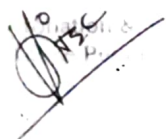
Probation & Notice Period: You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits as per ADP's policy & your employment with the Company is terminable by serving a notice of sixty days on either side. On successful completion of probation period, the notice period would be ninety days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non-performance and elimination of the position per ADP's business needs.

Place of work: Your initial place of work will be Hyderabad. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

Note: Please find the details of the terms and conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,



Vipul Singh
(Divisional Vice President & Head of HR)

Catherine
Associate Signature: _____

**ADP Private Limited**

ONE West Building, Survey NO. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008
Ph: +91 40 6757 0000
adp.com

Details of Compensation

Name : Catherine Joseph
Position : Customer Service Representative
Grade : G1 L1

A. Base Salary	Monthly (INR)*	Annual (INR)*
• Basic Salary	11,160	133,920
• House Rent Allowance	4,554	54,648
• Flexible Benefits**	2,232	26,784
B. Bonus (20% of Basic Salary Paid Monthly)	2,232	26,784
C. Standard Benefits		
• Provident Fund***	1,607	19,284
• Gratuity	537	6,444
Gross Compensation (A+B+C)	22,322	267,864

Variable Performance Incentive (VPI)* (will range from 0% to 175% based on performance)	0%	100%	175%
	0	32,144	56,251
Total CTC (Gross + VPI)**		300,008	

* Indian Rupees

** Flexible Benefits include Leave Travel Allowance and Children Education Allowance

*** PF will be deducted as per the statutory norms

These are indicative payouts at your grade and will vary based on your performance, performance of your business unit & ADP

** Total CTC is computed at 100% VPI payout

Tax will be applicable as per Tax Slab & Tax Regulations


Associate Signature: _____

**ADP Private Limited**

ONE West Building, Survey NO. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008
Ph: +91 40 6757 0000
adp.com

Terms and Conditions**1. Working Hours**

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday.

2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining, regarding your employment and the business matters of the organization.

3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

4. Documents

This Offer would stand cancelled if you fail to successfully complete your educational degree and do not meet the percentage criterion as specified during interviews

5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax.

6. Statutory Benefits

Provident Fund: Provident Fund will be deducted from your salary as per EPF Act. The organization will also contribute a matching amount towards your Provident Fund. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable from time to time.

Gratuity: The Gratuity is paid to the associates as per the Gratuity Act, 1972 and would be governed by the relevant statutory laws as may be applicable from time to time.

7. Statutory Compliance

Income Tax and Profession Tax or any other payments will be deducted from your salary, as applicable as per statutory laws.

8. Flexible Benefits

The Flexible Benefit is a key component in your Gross Yearly Compensation. It allows you the flexibility to claim tax exemption benefit, as per Income Tax norms / rules in practice for the given financial year.

Catherine
Associate Signature: _____

**ADP Private Limited**

ONE West Building, Survey NO. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008
Ph: +91 40 6757 0000
adp.com

9. Health Insurance

You and your dependents will be covered as per the existing Mediciam Insurance Policy provided by the organization.

10. Personal Accident Insurance

You will be covered as per the existing Group Personal Accident Insurance Plan provided by the organization.

11. Leave

You are eligible for Privilege Leaves and Casual Leaves as per the organization policy. You are also entitled to avail the Public Holidays as per the organization policy. Leave should be taken, as mutually agreed between you and the Reporting Manager.

For those members who joined the organization after January 1st, Leave entitlement for the period between your Start date and 31st of December will be allocated on a pro rata basis.

12. Variable Performance Incentive

You will be eligible for variable performance incentive based on your performance, performance of your business unit & ADP. This incentive will be paid as a one-time amount every year as per the organization's variable performance incentive payment cycle. In case the period of employment is less than one year at the time of bonus cycle, the amount will be computed on a pro-rata basis.

13. Maternity Benefit

Women associates would be eligible to avail maternity related benefits per prevailing statute and relevant organizational guidelines applicable from time to time.

14. Drug Test

You will be required to undergo a drug test with the organization on the day of induction. If tested positive for any of the banned & illegal drugs as per the organization policy, it would result in action leading up to termination.

15. Background Checks

In accordance with our policy, this offer is conditioned upon your successful completion of a background check. Because this is a conditional offer of employment, you should not give notice to your present employer, sell real estate, or incur any other expense associated with acceptance of employment until you receive confirmation that you have successfully satisfied the preconditions of employment. This process is generally completed within 3 weeks, however the process may take longer. Background checks may include, without limitation, criminal screening, educational and employment verification, and reference checks. This offer is subject to the authenticity of any information and documentation in connection with background screening provided by you or otherwise obtained by ADP before, during or after the offer is communicated to you. In the event any information provided by you or otherwise obtained by ADP for background screening is proven to be false, misleading, or otherwise unsatisfactory to ADP in its sole discretion, ADP reserves the right to immediately rescind this offer and/or terminate your employment, if applicable, at any time.

Catherine
Associate Signature: _____



PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 23.11.2022

Dear T.Sai Manoj,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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Yours sincerely,
Talent Acquisition
Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 23.11.2022

Dear M.Bharath Teja Reddy,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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Employee Name : Gaddamidi akshita

Emp Code : 59379

Location : Hyderabad

Subject: Letter of Appointment

Ref: Offer Letter executed between Inventurus Knowledge Solutions Private Limited (the "Company"/"IKS Health") and yourself.

Dear Gaddamidi akshita,

In accordance and subject to the terms and conditions of the Offer Letter executed between you and the Company as if the same are reproduced herein and incorporated by reference, we are pleased to appoint you as **Junior Revenue Cycle Representative** in Grade **13** with effect from **Wednesday Dec 07,2022** (the "Effective Date").

You will be on probation for a period of six (6) months from the Effective Date. Subject to your satisfactory performance, the Company may confirm your appointment or extend your probation at its sole discretion. Your employment with the Company is based upon the information furnished by you in your employment application and all further declarations and undertakings. In the event, if any information and/or declaration is found out to be false, incorrect, misleading or fabricated, the same will lead to termination of your employment with the Company with immediate effect without notice.

The terms and conditions of your employment shall be subject to due observance and compliance with all policies, rules, regulations and procedures of the Company, which the Company may from time to time separately frame or amend in its sole discretion including but not limited to the Background Check Self Attestation Form annexed herewith as Annexure A.

Please sign this letter in duplicate and kindly return to us one signed original.

Your failure thereafter to join the Company shall be considered as your withdrawal from the acceptance of the offer and the Company shall be entitled to take appropriate action against you including but not limited to replacement of your candidature.

We look forward to having you as part of the IKS Health team.

Yours sincerely,

For INVENTURUS KNOWLEDGE SOLUTIONS PVT LTD.

Approved and Released by

The Talent Engagement Team*

For Inventurus Knowledge Solutions Private Limited

(*This is an electronically generated document and hence not signed)

Gaddamidi akshita

I accept the above offer on the terms indicated.



Annexure A - Background Check Self Attestation

I **Gaddamidi akshita**, hereby confirm that all information and documents provided by me are true and represent accurate details of my educational and previous employment.

I further confirm that:

- (i) I have not been excluded, debarred, or otherwise held/determined eligible for participation in any United States of America federal or state health care program
- (ii) I have not been convicted of any criminal offense related to health care.
- (iii) I agree and acknowledge that this appointment Letter is subject to the successful completion of my background verification by the company.

08-Aug-2023

Dear TOLUPUNURI SAI SHIVA,

We are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT at **Level - 1** of our Company.

Components	Components Rs. Per annum
Basic	90,000
Supplementary Allowance	90,000
Employer's Contribution to PF	21,600
Statutory Bonus	7,000
Gratuity	4,326
Flexible Compensation Pay	87,074
Total Fixed Pay	300,000

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

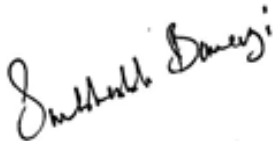
Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti-Bribery Law and the Anti-Corruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

The Company shall have the right to transfer you to any of its departments / offices or depute you to group companies, anywhere in India. In case of deputation to a group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

You are required to submit the requisite documents & proofs of successful completion of your graduation course within 6 months of joining the organization.

We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,



Subhashish Banerji
Executive Vice President
Human Resources
ICICI Prudential Life Insurance Co. Ltd.

Date: 25-Jul-2023

Ms.Rudraveni Srivalli
Employee ID : 03027037
12-1-196/8, Road no 12, Srinivasa Colony, Nagole
Hyderabad



Dear **Rudraveni Srivalli**,

Sub: Letter of Appointment

We are pleased to offer you the position of **Advisor L1G1** at 247 Customer PVT.LTD, Prestige Tech Platina, Kadubeesanahalli, Marathalli Outer Ring Road, Bangalore, with effect from 21-Jul-2023 on the following terms and conditions:

1. Accountability

You will report to the **Assistant Manager**.

2. Working Hours

You will be required to work eight hours a day and forty hours a week for five days a week in any one of the shifts during the day or night. 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 the normal working hours and on your weekly off days and holidays, in accordance with the statutory provisions applicable.

3. Probation

You will be on Probation for a period of **12 month(s)** with effect from **21-Jul-2023**. In the event of your not being able to attain the standards required for confirmation of your services, this period of probation may be extended by the Management. On completion of the Probationary period to the satisfaction of the Management, the 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 till 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.

Appointment Letter of 03027037 (Rudraveni Srivalli)

4. Remuneration

As attached in the Annexure I. Please read the Annexure II for other details. On joining the company, as a prerequisite, you need to undergo and successfully complete the Foundation Level Training and Process Level Training. In the event of your inability to pass the same, your services are liable to be discontinued. In the event of your services being discontinued before completion of Foundation Level Training (FLT) for any reason whatsoever, you shall not be entitled to any salary, allowances or benefits of any kind for the period you were undergoing FLT. For any unauthorized absenteeism during the FLE/PLE stage, your services are liable to be discontinued from the very next day. Only exception allowed is on medical grounds, provided the trainer is intimated in advance. In the event of such authorized absence exceeding more than two days, you will be required to restart the program from the beginning.

5. Duties

You shall perform such duties and 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.

6. 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.

7. Benefits

You will be eligible for the benefits of leave, Provident Fund and Gratuity when applicable and as per the rules of the company in force from time to time.

8. Transfer

You have been appointed as **Advisor L1G1** 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 not deem to constitute a change in your conditions of service.

9. Retirement

You will retire on attaining the age of 60 years.

Appointment Letter of 03027037 (Rudraveni Srivalli)

10. Notice Period

During the Training Period (Foundation Level Training & Process Level Training) your services can be terminated by giving one day notice on either side. After successfully completing the training and on regular work, your notice period shall be for One Month on either side.

11. 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 credentials, testimonials, etc., and not having concealed any material information from us or having given false particulars in your application.

12. Minimum Period of Employment

The company will be investing substantially in you, through an elaborate period of training so as to skill you for the job. A minimum period of productive utilization of these skills is mandatory. You are therefore required to commit to a period of Six Months of service from the date of joining.

13. Employee Undertaking

You will be required to execute an Employee Undertaking, as a part of the terms and conditions of your employment with the company. Kindly sign and return to us a copy of this letter as confirmation of your acceptance of this appointment and the terms and conditions of your employment. We welcome you and we are confident that you will contribute in building 24/7 Customer into a world-class organization.

14. Work from Home Guidelines

Work from Home option will be provided at the sole discretion of the Employer subject to Business requirement.

In case Work from Home option is enabled for you, you will be required to ensure the security of all information that is liable to be accessed by any untrusted sources. You will need to follow the below guidelines at all times to minimize the risk of losing important information:

- Follow Clean Desk policy
- Ensure home Wi-Fi routers are established with unique passwords
- Lock your computer when not in use/when you are on break
- Be vigilant to Social Engineering attempts to secure yourself and the company
- Do not post any information from your computer on Social Media
- Periodically reset your system and application passwords as per password policy guidelines
- Attendance during WFH will be through TimeOn application
- Do not use official laptop/desktop to connect unauthorized device
- Do not access any unauthorized website access.
- At all times ensure that you are abiding by all workspace monitoring guidelines and that there are no non-compliances such as follows:

- Noncompliance to system usage guidelines like playing music, watching movie, etc.
- Non-compliance to system usage guidelines like accessing customer's records without a need, adult content, saving sensitive information in any manner.
- Non-adherence as per webcam guidelines like Not turning on the webcam, unplugging the webcam from the system, obstruction to avoid image capture, and/or improper positioning of the camera
- Non-adherence to workspace compliance such as the presence of digital media, mobile, camera, writing material (even if not in use).
- Non-compliance to workspace compliance like usage of any digital media, writing material, mobile, camera, physical absence at workspace, unauthorized person viewing customer interaction, impersonation, etc.
- General access to the Internet for recreational use by immediate household members through the [24]7.ai. Network on personal computers is not permitted for any reasons. The employee is responsible to ensure that no family member violates any [24]7.ai policies, performs any illegal activities or uses the access for outside business interests. The [24]7.ai employee bears responsibility for the consequences should the access be misused.
- It is the responsibility of [24]7.ai employees, with remote access privileges to [24]7.ai's corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to [24]7.ai.

****Noncompliance to the above guidelines will come under the purview of Work from Home Code of Conduct guidelines**

- If you are selected for Work from Home, your home will be an extension of your office. So, you will be required to follow the protocols given below:
 - Lock your doors
 - Be aware of your surroundings
 - Pay attention to your sight lines
 - Friends/family members must not be allowed to use your work devices

In order to ensure your physical and mental welfare in a work from home environment you are advised to follow the guidelines of Work from Home wellness Policy.

- For more details, refer to the policy on Employee Connect App/HRMS

Kindly sign and return to us a copy of this letter as confirmation of your acceptance of this appointment and the terms and conditions of your employment.

We welcome you and we are confident that you will contribute in building 24/7 Customer into a world-class organization.

Sincerely,
for 24/7 Customer Pvt Ltd.,

Susmita Malik
VP

Appointment Letter of 03027037 (Rudraveni Srivalli)

Employee ID 03027037

25-Jul-2023

Name **Ms.Rudraveni Srivalli**

Effective Date 21-Jul-2023

Annexure - 1

Level / Grade : L1G1		
Designation : Advisor		
Salary Components		
Fixed Gross Salary Components	PM	PA
Basic	5,000	60,000
House Rent Allowance	2,000	24,000
Advance Statutory Bonus	929	11,148
Special Allowance	13,283	159,396
Total Gross Salary (I)	21,212	254,544
Retirals- Employer's Contribution		
PF Contribution by Employer	1,800	21,600
Gratuity	241	2,892
Employer ESI Contribution @ 3.25%	-	-
Total Retirals(II)	2,041	24,492
Variable Components*		
Performance Incentive (ECOP)	1,400	12,600
Total of Variable components (III)	1,400	12,600
Approx. Take Home PM	19,212	
Approx. Take Home (with Variable pay) PM	20,612	
Total CTC (I+II+III)	24,653	291,636
Retention Bonus		14000**
Benefits (As per policy, refer to description in Annexure 2)		
1. Insurance(Medical, Accidental & Life)		
2. Leave		
3. Door to Door Pickup (when within transport limits/ hiring zones)		
4. Employer Provident Fund		
5. Gratuity		
6. ECOP(*Performance Incentive)		
7. Self to Work		
8. Broadband Reimbursement		
9. Employee referral scheme		
10.Retention Bonus		

Sincerely,
for 24/7 Customer Pvt Ltd.,

Susmita Malik
VP

Appointment Letter of 03027037 (Rudraveni Srivalli)

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*
Performance 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. ECOP payout will be paid from 3rd month onwards, since you will be part of mandatory training & assessment as required for your job role.	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**
Self To Work (STW)	Applicable as per 'Self to Work' Policy. This amount is payable 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**
Broadband Reimbursement	Applicable as per Broadband Reimbursement policy. This amount is payable if employee is working from home.	As per Policy**
Group MediClaim Policy (GMC)	You are covered under the voluntary Group Medical Insurance Policy of the Company. Employees are responsible to enroll dependents as per company's mediclaim insurance policy	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 employee's term, to his Nominee/Family.	Rs. 7,02,000 *
Group Personal Accident (GPA)	You are covered under the Group Personal Accident 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 and Shift allowance 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 Shift Allowance, STW (if applicable), etc. will be deducted accordingly. The Employer contribution will be at 3.25% of the Gross Salary	As applicable*
Provident Fund	Employees' Provident Funds Act, 1952 respectively. PF contribution is based on min wages and capped at 12% of Rs. 15,000 pm (as applicable). Employer Contribution - Provident Fund will be paid to the employee PF account from the company and will not be part of take home salary. * Employee Contribution to PF will be deducted from Monthly Gross Salary.	As applicable*
Gratuity	Processed as per the Payment of Gratuity Act 1972 * Gratuity to employees on resignation, retirement upon the completion of 5 continuous years of service from the date of joining.	As applicable*
Retention Bonus	On completion of 6 months (Rs.7000/-) and 12 months (Rs.7000/-) of the employment tenure in the organisation, you will be eligible to receive the retention bonus in two equal instalments through salary in respective months.	As per Policy**
Employee Referral Scheme	We have employee referral scheme, you can refer the potential candidate for hiring the Digital Chat Agents & Voice Agents roles.	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.		

Sincerely,
for 24/7 Customer Pvt Ltd.,

Susmita Malik
VP



September 21, 2023

Vautrey Sai Adarsh
Migh 56, APHB colony, Moulali
Hyderabad Telangana
500040

Dear Vautrey Sai Adarsh,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Global Solutions (India) Pvt. Ltd. ("the Company") a UnitedHealth Group Company, in the position of **Customer Service Representative at salary grade 22**. Your work location shall be at Company's office located at **Building No 12B, Mindspace, Hyderabad**. The terms and conditions of your employment are set out hereinafter:

EMPLOYMENT

We are pleased to extend this offer to you basis the selection process administered. Your effective date of joining shall be no later than **October 9, 2023**. Your employment with the Company shall be subject to the timely submission of the following listed mandatory documents for background verification purposes, to be submitted prior to or latest by your Start Date. Successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date, are required for your employment with the company:

- (i) Highest Degree Certificate
- (ii) PAN Card OR Passport
- (iii) Relieving Letter/ Experience Letter from all the organizations worked in last 5 years, except for the immediate last employer for which you will be granted 45 days from your start date

You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and your employment will be subject to acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

PROBATION

You shall serve a minimum probation period of **90 days** from the date of your joining the Company ("Probation") following which you shall get confirmed into the Company by default unless you receive a letter for confirmation extension. The Company reserves the right to extend the probation period for an additional Ninety (90) days in the event that your performance is not up to expectation.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies which shall be made available to you upon request, but which otherwise are available on the Company's website.

During the period of Probation, either the Company or you may at any time terminate your employment without cause by giving in writing to the other party, Thirty (30) days notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

PLACE OF POSTING

Your initial place of posting shall be at the Company's office located at **Building No 12B, Mindspace, Hyderabad**. The Company works across different geographies providing services to its clients and you may be required to go through appropriate induction and orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by the Company on a worldwide basis. However, your services are transferable and you may be assigned/ transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates. It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement shall not deem to constitute a change in your conditions of service.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company whether in India or abroad. In such a case your relocation expenses shall be borne by the Company and your reimbursement shall be as per the relocation policy of the Company.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the relocation policy of the Company.

The Company operates on a 24X7 basis and is open for 365 days in a year.

PERFORMANCE OF DUTIES

You shall be assigned with all the duties and responsibilities of the **Customer Service Representative** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

COMPENSATION

As compensation for services to be rendered, you shall be paid an annual fixed salary of **Rs.234,000.00, (Rupees Two Lakh Thirty Four Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.297,975.00, (Rupees Two Lakh Ninety Seven Thousand Nine Hundred Seventy Five Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

The salary shall be payable on a monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding calendar month. Please note that your salary details are highly confidential and should not be disclosed inside or outside the Company by you in any manner whatsoever and any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of appointment.

BONUS

You shall be eligible for bonus as per the Company's bonus policy.

TERMINATION OF EMPLOYMENT

During the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, Thirty (30) days notice. Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

After completion of the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 30 days notice. The Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

However, notwithstanding the above, the Employee must refer to the Company's Separation Policy (as available on Company's intranet link) for the notice period days applicable to them based on their entity, grade and employment status at the time of resignation.

The notice period matrix, as provided under the Company's Separation Policy, shall be applicable with the change in employee job family, job role and employment status. The provisions of the notice period matrix, as provided under the Company's Separation Policy, shall over-ride the notice period as stipulated in the appointment contract or any other document issued before this date. No separate individual employee consent shall be necessary for applicability of this clause.

In case of any conflict pertaining to the notice period between this Offer letter and the prevalent Separation Policy of the Company, the contents of the Separation Policy shall take precedence over the terms of this offer letter and shall be binding on the employee.

Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 3 and the same shall form an integral part of this letter of appointment.

Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of **Optum Global Solutions (India) Pvt. Ltd.**, We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

Congratulations and welcome to **Optum Global Solutions (India) Pvt. Ltd.** You shall be receiving an e-mail communication from us shortly for your new hire orientation training. You are requested to attend the same on your first day of reporting along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Vautrey Sai Adarsh, we thank you for considering **Optum Global Solutions (India) Pvt. Ltd.** as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do **your life's best work.**SM

For Optum Global Solutions (India) Private Limited



Ashish Garg
Senior Director - Recruitment

I accept this letter of appointment on the terms and conditions as described herein.

ACKNOWLEDGEMENT:

Vautrey Sai Adarsh

Date: _____

Appendix 1

Employees shall be entitled to health, personal accident and life insurance benefits as per the Company's policy (over and above CTC)

- i. Gratuity shall be paid as per the Gratuity Act (over and above CTC)
- ii. Employees shall be eligible for provident fund as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952
- iii. Employees shall be eligible for Employees State Insurance as per the Employees State Insurance Act, 1948
- iv. No payment under the Rewarding Results Plan/ bonus is guaranteed, and is subject to attainment of corporate and business unit's financial performance thresholds as well as individual performance ratings attained for the year as per the Company discretion.
- v. Take home salary shall be net of provident fund & income tax deductions depending on your savings under various schemes. Also, the monthly take home shall be impacted depending on the reimbursements claims every month.
- vi. Leave travel allowance (LTA) shall be payable once in a year as governed by the internal policy of the Company.
- vii. In case of female employee, key maternity benefits as available under Maternity Benefit Act, 1961, read along with amendments/ state rules, as amended from time to time, are detailed out under the relevant Company's policy and same are further summarized under Appendix 1 of this letter for your reference.

You shall be entitled to avail maternity leave as per your eligibility*, as shown in the table below. The maternity leave is inclusive of weekly offs, and public and national holidays.

*Eligibility: All women employees who have worked for a minimum of 80 (eighty) days of service with the company in the period of twelve months immediately preceding the date of her expected delivery or child is handed over to the commissioning/adopting mother, or date of miscarriage/medical termination are eligible for paid maternity leave.

Types of Maternity Leaves - Leave Entitlement (in Weeks)

- i. Maternity Leave up to two (2) surviving children – 26
- ii. Maternity Leave in case of two (2) or more children – 12
- iii. Commissioning Mother – 12
- iv. Adopting Mother – 12
- v. Leave for miscarriage/medical termination – 6
- vi. Tubectomy Operation – 2

Additional Benefits:

In case the nature of work permits, the reporting manager at his/her own discretion may approve work from home option for you after the maternity leaves have exhausted. However, the duration has to be mutually agreed by you and your manager.

"You shall be entitled to avail crèche facility as per daycare benefit policy."

- viii. Company shall review and change the salary structure in case there is an impact to CTC due to any reasons, including but not limited to any change in law.

Appendix 2

Please come prepared with the following required documents (photocopies & originals) on your first day of joining:

- Highest Degree Certificate OR Highest Qualification Marksheet
 - PAN CARD - In case you do not have PAN CARD, please apply for a PAN CARD and submit a copy of 'Acknowledgement of PAN CARD Application'
 - Date of Birth Proof - Class Xth Certificate
 - 6 passport size photographs
 - Relieving letter / Experience letter for your immediate last employment – In case the relieving letter has not been issued as yet, kindly carry a copy of your resignation acceptance
 - Copy of UAN CARD or FORM 11 (downloaded from EPFO portal) – This is applicable for the employees with prior work experience, if UAN has been issued by the previous employer
 - Copy of AADHAAR CARD - In case you do not have AADHAAR, please apply for AADHAAR and submit a copy of 'Acknowledgement of AADHAAR Application'
 - If monthly fixed salary is INR 21000 or less.
-
- Cancelled Cheque Leaf
 - Any document containing ESI Number e.g. payslip, ESI card etc., if you are already registered with ESIC.

Your employment with the Company shall be subject to submission of the above documents and required joining forms within 45 (forty five) days of your joining. The Company reserves the right to terminate your employment, in the event the above documents and forms are not submitted within the time stated above.

A handwritten signature in black ink, appearing to be 'Raj', with a long horizontal stroke extending to the right.

Appendix 3

STANDARD TERMS AND CONDITIONS OF EMPLOYMENT

This appendix containing the Standard Terms and Conditions of employment is attached to the letter of appointment and shall be deemed to be an integral part thereof. Your employment is conditional upon your acceptance of the standard terms and conditions detailed herein.

1. CONFIDENTIALITY

1.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public/outside at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its employees, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence, and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality Agreement' in this regard, the terms of which shall form an inalienable part of this letter of appointment.

1.2 You undertake not to make copies or duplicates of any tangible Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.

1.3 You shall keep strictly confidential, details of your salary and the employment benefits provided to you, within and outside the Company.

1.4 You agree and confirm that the terms and conditions of this Section 1 shall survive the termination or discontinuation of your Services with the Company.

2. NON-SOLICITATION

You shall not, during the term of your employment and for a period of twelve (12) months immediately following any termination of such employment (regardless of whether such termination is voluntary or involuntary), directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity: (a) interfere with the Company's continuing relationships with its other employees, (b) disparage the Company with such other employees, (c) attempt to induce such other employees to leave their employment with the Company, (d) interfere with the Company's continuing relationships with its suppliers or customers, (e) disparage the Company with suppliers or customers, (f) sell, attempt to sell or solicit the sale of products competitive with those of the Company to the Company's customers, or (g) take any action to discourage or divert any suppliers or customers from doing business with the Company.

3. NON-COMPETITION

3.1 You agree that some restrictions on your activities during and after your employment are necessary to protect the goodwill and other legitimate interests of the Company. During your employment, you agree not to engage yourself for any outside business competitive with the Company. During the employment and for a period of one year after your employment terminates/expires (the "Restriction Period") with the Company, you undertake not to compete, directly or indirectly, with the Company in the Territory described below, whether as an employee, consultant, agent, partner, owner, investor, or otherwise. Specifically, but without limiting the foregoing, you agree not to engage in any manner in any activity that is directly or indirectly competitive or potentially competitive with the business of the Company as conducted or under consideration at any time during your employment. For purposes of this provision, the business of the Company shall include all services and products offered by the Company in any manner or under development, and your undertaking shall encompass all items, products, and services that may be used in substitution for the products. You acknowledge that the Company's business is global in scope and therefore the "Territory" referred to above shall include the entire world.

3.2 Notification Requirement: Until 6 (six) months after the period set forth in Section 3.1, you undertake to notify the Company in writing of any change in your address and of each new job or other business activity in which you plan to engage, at least 30 days prior to beginning such job or activity. Such notice shall state the name and address of any new employer and the nature of your position/designation.

4. INTELLECTUAL PROPERTY RIGHTS

You shall disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all times belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. If and when required by the Company, you shall at the Company's expense take out or apply for patents, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

You shall not use the name and/or logo of the Company for any purpose whatsoever nor shall you use any copyright, patent, trademark, trade name, registered design or any other like right vested in the Company except for performing services stipulated in the letter of appointment.

5. DISCIPLINARY ACTION PROCEDURE

Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee shall be regarded as a disciplinary or capability matter. Your immediate superior shall normally deal with minor disciplinary matters. The procedure for more serious offences including major misconduct shall be dealt in the manner set out under the Company's regulations/policies.

6. COMPANY'S REGULATIONS/POLICIES

You shall abide and be bound by the Company's regulations/policies, and the same shall form part of this letter of appointment. The Company's regulations/policies may be changed / amended at any time at the discretion of the Company and the changed Company regulations/policies shall thereupon bind you. You shall also carry out and abide by any instruction, policies, 'house rules' and 'office orders' issued by the Company from time to time.

7. TERMINATION OF EMPLOYMENT

7.1 During Probation period either the Company or you may at any time terminate your employment with the Company, without cause, by giving in writing to the other party, 1 (one) months' notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition set forth in Section 7.6 below.

7.2 After completion of the Probation period, either the Company or you may at any time terminate your employment, without cause, by giving in writing to the other party, notice of 30 days or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice.

7.3 After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

7.4 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

7.5 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in Section 3 of the letter of appointment, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you shall continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You shall not be entitled to engage in any other employment, work or business during this notice period.

7.6 In addition to all the rights of the Company provided for in this agreement or in any other policies/regulations of the Company or under law, the Company may terminate your employment forthwith in any of the following circumstances:

- i. Breach by you of any of the terms of this letter of appointment ;Breach of any clauses of the Company's regulations/policies as referenced in Section 6 hereinabove;
- ii. Unauthorized absence beyond a period of seven consecutive days;
- iii. Inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other grounds;
- iv. Physical or mental incapacitation to perform your duties;
- v. Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- vi. Commission of any act detrimental to the interests of the Company;
- vii. Commission of any act of moral turpitude;
- viii. Misconduct;
- ix. Commission of an act of insolvency;
- x. Conviction in any court of law for the commission of any crime; or
- xi. Your performance is continuously measured as below expectation.

Notwithstanding anything contained in Section 7.1, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are in breach of the sub-clauses of clause 7.6 hereinabove.

8. REPRESENTATION

You represent and warrant that you are not bound by or subject to any court order, agreement, arrangement or undertaking (including but without limitation any non-competition or non-solicitation undertakings) or any other disability of any nature which may in any way restrict or prohibit you from entering into this letter of appointment or from performing your duties and providing services under this agreement of employment on the terms and condition contained herein.

9. INTERPRETATION

If any of the provisions of this letter of appointment shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or un-enforceability shall not affect any other provisions of this letter of appointment, and this letter of appointment shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this letter of appointment. If, moreover, any one or more of the provisions contained in this letter of appointment shall for any reason be held to be excessively broad as to duration, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall the appear.

10. DISPUTES

All disputes or differences whatsoever arising between the Company and you out of or relating to the construction, meaning and operation or effect of this letter of appointment or the breach thereof shall be settled by a senior officer of the Company and the decision made in pursuance thereof shall be binding on you and the Company.

11. WAIVER OF BREACH

Any waiver by the Company of a breach of any provision of this letter of appointment shall not operate or be construed as a waiver of any subsequent breach.

12. EMPLOYEE PERSONAL INFORMATION

12.1. The Company understands that privacy of information is important to you. The Company does not sell or otherwise share personally identifiable information except as provided below.

12.2. You consent to the processing and use of your Personal Data held by the Company for legal, personnel, administrative and/or management purposes. You further consent to the transfer of your Personal Data to other members of the UnitedHealth Group and to other third parties including those who provide products or services to the Company (such as benefit providers, record maintenance and payroll administrators), legal counsel, regulatory authorities, potential or future employers and potential purchasers of the Company or the business in which you work provided that the transfer is for one of the purposes referred to above, even where the recipient of the data is located in a country or territory which does not maintain adequate data protection standards but where the Company has nevertheless installed reasonable technical safeguards to avoid unauthorized access.

12.3. You further consent to your Personal Data being stored on a central database in the USA or wherever it may be located in the future, which is accessible by persons from the UnitedHealth Group and other third parties mentioned above in a number of

different countries or territories, including countries and territories which do not maintain adequate data protection standards. For the purposes of this consent, "Personal Data" includes, but is not limited to: name, address and contact details, date of birth, marital status, educational background, employment application, history with the company, job title, areas of expertise, details of salary and benefits, social security number, bank details, performance appraisals, salary reviews, records relating to holiday and other leave, working time records, details of any shares of common stock or directorships of the Company or any other member of the UnitedHealth Group held by you, details of all stock options, phantom stock options, or any entitlement to shares of common stock of the Company or any other member of the UnitedHealth Group awarded, cancelled, exercised, vested, unvested or outstanding in your favor and other management records. Personal Data also includes Sensitive Personal Data relating to your health (including information in the employee medical questionnaire, records of sickness absence, medical certificates and reports).

13. OTHERS

13.1. You shall be bound by the Company's regulations/policies, and all other rules, instructions, and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Company's regulations/policies, rules, instructions, etc. were part of this letter of appointment. In case of any conflict between this letter of appointment and Company's regulations/policies, the terms and conditions herein shall override/prevail.

13.2. You shall inform the Company as soon as possible about any change in your residential address.

13.3. Survival: Section 1, 2, 3, 4 & 12.3 shall survive the termination of this letter of appointment.

A handwritten signature in black ink, appearing to be "Huy", with a long horizontal stroke extending to the right.



Please find below the salary annexure for your reference:

Optum Global Solutions (India) Private Limited		
Vautrey Sai Adarsh Customer Service Representative Grade 22		
	ANNUAL	MONTHLY
BASIC	93,600	7,800
HRA	46,800	3,900
FLEXI	93,600	7,800
MEAL CARD	-	-
FUEL REIMBURSEMENT	-	-
LEAVE TRAVEL ALLOWANCE	-	-
	-	-
	-	-
	-	-
SPECIAL ALLOWANCE	93,600	7,800
TOTAL FIXED SALARY	234,000	19,500
Target QVC (AT 100%)	33,600	2,800
PF (Employer's Contribution)	21,600	1,800
ESI (Employer's Contribution)	8,775	731
CTC	297,975	24,831

Date: February 01, 2024

Place: Hyderabad

Subject: Letter of Appointment

Dear Mr. Dantuluri Seeta Rama Kapil Varma,

It is our pleasure to welcome you to NxtWave Disruptive Technologies Private Limited. We are pleased to confirm your appointment as an employee for the role of HR - Finance - Legal Operations.

Your employment has commenced on **February 01, 2024**. The compensation payable (i.e., CTC) to you is **Rs. 18,00,000/- per annum**.

This amount is payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes.

This employment is subject to the employment policies, terms and conditions of the Company.

Let us, together, work on revolutionizing the 21st century job market and solve one of the very important problems the youth in the country are facing now.

For **NxtWave Disruptive Technologies Private Limited**

Suresh Deshpande

Suresh Deshpande

Head – Human Resources



Registered Address

Sy nos. 115/22, 115/23, 115/25, Plot no. 30;
Brigade Towers, East Wing, Ground Floor,
Nanakramguda, Serilingampally, Hyderabad,
Telangana-500032, India

hr@nxtwave.tech



Offer & Appointment Letter

Offer Release Date: November 28, 2023

Ref. No.: 15502081

Heena .

Hyderabad

Hyderabad, Hyderabad,

Andhra Pradesh, India, 500001

Document ID - 6695e82c-5492-47de-b7c8-7bd9c31436af

Dear Heena,

Congratulations, With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in **C3i Support Services Pvt Ltd (herein referred as "C3i Solutions, An HCL Technologies Company" or "Company")** as **Analyst-Help Desk**

In the coming year, keep aspiring for change and be known for your thoughts and your work, be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least keep your work and life in a perfect balance, because that is the perquisite for success. We take this opportunity to thank you and extend our appreciation on your decision to join **C3i Support Services P Lt** . Your compensation would be as outlined in a separate document "**Salary Breakup – Annexure I**". The general terms and conditions governing your employment are outlined in Annexure II. **C3i Support Services P Lt** works under 24x7 operations supporting clients hence you may be required to work under various shifts as per the terms and conditions of the client.

Your date of joining will be **November 30, 2023** at **C3i Support Services Private Limited, 5th Floor, Orion Block, Plot No 17, Software Units Layout, Madhapur Hyderabad - 500081, India.**

You would be required to furnish digital copies of the documents and other listed information in **Annexure III**, before your joining date. Please note that the submission of all documents is mandatory to facilitate joining, back ground verification/

1

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USA

Corporate Headquarters

410 Horsham Road Horsham,
PA 19044

INDIA

C3i Support Services PVT LTD.

5th Floor, Orion Building Plot 17,
Software Units Layout Madhapur, Hyderabad - 500 081



validation and appointment process at **C3i Support Services P Lt** . Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of C3i SSPL family.

You are requested to accept the offer within 03 days, failing which the offer will stand null and void.

This offer will be valid subject to successful clearance of your pre-employment background verification check. Your written consent and requisite copies of documents is necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for pre-employment background check within two business days from the date of acceptance of our offer of employment. Your cooperation is solicited in this regard to enable us to complete the necessary pre-employment check on time and enable you on-board us.

You are advised to go through the contents of this offer letter and annexures before signing the document.

Looking ahead we see exciting times and we look towards you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT services. Welcome to our organization! We look forward to a mutually fruitful association.

For **C3i Support Services P Lt**

Debasis Sarkar

Sr. VP, Head-Global Rewards

This is system generated Letter/Contract. Agreeing to the Offer and its terms and conditions in the workflow is as good as signing of physical contract/letter on mutual agreement between us. It has all legal binding as per the law, if mutual trust is breached at any point of time.

ANNEXURE II

2

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Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At C3i SSPL we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory, or unethical actions.

2. Probation

You will be on probation for a period of 6 months from the date of your joining. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.

3. Performance and Compensation Reviews

Your performance appraisal and compensation review will be governed by the Company's policy being in force from time to time.

4. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **30 days** advance notice. Either party at any time may terminate this agreement by giving in writing to the other party 30 days' notice or such lesser period as mutually decided between the parties or in lieu thereof a sum equal to the amount or pro-rated amount of Basic salary which would have been accrued to you during the period or remaining period of notice.

3

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If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

In the event the Employee's action(s)/conduct, in the sole discretion of the Company, during the term of the employment is not in accordance with the management policies of the Company, the Company/committee formed by the Company shall bring such action/conduct to the employee's notice and put such employee on performance improvement plan ("PIP") for a period of 30 days which may be extended to 30 days at the discretion of the Company and/or administrative guidance process ("AGP") for a period of 60 days. However, in the event employee's actions continue to contravene the management policies of the Company in the sole discretion of the Company, the Company shall notwithstanding what is stated in this Appointment Letter while the employee is on PIP and/or AGP terminate the Employee's employment forthwith without any notice and/or payment in lieu of the notice.

Notwithstanding above two clauses, you will be working through a six-month probationary employment period. During this probation period, either party at any time can terminate this agreement by giving in writing to the other party 30 days' notice or in lieu thereof a sum equal to the amount or pro-rated amount of Basic salary which would have been accrued to you during the period or remaining period of notice.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

5. Agreements

You may be required to e-sign necessary agreements with the Company or any other client as required and complete various formalities as per the 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 has also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

4

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6. Employment of Relatives

At the time of joining, you must declare your family members / relatives working in a direct or indirect supervisory / subordinate relationship or as third party resources in the same work unit (Respective L3 Organization Unit Level). This is required to avoid any conflict of interest. During your employment with the Company, if any of your direct relatives are offered by HCLTech or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the employee.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees, additionally any other BGV checks or tests as specified by the Client etc. with the help of a third party as and when required. You would be required to submit copies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & the management.

8. Working Hours

All our operations function 24x7, 365 days in a calendar year. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

5

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10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

6

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- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of C3i SSPL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with C3i SSPL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle C3i SSPL to take appropriate disciplinary action which may lead & include up to termination of your employment with C3i SSPL

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of C3i SSPL. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

Annexure III

**LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV
(BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN C3i SSPL**

7

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S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	Consent to be given on candidate information form for BGV initiation and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card and Aadhar Card are required
Additional documents (To be submitted on request – Only if required) <ol style="list-style-type: none"> Highest Qualification- Admit card, college and university official's (Registrar and Director) detail Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address. <p><u>Things to Remember</u></p> <ol style="list-style-type: none"> The information provided in Resume and background verification form must be same. Information provided in background verification form must be accurate. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). Any Gap in Employment or Education must be informed explicitly to the recruiter. <p>Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.</p>	

List of Documents required for joining (Must be mandatorily uploaded on Discover HCLTech Portal)

S. No	Document Name
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)
2	Extension Letter (if the Date of Joining in the offer letter is past dated)
3	Passport –Name & DOB page as proof
4	10 th Mark sheet, only if passport is not available.
5	PAN CARD as ID Proof (Only if passport is not available)
6	Passport Size Photographs (Only with white background)

Please Note –

- Employee must enter/submit correct/accurate Aadhar number on joining portal so that HCLTech onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- C3i will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please ensure that the copies uploaded are clearly scanned & all details are visible.
- Please avoid clicking pictures of documents and uploading.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required at the time of filling details on the portal.
- Induction Timings will be circulated to you separately
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. personal laptop, Pen Drives etc. are not allowed inside the campus.

9

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

-  Basic Salary
-  Monthly Allowances
-  Variable Pay
-  Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within C3i SSPL Cafeterias or food joints outside C3i SSPL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

10

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- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

VARIABLE PAY

The scope of “Variable Pay” in your compensation structure will be governed based on your “employee group” in C3i SSPL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company’s Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year’s Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company’s performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

RETIRALS & INSURANCES BENEFIT

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under ‘Insurance and Medical Benefits’ in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.

11

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- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under C3i SSPL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). C3i SSPL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.



- **Term Life Insurance (including EDLI):** At C3i SSPL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

ANNEXURE V

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of

13

SIGNATURE OF EMPLOYEE:

USA
Corporate Headquarters
410 Horsham Road Horsham,
PA 19044

INDIA
C3i Support Services PVT LTD.
5th Floor, Orion Building Plot 17,
Software Units Layout Madhapur, Hyderabad - 500 081



mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during

14

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the period of my employment with the Company and which are protectable by copyright are “works made for hire”, as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company’s expense, in every proper way to secure the Company’s rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company’s actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

15

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3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.
5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
- iii. performed in the same geography / market where I provided services for the Company.

16

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The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

7. General Provisions Regarding Covenants

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

- 8. Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

- 9. Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore,

17

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in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

10. Representations: I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

11. Integration: I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

Heena .
November 28, 2023

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

18

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Please note that all components mentioned above may or may not be a part of your compensation structure. C3i SSPL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

In event of you having to relocate from another city the Company will provide accommodation for yourself and immediate family at the company guest house for the initial 15 days, the cost of which will be borne by the company. Any extension of the guest house accommodation will be subject to availability of rooms and approval from the reporting manager. The cost for the extended days of stay will be borne by you.

This offer and Appointment letter with all the enclosures of Annexures is completed in all respects and it is clearly understood and agreed that there is no other commitment or understanding. The above mentioned commitment will not be paid if it is not claimed within 6 months of joining/as specified under company policies.

For **C3i Support Services P Lt**

Debasis Sarkar
Sr. VP, Head-Global Rewards



Employee Statement
(Part of Offer cum Appointment Letter Ref No
dated November 28, 2023 for Heena .

(a) I accept employment with **C3i Support Services P Lt** pursuant to the terms set forth in:

- Letter of Offer cum Appointment
- Annexure "A" (Salary details and break-up)
- Annexure "II" (Terms & Conditions of Employment)
- Annexure "III" (List of Documents)
- Annexure "IV" (Explanation of compensation Structure)
- Annexure "V" (Non-Disclosure Agreement)
- Service Agreement for 12 months (if selected for any transition or knowledge sharing assignment) with Surety.

(b) I hereby confirm to submit:

- i. Copy of Acceptance to Letter of Offer cum Appointment and all the related Annexure.
- ii. All Joining documents mentioned in the Letter of Offer cum Appointment on the date of Joining
- iii. Originals of Service Agreement complying with all terms & conditions set-forth.

No representation, commitment or inducement has been made to me except, as specifically set forth in the aforesaid documents and I am not relying upon any terms other than as set forth.

I agree to the terms & conditions of employment and freely make the statements set forth above.

20

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5th Floor, Orion Building Plot 17,
Software Units Layout Madhapur, Hyderabad - 500 081



Date: 30th November 2023

Gubba Jayanth
Address: 4-105, Sri Ram Nagar Colony, Near Ramalaya Temple Abdullapurmet Mandal, Turkayamjal,
Rangareddy, Telangana-501510
Mail Id: jayanthgubba@gmail.com
Mobile No: 7095411081

Subject: Appointment for post of Junior Associate.

Dear Gubba Jayanth

We are pleased to offer you, the position of **Junior Associate** with Star Powerz Human Resources Pvt. Ltd. (the 'Company') on the following terms and conditions

1. Commencement of employment

Your employment will be effective, as of 01st December 2023.

2. Job title

Your job title will be **Junior Associate** and will be responsible for Hyderabad you will report to Mr. Gutta Rajesh

3. Salary & Target(s)

Your salary and other benefits will be as set out in Schedule 1, hereto.
Targets and objectives will be mutually discussed and agreed upon on a periodic basis.

4. Place of posting

You will be responsible for entire Hyderabad. You may however be required to work at any place of business which the Company has or may later acquire.

5. 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 10:00 hrs to 18:30 hrs and you are expected to work not less than 48 hours each week, and if necessary for additional hours depending on your responsibilities.

6. Leave/Holidays

6.1 Casual Leave - You are entitled to 1 casual leave per calendar month.

6.2 State/National Holidays - The Company shall notify a list of declared State/National holidays in the beginning of each year.

6.3 Maternity Leave – You are entitled for a total of 12 weeks of Maternity Leave: 6 weeks preceding delivery and 6 weeks after delivery of the period of leave. You should have completed a minimum of 6 months of employment for such entitlement.

For Starpowerz Human Resources Pvt. Ltd.

Authorised Signatory

Starpowerz Human Resources Private Limited

5-9-30/5, Level 2, Unit 204, 'Paigah Plaza', Basheer Bagh, Hyderabad, Telangana State - 500 063.
Email: info@starpowerz.com / www.starpowerz.com / CIN : U74140TG1996PTC024804



7. Probation

You will be under probation for a period of 6 months starting from your first day of employment. Upon successful completion of probation period, you will be evaluated by your direct supervisor and

based on your probation review; you may be confirmed or put on further probation if deemed necessary.

8. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Your specific duties are set out in Schedule II hereto.

9. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

10. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under financial obligation to any person/client with whom you may be having official dealings.

11. Termination

11.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.


11.2 You may terminate your employment with the Company, without any cause, by giving no less than 3 months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

11.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

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

12. Confidential Information

12.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities

for Starpowerz Human Resources Pvt. Ltd.

Authorised Signatory

Starpowerz Human Resources Private Limited

5-9-30/5, Level 2, Unit 204, 'Paigah Plaza', Basheer Bagh, Hyderabad, Telangana State - 500 063.
Email: info@starpowerz.com / www.starpowerz.com / CIN : U74140TG1996PTC024804



or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

12.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company

which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and

information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

12.3 At no time, will you remove any Confidential Information from the office without permission.

12.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

12.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

13. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

14. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

15. Governing Law/Jurisdiction

Your employment with the Company is subject to State laws imposed by Telangana State. All disputes shall be subject to the jurisdiction of Telangana State.

16. Acceptance of our offer


Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

For Star Powerz Human Resources Private Limited.

Accepted,

Authorized Signatory


Gubba Jayanth
Date:

Starpowerz Human Resources Private Limited

5-9-30/5, Level 2, Unit 204, 'Paigah Plaza', Basheer Bagh, Hyderabad, Telangana State - 500 063.
Email: info@starpowerz.com / www.starpowerz.com / CIN : U74140TG1996PTC024804



Schedule I - Compensation Details

Your gross annual CTC (Including Allowances) will be Rupees 3,36,000 /- (Three Lakhs Thirty Six Thousand Rupees Only)

Monthly Salary Structure is as follows:

Basic Salary	Rs. 16,800/-
House rent allowance	Rs. 7,000/-
Transportation allowance	Rs. 2,800/-
Other allowance	Rs. 1,400/-
Total Gross Salary per month	Rs. 28,000/-

Yours Sincerely,

For Star Powerz Human Resources Private Limited.

Authorized Signatory



Accepted,

Gubba Jayanth

Starpowerz Human Resources Private Limited

5-9-30/5, Level 2, Unit 204, 'Paigah Plaza', Basheer Bagh, Hyderabad, Telangana State - 500 063.
Email: info@starpowerz.com / www.starpowerz.com / CIN : U74140TG1996PTC024804



PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 23.11.2022

Dear B.Vibhakar,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 23.11.2022

Dear Akhil John,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 23.11.2022

Dear Sri Vishnu,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,

**Talent Acquisition
Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 23.11.2022

Dear R.V.L.Swetha,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 23.11.2022

Dear S.Alekhya,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

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- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date : 23.11.2022

Dear Rushikesh.B,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



RAHEJA TOWERS NO. 26-27 5TH FLOOR,
EAST WING, M.G. ROAD,
BENGALURU - 560001, INDIA
© CIN: U72200KA2008PTC067478
© PAN: AAECR2608A

Letter of Employment Intent

Date: 13th December, 2022.

Name: Abhinav Taduru

Email id: abhinavthaduru@gmail.com

Phone Number: 9381550945

Location: Hyderabad

Dear Abhinav Taduru,

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the '**Associate Consultant**' position with Regalix India Pvt Ltd, **Hyderabad, India**.

Please treat this as a **letter of intent ("LOI")** valid for a period of **180** days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on either party unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid **180** days period. The issue of an Offer Letter to you is subject to the Company's future business requirements and successful completion of your academic certification and will be issued at the sole discretion of Regalix India Pvt Ltd. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before the issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Copy of Aadhar Card
- Passport Size Photographs (2)
- Copy of PAN card

The tentative date we expect you to join the service of our company is on or before **5th June 2023**.



RAHEJA TOWERS NO. 26/27 5TH FLOOR,
EAST WING, M G ROAD,
BENGALURU - 560001 INDIA
• CIN U72200KA2008PTC067478
• PAN AAECR2608A

Your initial posting will be at **Regalix India Pvt Ltd., Hyderabad, India**. However, these are subject to change to any other location/office or shift timing of the Company or to any subsidiary or associate company. You will be reporting to the office location as mentioned in the offer letter at the time of joining.

Annexure I

Compensation & benefits

Upon signing the Offer Letter, you would be eligible for a **CTC of Rs. 3,00,000 per annum**. The same may be revised at the time of the issuance of an Offer Letter as prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part.

In addition to the CTC, you will be eligible for a quarterly performance-linked incentive. The company shall establish the performance goals and objectives on which the incentive payout shall be based on.

You shall be eligible to earn a one-time bonus pay of **INR 1,00,000 (Rupees One Lakh Only)** on successful completion of the first **12** months of your service with us from the date of joining.

You will also be eligible for an annual compensation review upon completion of 1 year of service. The compensation review will be based on your individual contribution and the Company's overall performance.

You will be entitled to relocation benefits in accordance with the company's intercity relocation policy.

In addition, you will be eligible for benefits as per company policies.

Transport Allowance

You shall be eligible for a home pickup & drop facility managed by company-provided transport. Should you not opt for company provided transport, an allowance of up to **INR 48,000/- per annum** is payable along with your salary on monthly basis. The same will be processed based on the number of working days and will be taxable.

Eligibility*: A home pickup & drop facility is provided if the home location is within a 30 kilometers radius of the office premises. The home location should be feasible for easy movement of transport vehicles.



RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G. ROAD,
BENGALURU - 560001, INDIA

• CIN: U72200KA2008PTC067478
• PAN: AAECR2608A

Shift Allowance

You shall be eligible for a Night Shift Allowance (NSA) of up to **INR 36000/- per annum** payable along with your salary on monthly basis.

Eligibility*: Night shift allowance is payable if you work a shift that starts between 5:00 pm to 5:00 am. The same will be processed basis on the number of working days with your monthly salary and will be taxable.

Food Allowance

You shall be eligible for a food allowance of up to **INR 26,400/- per annum** if the designated work location is Regalix's home office or in case of unavailability of a food facility at the client's work premises.

Insurance

You are entitled to Insurance covering yourself, your spouse, and two children maximum of up to **Rs.5,00,000/-**.

1. This offer is contingent upon the successful completion of the course you are pursuing and your background screening as per the norms of the organization.
2. If on verification, at the time of appointment or at a later date it is found that you have misrepresented certain information deliberately or otherwise, in such cases your services with the company will be liable to termination.
3. This communication is a **"Letter of Intent"** and you will be issued a letter of appointment by Regalix India Pvt Ltd.. along with detailed terms and conditions of appointment on your joining confirmation.
4. We congratulate you on your selection and welcome you to be part of our dedicated team striving for excellence of the company in all areas of business.
5. We request you to please affix your signature at the space provided below on the duplicate copy of the letter, a token of your acceptance of the above terms and return it to us.



RAHEJA TOWERS NO. 26-27, 5TH FLOOR
EAST WING, M.G. ROAD
BENGALURU - 560001, INDIA
* CIN: U72200KA2008PTC067478
* PAN: AAECR2808A

It is our hope that your acceptance of our "Letter of Intent" will be just the beginning of a mutually beneficial relationship with our organization. Kindly send the duly signed copy of the duplicate copy "Letter of Intent" to the undersigned, as a sign of your acceptance of the offer, the latest by **20th December 2022**.

Sincerely,

For, Regalix India Private Ltd

Shanta Sarkar



Shanta Sarkar

Associate Vice President – People Success

Acknowledgment

I accept the terms and conditions stipulated in the above Letter of Intent. I shall report for duty on the date mentioned in the offer letter.

Name: Abhinav Taduru

PLACE: Hyderabad

Signature

DATE: 19/12/22

Letter of Employment Intent

Date: 13th December, 2022.

Name: Gundeti Vaishnavi

Email id: vaishnavigundeti1109@gmail.com

Phone Number: 9502201998

Location: Hyderabad

Dear Gundeti Vaishnavi,

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the '**Associate Consultant**' position with Regalix India Pvt Ltd, **Hyderabad, India.**

Please treat this as a **letter of intent ("LOI")** valid for a period of **180** days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on either party unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid **180** days period. The issue of an Offer Letter to you is subject to the Company's future business requirements and successful completion of your academic certification and will be issued at the sole discretion of Regalix India Pvt Ltd. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before the issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Copy of Aadhar Card
- Passport Size Photographs (2)
- Copy of PAN card

The tentative date we expect you to join the service of our company is on or before **5th June 2023.**

Your initial posting will be at **Regalix India Pvt Ltd., Hyderabad, India**. However, these are subject to change to any other location/office or shift timing of the Company or to any subsidiary or associate company. You will be reporting to the office location as mentioned in the offer letter at the time of joining.

Annexure I

Compensation & benefits

Upon signing the Offer Letter, you would be eligible for a **CTC of Rs. 3,00,000 per annum**. The same may be revised at the time of the issuance of an Offer Letter as prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part.

In addition to the CTC, you will be eligible for a quarterly performance-linked incentive. The company shall establish the performance goals and objectives on which the incentive payout shall be based on.

You shall be eligible to earn a one-time bonus pay of **INR 1,00,000 (Rupees One Lakh Only)** on successful completion of the first **12** months of your service with us from the date of joining.

You will also be eligible for an annual compensation review upon completion of 1 year of service. The compensation review will be based on your individual contribution and the Company's overall performance.

You will be entitled to relocation benefits in accordance with the company's intercity relocation policy.

In addition, you will be eligible for benefits as per company policies.

Transport Allowance

You shall be eligible for a home pickup & drop facility managed by company-provided transport. Should you not opt for company provided transport, an allowance of up to **INR 48,000/- per annum** is payable along with your salary on monthly basis. The same will be processed based on the number of working days and will be taxable.

Eligibility*: A home pickup & drop facility is provided if the home location is within a 30 kilometers radius of the office premises. The home location should be feasible for easy movement of transport vehicles.

Shift Allowance

You shall be eligible for a Night Shift Allowance (NSA) of up to **INR 36000/- per annum** payable along with your salary on monthly basis.

Eligibility*: Night shift allowance is payable if you work a shift that starts between 5:00 pm to 5:00 am. The same will be processed basis on the number of working days with your monthly salary and will be taxable.

Food Allowance

You shall be eligible for a food allowance of up to **INR 26,400/- per annum** if the designated work location is Regalix's home office or in case of unavailability of a food facility at the client's work premises.

Insurance

You are entitled to Insurance covering yourself, your spouse, and two children maximum of up to **Rs.5,00,000/-**.

1. This offer is contingent upon the successful completion of the course you are pursuing and your background screening as per the norms of the organization.
2. If on verification, at the time of appointment or at a later date it is found that you have misrepresented certain information deliberately or otherwise, in such cases your services with the company will be liable to termination.
3. This communication is a “**Letter of Intent**” and you will be issued a letter of appointment by Regalix India Pvt Ltd.. along with detailed terms and conditions of appointment on your joining confirmation.
4. We congratulate you on your selection and welcome you to be part of our dedicated team striving for excellence of the company in all areas of business.
5. We request you to please affix your signature at the space provided below on the duplicate copy of the letter, a token of your acceptance of the above terms and return it to us.

It is our hope that your acceptance of our "Letter of Intent" will be just the beginning of a mutually beneficial relationship with our organization. Kindly send the duly signed copy of the duplicate copy "Letter of Intent" to the undersigned, as a sign of your acceptance of the offer, the latest by **20th December 2022**.

Sincerely,

For, Regalix India Private Ltd

Shanta Sarkar



Shanta Sarkar

Associate Vice President – People Success

Acknowledgment

I accept the terms and conditions stipulated in the above Letter of Intent. I shall report for duty on the date mentioned in the offer letter.

Name: Gundeti Vaishnavi

PLACE: Hyderabad

Signature

DATE:



REGALIX INDIA PVT LTD
EAST BRIDGE ROAD
HYDERABAD - 500017 INDIA
+91 800 000 0000
+91 800 000 0000

Your initial posting will be at **Regalix India Pvt Ltd., Hyderabad, India**. However, these are subject to change to any other location/office or shift timing of the Company or to any subsidiary or associate company. You will be reporting to the office location as mentioned in the offer letter at the time of joining.

Annexure I

Compensation & benefits

Upon signing the Offer Letter, you would be eligible for a **CTC of Rs. 3,00,000 per annum**. The same may be revised at the time of the issuance of an Offer Letter as prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part.

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You shall be eligible to earn a one-time bonus pay of **INR 1,00,000 (Rupees One Lakh Only)** on successful completion of the first 12 months of your service with us from the date of joining.

You will also be eligible for an annual compensation review upon completion of 1 year of service. The compensation review will be based on your individual contribution and the Company's overall performance.

You will be entitled to relocation benefits in accordance with the company's intercity relocation policy.

In addition, you will be eligible for benefits as per company policies.

Transport Allowance

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Eligibility*: A home pickup & drop facility is provided if the home location is within a 30 kilometers radius of the office premises. The home location should be feasible for easy movement of transport vehicles.



Genpact Onb... 2 days ago

to me ▾



Hi Deeksha,

We're thrilled to welcome you to Genpact! Thank you for accepting the offer. We look forward to getting you on board at the earliest.

As a global professional services firm that makes transformation real and drives digital-led innovation and digitally-enabled intelligent operations for leading Fortune 500 companies worldwide, we believe in creating bold, lasting results to transform individuals, communities, and businesses.

Kick-start your Genpact journey now!

Click on the button below to start onboarding. You will have to set up a password before proceeding further.

Genpact Recruitment Team - Commitment sheet



Genpact - Re... 4 days ago



to me ▾



Hi,

We are pleased to inform you that after having successfully completed all the levels of discussions, you have been selected for the position of Apprentice with GENPACT INDIA PVT. LTD. The Monthly Stipend to be paid would be 21000 INR. Please find below the link to the commitment sheet that you are required to fill up and submit back to us with your acceptance to the mentioned terms and conditions in this email.

Next steps and other details will follow upon receipt of your acceptance. Please ensure you read the document carefully and respond to each statement. If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared with your recruiter

[http://genpact.avature.net/
FormCompletionRequest?uid=Os4ygI7Rw7vcyPC0](http://genpact.avature.net/FormCompletionRequest?uid=Os4ygI7Rw7vcyPC0)

30th Oct 2023,

Mogili Sree Lekha

H.No- 8-30/22,Water Tank,Hema Nagar Colony,Road No-3,Boduppal

Dear Sree Lekha,

Sub: Appointment Letter

We are glad to offer you an appointment with **Synchrony International Services Pvt Ltd** as **Representative, Customer Service** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your fixed annual salary on joining will be **₹.400000/-** and this will include all allowances in accordance with the Company rules and as indicated in Annexure II. In addition to this, you shall also be entitled to the following as per Company Policy and rules as applicable
 - Medical insurance covering hospitalization expenses of up to ₹.5,00,000/- for you and up to five of your dependants
 - Personal Accident Insurance of up to ₹.15,00,000/- for you as per Company Policy and rules.
 - Group Term Life Insurance cover of **₹.15,00,000/-** during your tenure in Synchrony International Services Pvt Ltd.

You are eligible for **Night Shift Allowance** depending on your working hours as per the Company's Night Shift Allowance policy in force.

In addition, you will be reimbursed business related expenses in accordance with relevant company policies as applicable from time to time. The specific amounts for these expenses will depend on the nature and scope of your duties. The reimbursement amounts are subject to an on-going review and are dependent on the way Synchrony International Services Pvt Ltd chooses to administer compensation.

2. Your initial place of work will be at **Hyderabad**. However, your services are transferable, and you may be assigned to any location in India or abroad where the Company or any one of its associates or customers, conduct business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office except while travelling on business, as assigned to you by your superiors and as per applicable laws in force. You will be required to work 5 days a week and as per the shift timings scheduled for the role. Your daily working hours would be 9 hours including 1 hr break.
4. You will be on probation for a period of six months from the date of joining. At the end of probation period should your performance and behaviour meet the Company standards, your services will be confirmed in writing by the Company. During the probation period, either party may terminate this contract by giving 15 days' notice in writing in the manner referred to in clause 5 or payment of 15 days salary in lieu thereof. However, the Company reserves the right not to accept payment in lieu of notice and may at its sole discretion enforce the notice period
Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy with official signatures). Notice of termination in electronic form where identity cannot be ascertained, such as SMS or personal email, or through oral communication shall not be accepted as adequate notice for the purposes of this agreement.

5. Post confirmation, your services under this contract may be terminated by either party, giving a written notice of one month to the other party or on payment of salary in lieu thereof. However, the Company reserves the right not to accept payment in lieu of notice from you, and may at its sole discretion enforce the notice period.
6. You will be entitled to leaves as per Company leave policy. Accumulation/carry-forward of leave will be governed as per the existing Company policy in force
7. Absence for a continuous period of eight days without prior approval of your supervisor, (including overstay of leave/training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality, the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company.
8. You will automatically retire from service on attaining the age of 60 years.

Whilst employed by the Company:

- 8.1 You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval.
 - 8.2 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. Your performance will be subject to annual appraisal by your manager.
 - 8.3 All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential. Except in the proper course of your employment, or, thereafter, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval of authorised person/s.
 - 8.4 For the benefit of Business requirement and its enhancement, the business reserves the right to evaluate/process/scrutinize employee's performance, and benchmarked performance numbers may be shared with other employees from time to time.
 - 8.5 You confirm that there is no litigation/conviction against you, before/by any Court of law, which involves any criminal offence or offences involving moral turpitude.
9. You confirm that you have fully disclosed all of your business interests in the Company, whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between SYNCHRONY INTERNATIONAL SERVICES PVT LTD and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
 10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures. All acts subversive of good conduct and discipline would subject you to disciplinary action as per the Company policies.

11. Upon separation from the Company, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.
12. Any violation of the above mentioned or any other company procedures and policies would attract action as per company disciplinary policy in force, including and upto termination. In the event of termination by Management on account of breach of disciplinary policy, the Management will not be liable to pay notice pay.
13. All other terms and conditions of employment will be governed by Company policies as stated from time to time.
14. The address proof submitted by the employee and verified during background check will be considered as the correct address of the employee and the same will be used for all the official communication. Any change in such address has to be communicated by the employee to the HR department in writing.
15. If these terms and conditions are acceptable to you:
 - (a) Please sign and return the duplicate of this Appointment Letter on or before 1st Nov 2023 and
 - (b) Report for duty at the Company not later than 1st Nov 2023 failing either of which, this offer of appointment stands automatically withdrawn without any further notice to you.
16. You agree that the appropriate courts in Ranga Reddy District, Telangana, shall have exclusive jurisdiction over all disputes which may arise hereunder.

The terms of this offer including the compensation are intended to be kept strictly confidential.

“You hereby agree that this offer of employment and issue of an appointment letter to you shall be subject to SYNCHRONY FINANCIAL obtaining a clear and positive background check of yourself satisfying relevant criteria outlined by SYNCHRONY FINANCIAL (such as educational/technical qualifications, past work experience & positions held by you, previous salary, conduct etc). You further agree that SYNCHRONY FINANCIAL reserves the right to terminate the offer of employment, without further notice to you, if such clear and positive background check is not obtained in relation to you.”

“You hereby also confirm that the application form, resume and all documents submitted by you to SYNCHRONY FINANCIAL are true and accurate, and should any part thereof be found to be false or inaccurate by SYNCHRONY FINANCIAL, then SYNCHRONY FINANCIAL reserves the right to terminate your employment immediately.”

We welcome you and wish you every success in your career with SYNCHRONY INTERNATIONAL SERVICES PVT LTD.

With warm regards,



Kameswari G
VP, HR - Asia Diversity & Recruitment COE Leader
SYNCHRONY INTERNATIONAL SERVICES PVT LTD

Accepted and Agreed
Mogili Sree Lekha

ANNEXURE I

DOCUMENTS REQUIRED AT THE TIME OF JOINING

- Relieving Letter from last Employer, if applicable
- Copy of Birth Certificate / School Leaving Certificate
- Academic & Professional Certificates (Xerox copies)
- Eight Recent Passport size Photographs
- Last Pay Slip drawn, if applicable
- Form 16 (I) (pertaining to Tax Deducted at source) from the previous employer, if applicable
- Photocopy of PAN Card & Aadhar Card
- Photocopy of the Appointment letter accepted and signed by you.
- Proof of identity (copy of passport/ driving license/ voter's ID card/ college exam admit card etc)

INFORMATION REQUIRED AT THE TIME OF JOINING

If applicable and already a member of a Provident Fund (PF) Scheme with previous employer, then:

- Employer's name
- Dates of joining and leaving service with them
- Name and address of the PF Trust or the Regional Provident Fund
- PF Account No
- Social Security No (SSN), if allotted

If applicable and already a member of ESI Corporation with previous employer, then:

- Employer's name
- Dates of joining and leaving service with them
- ESI card

Mandatory Details:

Furnishing of employee Aadhar details which has date of birth on the face of the Aadhar is mandatory in order to generate provident fund Universal Account Number [UAN]. The EPFO portal will not allow employers to generate the UAN without Date of Birth registered with employee Aadhar. The name on the Aadhar should also match with the name on the records submitted by you. Hence, your employment offer with the organization is contingent upon furnishing these details without fail. The company will be well within its right to terminate the employment if the same is not furnished at the time accepting the offer or within 10 days of joining the company whichever is earlier.

ANNEXURE II

Annual Earning Opportunity Breakup (in INR)			
Name:	Mogili Sree Lekha		
	Earnings*	Monthly	Annual
	Basic	16,849	202,188
	HRA	10,109	121,313
	Special Allowance	70	837
	Employer Contribution to PF	2,022	24,263
	Gross Earnings (A)	29,050	348,600
	Bonus * (B)	2,083	25,000
	Meal Coupons	2,200	26,400
	Total CTC	33,333	400,000
	Other Benefits****		
	Other Benefits (F):		
	Medical Insurance Coverage of 500,000 for Self & Dependents		36,257
	Life Insurance Coverage of 15,00,000 & Disability Insurance Coverage of 15,00,000 for Self		3,823
	Gratuity-cum-Life Insurance*****		9,721
	Free Transport		48,000
	Gym Subsidy		12,000
	Benefits Sub-Total		109,801
	Total Earning Opportunity Per Annum		
	Total CTC+Benefits		509,801

Terms & Conditions (Important):

*The above mentioned Bonus includes Statutory Bonus (as per Payment of Bonus Act, 1965), if applicable.

****No money in lieu of Earnings In Kind will be paid if any of the benefits mentioned therein, is not availed

****Life Insurance Coverage of 15,00,000 & Disability Insurance Coverage of 15,00,000 for Self

*****Gratuity will be paid as per the Payment of Gratuity Act - 1972

All payments are subject to prevalent taxes and duties such as Employer Contribution to PF, Employees Contribution to PF, ESIC, PTAX, Income Tax and any other deductions as applicable.

Please note that your offer figure has been quoted corresponding to the Earning Opportunity at Maximum performance. It is important for you to note that you have an opportunity to earn less, basis on your individual performance.

HR Signature (Above)

**Employee Signature
(Above)**

Your salary components may be restructured in compliance with Code on Wages 2019 or such other applicable labour codes/law in force. The restructuring may result on your Net take home salary while cost to company remaining same.

“Additionally, on successful completion of probationary period of 6 months service with the Company, you will be eligible for Certification Reimbursement up to Rs 200,000/- (Two Lakh Only) as per the prevailing Company policy.

Please note in the event that you resign within 6 months from the date of certification reimbursement, or are serving notice of resignation, or you have been separated from the Company on grounds of non-compliance to applicable workplace policies and procedures, including integrity and upholding the Synchrony Financial values, you will have to pay up the amount equivalent to amount received on account of certification reimbursement (net of tax) to Synchrony Financial”.

* A deduction of 12% of Basic salary shall be made for the employee's contribution to the Provident Fund. Company's contribution to Provident Fund does not appear on the Salary Slip as it is deposited in the Provident Fund directly with the EPFO.

Deductions:

1. Other statutory deductions like Income Tax, ESI (if applicable), professional tax, etc. would be made as per the applicable statutory regulations.
2. All calculations above do not take the effect of income tax into account

In addition to the above, you shall also be entitled to:

- 1) Performance bonus based on your and company performance in accordance with applicable policy.
- 2) Gratuity as per statutory provisions (15 days of last drawn monthly basic salary for each year of completed service) on completion of 5 years of service.

Note: You will need to produce bills for claiming tax benefit on medical reimbursement by the 5th of each month.



Kameswari G
VP, HR - Asia Diversity & Recruitment COE Leader
SYNCHRONY INTERNATIONAL SERVICES PVT LTD

Accepted and Agreed
Mogili Sree Lekha