



### DEPARTMENT OF MCA

#### 5.2.1 Number of outgoing students who got placement during the year (A.Y.: 2022-23)

S.No	Roll No	Name of student placed	Page numbers
1	160121862002	A Shirisha	1 - 15
2	160121862003	Akash Swamy	16 - 29
3	160121862004	Aruva Ramya	30 - 38
4	160121862006	Sarang	39 - 41
5	160121862008	Arun Prasad	42 - 46
6	160121862011	Chanugomula Shiva	47 - 59
7	160121862012	Meghana	60 - 69
8	160121862013	D.Harshini Reddy	70 - 71
9	160121862014	Venkata Sumanth	72 - 76
10	160121862015	Sai Rohini	77 - 79
11	160121862017	D.Sai Kiran	80 - 84
12	160121862018	Sneha	85 - 98
13	160121862019	Mahesh	99 - 112
14	160121862020	Gara Swathi	113 - 118
15	160121862021	Yogananda	119
16	160121862022	Gole Akanksha	120 - 122
17	160121862023	Kusuma Gonguluri	123 - 137
18	160121862025	Irshad Ahmad Wani	138 - 140
19	160121862026	Jaswinder Kaur	141 - 147
20	160121862029	K.Manikanta	148 - 152
21	160121862031	Sai Sagar	153 - 166
22	1601218620 32	Kota Lakshmi Aparna	167 - 172
23	160121862033	K.Pravalika	173 - 177
24	160121862035	Ganesh kusuma	178 - 183
25	160121862036	Anantha	184 - 186
26	160121862037	Sravani	187 - 192
27	160121862038	Vinitha Reddy	193 - 199
28	160121862039	M.Chandhana	200 - 218
29	160121862041	M.Amareshwar Reddy	219 - 223
30	160121862042	Imran Shareef	224 - 229
31	1601218620 43	Noone Srikanth	230 - 235
32	1601218620 44	P Rithesh Kumar	236 - 241
33	160121862045	Tarun	242
34	160121862046	P.Sai koushik	243
35	160121862048	Alekhya Rayala	244 - 257
36	160121862049	Saklain Mustaque	258 - 262
37	160121862050	Soumya	263
38	160121862051	Sriram Nikitha	264 - 268
39	160121862052	S Meghana	269 - 278
40	160121862053	Ramya Priya Thathapudi	279 - 293
41	160121862054	Praveen	294 - 299
42	1601218620 56	Thalishetti Saikumar	300 - 305
43	160121862058	Prashanth Vadityavath	306 - 311
44	160121862059	Dheeraj Kumar	312 -314
45	160121862060	Tejaswee Vavalas	315
46	160121862061	NV.Sri Vardhan	316
47	160121862062	Rohan Venna	317 -319
48	1601218620 63	Vindyala Sankirthana	320 - 325
49	160121862064	Yakala Neeharika	326
50	160121862065	Zeba Farheen	327 - 331

**Date: 05-Nov-2022**

Name: A shirisha

College: CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY, Proddatur

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear A shirisha,

Welcome to MINDTREE (hereinafter referred as the "Company"). Congratulations on being selected as a GRADUATE ENGINEER TRAINEE. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (refer annexure 1) and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25,000 pm.**
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as GRADUATE ENGINEER TRAINEE subject to you meeting the eligibility criteria as mentioned in Annexure-1. Your appointment is in accordance with the Apprentices Act, 1961.
4. Documents - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer Annexure-2).
5. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above terms and conditions are acceptable, kindly acknowledge this GRADUATE ENGINEER TRAINEE Offer Letter by digitally signing this offer within 7 days from the date of receipt of this mail and offer document.

If you do not digitally sign the offer letter within the above-mentioned period, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with MINDTREE will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:



- Failing to meet the qualification criteria during the Training Program assessments
- Unauthorized absence during the Training Program
- Integrity and other disciplinary expectations

9. All Annexures appended herewith shall form an integral part of this letter.

10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.

11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.

12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.

14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the MINDTREE family and look forward to a long and fruitful association with you.

Yours faithfully,  
For MINDTREE Ltd.



**Shalini Macaden**  
**VICE PRESIDENT - PEOPLE FUNCTION**

I have read the letter and accept the same.



**Nov 9, 2022**

**ANNEXURE-1**

Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on date of Offer	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No Year drop allowed.
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: * SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. * Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. * For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. * For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA  * For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered * Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results  Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)  Conversion from CGPA into Percentage must be calculated as per your respective University norms
Re-attempts/ATKTs/Backlogs/Arrears: (Diploma, Graduation, Post-Graduation)	* No active/live backlogs allowed at the time of the interview process * All backlogs (if any) must be cleared <u>with the final semester exams</u> . All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)  * Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. * This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. * Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full-Time courses Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization



Mindtree

A Larsen & Toubro Group Company

Eligibility for Maternity Leave:

As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery



## Self-Declaration:

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that this recruitment process is completely free of cost.
3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
4. I am flexible to work at any MINDTREE Development Center/ Customer Site/ Partner premise as per business requirement.
5. I am flexible to work in any technology/domain/work shift assigned to me based on the business requirement

Candidate Signature:

Name:

A shirisha

Institute Name:

CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY

Mobile No:

7036161560

Date of interview process:

18-Sep-2022

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the GRADUATE ENGINEER TRAINEE Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four-wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

**ANNEXURE-3****Name : A shirisha****Salary Grade : C1****Date: 05-Nov-2022**

<b>Components</b>	<b>INR p.a.</b>	<b>INR p.m.</b>
Basic	180,000.00	15,000.00
Bouquet of Benefits*	161,040.00	13,420.00
Statutory Bonus	21,000.00	1,750.00
<b>A. Base Salary (p.a.)</b>	<b>362,040.00</b>	<b>30,170.00</b>
Annual Incentive (p.a.)	0.00	
<b>B. Total Variable (p.a.)</b>	<b>0.00</b>	
<b>C. TTC (p.a.)</b>	<b>362,040.00</b>	
Provident Fund (PF)	21,600.00	1,800.00
Gratuity	8,664.00	722.00
Medicclaim Premium	7,704.00	
<b>D. Retirals &amp; Other Benefits</b>	<b>37,968.00</b>	
<b>Cost to Company (CTC) C + D</b>	<b>400,008.00</b>	





**Medical Insurance Premium:**

The Group Mediciclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age). Coverage limits are as per company policy

You would also be eligible to be covered under the Group Term Life and Group Accident Insurance policy as per the company policy.

**Notes:**

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



# Code of Conduct

## **Summary:**

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

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

## **Objective:**

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

## **Eligibility/Applicability:**

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

## **Code of Conduct :**

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

### **1) Personal Interest v/s Mindtree's interest**

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

### **2) Use of proprietary or confidential information of third party**

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

### **3) Office for Profit**

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



#### 4) Vendor relationship

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

#### 5) Using Mindtree's time and assets

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

#### 6) Personal Relationship

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

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

#### 7) Equal Opportunity

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

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

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

#### 8) Dating/Romantic/Sexual Relationships

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



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

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

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

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

## 9) Personal Behavior

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

## 10) Breach of Discipline

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

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



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

## 11) Usage of Assets

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

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

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

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

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

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



## 12) Workplace Etiquettes

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

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

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

## 13) Information Disclosure

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

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

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

## 14) Information privacy

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

## Agreed and Accepted

Signature : 

Name : A Shirisha

Date : Nov 9, 2022





## Mindtree – LTI Amalgamation

Dear A shirisha

We deeply value your decision to consider joining Mindtree and look forward to collaborating with you on building a fast-paced, progressive career for you.

Thanks to our cutting-edge digital transformation work for a growing roster of customers, we have been reporting industry-leading growth for the past several quarters despite an environment of rapid business and technology shifts. Our success speaks to the strength of our business model and the relevance of our strategic direction as an enabler of superior competitive advantage, customer experiences, and business outcomes for some of the world's most pioneering enterprises. We are now ready to take a significant leap forward in further accelerating our industry-acclaimed growth journey with an eye on the future.

In May this year, Mindtree and LTI — both Larsen & Toubro Group companies — announced a merger that will see Mindtree and LTI join strengths to create an efficient and scaled-up IT services provider called **LTIMindtree** and exceeding \$3.5 billion. Mindtree and LTI have delivered market-leading financial performance and created tremendous value for shareholders. Given that recent industry shifts such as the prominence of large deals and preference for end-to-end offerings benefit at-scale players, the two companies have decided that the time is appropriate to combine the strengths of both organizations to serve customers better.

- Significant scale benefits are anticipated through Mindtree and LTI's complementary strengths, resulting in a more robust portfolio of offerings across verticals. Enhanced customer engagement and delivery model through the industrialization of delivery and streamlined value-enabling processes to improve large-deal capabilities. These opportunities will help build stronger partnerships with ecosystem players and, most notably, a more distinctive value proposition for you, including opportunities to take on exciting, new projects and reach greater heights in your career with LTIMindtree.

The transaction is awaiting shareholder and regulatory approvals, and the formal integration will begin after that. Until then, Mindtree and LTI will continue to operate as independent companies.

Thank you once again for considering the offer to join Mindtree. We are excited about the synergies this merger between Mindtree and LTI will help unlock for all our stakeholders. When you join, you will be a part of a dynamic workforce driven by a culture of innovation and growth. We are counting on you to provide further impetus to our industry-leading growth story.

We cannot wait to welcome you onboard.

Best Regards,

**Talent Acquisition Team**

**Mindtree**

Getting businesses +  
to the **future, faster.**





# Mindtree Offer Letter

Final Audit Report

2022-11-09

Created:	2022-11-05
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGOtHM-oMBA4KdgmwofBZba6SgaNJTluz

## "Mindtree Offer Letter" History

-  Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)  
2022-11-05 - 11:34:50 AM GMT- IP address: 20.44.36.220
-  Waiting for Signature by ampati shirisha (ampatishirisha@gmail.com)  
2022-11-05 - 11:34:55 AM GMT
-  Document e-signed by ampati shirisha (ampatishirisha@gmail.com)  
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)  
Signature Date: 2022-11-09 - 1:59:38 PM GMT - Time Source: server- IP address: 49.37.130.206
-  Agreement completed.  
2022-11-09 - 1:59:38 PM GMT



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## Offer Letter For the position of Technology Intern

1 message

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**WorkdaySystem\_DoNotReply** <thomsonreuters@myworkday.com>  
Reply-to: WorkdaySystem\_DoNotReply@thomsonreuters.com  
To: akashswamy69@gmail.com

Thu, Sep 22, 2022 at 7:39 PM



Dear Akash,

Greetings from Thomson Reuters!!

Congratulations!!!

It is a pleasure inviting you to join Thomson Reuters team.

We are pleased to inform you that you have been selected for the position of Technology Intern with our organization.

Login to the [candidate home account](#) to access your offer letter and terms and conditions of your employment with Thomson Reuters.

You are required to e-sign and acknowledge the offer documents within 2 working days.

Please do not hesitate to reach out to Nikhila Ramayapalli in case you have any additional questions.

Regards  
Talent Acquisition Team

This email was intended for [akashswamy69@gmail.com](mailto:akashswamy69@gmail.com)



PRIVATE AND CONFIDENTIAL

September 22, 2022

**Akash Swamy**  
Hyderabad

Dear Akash,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **September 22, 2022** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

**Nature of Training:**

You will be undergoing training in our establishment in the area of "OIC" effective from **October 26, 2022** and during the course of training you shall be under the guidance of **Mustafa Syed**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

**Duration of Training:**

The duration of training will be from **October 26, 2022** for a period of **10 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **August 25, 2023** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

**Stipend:**

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

**Date of Commencement of Training:**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **October 26, 2022**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.



**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

**Code of Conduct:**

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.





You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

**Thomson Reuters International Services Private Limited**  
(A Thomson Reuters Company)

**Catriona Mackness**  
Director Regional HR, India

**ENDORSEMENT**

I accept all the terms and conditions stipulated in this letter of engagement.  
I shall report to Training on **October 26, 2022**.

PLACE: Hyderabad

DATE:

SIGNATURE OF CANDIDATE:





**Intellectual Property related Undertaking**

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.

7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the



Company's policies for the time being in force.

**ACKNOWLEDGED AND AGREED**

Signature:

Name: Akash Swamy

Title: Technology Intern

Date:

**Fwd: [EXT] Communications - TR  
recruitment @ CBIT**

---

**From:** PAPPU SAI KOUSHIK

[pgs21046\\_mca.koushik@cbit.org.in](mailto:pgs21046_mca.koushik@cbit.org.in)

**To:** DASARI HARSHINI REDDY

[pgs21013\\_mca.harshini@cbit.org.in](mailto:pgs21013_mca.harshini@cbit.org.in), SRIRAM  
NIKHITHA

[pgs21051\\_mca.nikhitha@cbit.org.in](mailto:pgs21051_mca.nikhitha@cbit.org.in), AKASH

SWAMY [pgs21003\\_mca.akash@cbit.org.in](mailto:pgs21003_mca.akash@cbit.org.in),

DASETTY VENKATA SUMANTH

[pgs21014\\_mca.venkata@cbit.org.in](mailto:pgs21014_mca.venkata@cbit.org.in), BEGARI

ARUN PRASAD

[pgs21008\\_mca.arun@cbit.org.in](mailto:pgs21008_mca.arun@cbit.org.in), ZEBA

FARHEEN

[pgs21065\\_mca.farheen@cbit.org.in](mailto:pgs21065_mca.farheen@cbit.org.in),

KUMMARI PRAVALIKA

[pgs21033\\_mca.pravalika@cbit.org.in](mailto:pgs21033_mca.pravalika@cbit.org.in), DUSA

SAI KIRAN [pgs21017\\_mca.kiran@cbit.org.in](mailto:pgs21017_mca.kiran@cbit.org.in),

KOMIREDDY MANIKANTA

[pgs21029\\_mca.manikanta@cbit.org.in](mailto:pgs21029_mca.manikanta@cbit.org.in)

**Sent:** Saturday, October 29, 1:24 PM

Get [Outlook for Android](#)

---

**From:** Placements HEAD

[placements@cbit.ac.in](mailto:placements@cbit.ac.in)

**Sent:** Friday, August 26, 2022 10:45:21 AM

**To:** Principal CBIT [principal@cbit.ac.in](mailto:principal@cbit.ac.in);  
[director\\_cdc@cbit.ac.in](mailto:director_cdc@cbit.ac.in) [director\\_cdc@cbit.ac.in](mailto:director_cdc@cbit.ac.in);

[po@cbit.ac.in](mailto:po@cbit.ac.in) [po@cbit.ac.in](mailto:po@cbit.ac.in);

[faculty\\_placementcoordinators@cbit.ac.in](mailto:faculty_placementcoordinators@cbit.ac.in)

[faculty\\_placementcoordinators@cbit.ac.in](mailto:faculty_placementcoordinators@cbit.ac.in)

**Cc:** PAPPU SAI KOUSHIK

[pgs21046\\_mca.koushik@cbit.org.in](mailto:pgs21046_mca.koushik@cbit.org.in); VAVALDAS

TEJASWEE

<[pgs21060\\_mca.tejaswee@cbit.org.in](mailto:pgs21060_mca.tejaswee@cbit.org.in)>; GOLE  
AKANKSHA  
<[pgs21022\\_mca.akanksha@cbit.org.in](mailto:pgs21022_mca.akanksha@cbit.org.in)>;  
MOHAMMED FAIYAZ AHMED  
<[pgs21001\\_cse.ahmed@cbit.org.in](mailto:pgs21001_cse.ahmed@cbit.org.in)>; T TARANYA  
VANDANA REDDY  
<[pgs21002\\_cse.vandana@cbit.org.in](mailto:pgs21002_cse.vandana@cbit.org.in)>; E  
HARISMITHA  
<[pgs21005\\_aids.harismitha@cbit.org.in](mailto:pgs21005_aids.harismitha@cbit.org.in)>;  
SAILAXMI MOVVA <[movvasailaxmi@gmail.com](mailto:movvasailaxmi@gmail.com)>;  
[pnvprasad236@gmail.com](mailto:pnvprasad236@gmail.com)  
<[pnvprasad236@gmail.com](mailto:pnvprasad236@gmail.com)>; TEEGULA SONALI  
<[pgs21001\\_ce.sonali@cbit.org.in](mailto:pgs21001_ce.sonali@cbit.org.in)>; REMALLA  
SRAVANI <[pgs21002\\_ce.sravani@cbit.org.in](mailto:pgs21002_ce.sravani@cbit.org.in)>;  
DANISH KHALEEL AHMED  
<[pgs21003\\_ce.ahmed@cbit.org.in](mailto:pgs21003_ce.ahmed@cbit.org.in)>; KHAJA  
IZHARUDDIN <[pgs21001\\_eee.khaja@cbit.org.in](mailto:pgs21001_eee.khaja@cbit.org.in)>;  
KORRA VINOD KUMAR  
<[pgs21006\\_eee.vinod@cbit.org.in](mailto:pgs21006_eee.vinod@cbit.org.in)>; SHAIK  
MINHAJ UDDIN  
<[pgs21005\\_cadcam.shaik@cbit.org.in](mailto:pgs21005_cadcam.shaik@cbit.org.in)>;  
MOHAMMED IMAD ALI  
<[pgs21006\\_cadcam.mohammed@cbit.org.in](mailto:pgs21006_cadcam.mohammed@cbit.org.in)>;  
GADDAM ARUN KUMAR  
<[pgs21105\\_mech.arun@cbit.org.in](mailto:pgs21105_mech.arun@cbit.org.in)>;  
[cbitstructures2021@gmail.com](mailto:cbitstructures2021@gmail.com)  
<[cbitstructures2021@gmail.com](mailto:cbitstructures2021@gmail.com)>  
**Subject:** Fwd: [EXT] Communications - TR  
recruitment @ CBIT

----- Forwarded message -----  
From: **Ramayapalli, Nikhila (TR People)**  
<[nikhila.ramayapalli@thomsonreuters.com](mailto:nikhila.ramayapalli@thomsonreuters.com)>  
Date: Thu, Aug 25, 2022 at 7:17 PM  
Subject: RE: [EXT] Communications - TR  
recruitment @ CBIT  
To: TR SPOC @ CBIT  
<[faiyaz28571@gmail.com](mailto:faiyaz28571@gmail.com)>, Placements

HEAD <placements@cbit.ac.in>,  
pnvprasad236@gmail.com  
<pnvprasad236@gmail.com>  
Cc: Gogia, Neha (TR People)  
<Neha.Gogia@thomsonreuters.com>

Dear N L N Reddy,

Thank you for your support at CBIT Campus yesterday.  
We had a great experience.

Please find below list of selected student names for  
the internship program with us. We will initiate offer  
process for the below candidates.

S.No	Name	Gender	Qualification
1	Begari Arun Prasad	Male	MCA
2	Kummari Pravalika	Female	MCA
3	Dusa Sai Kiran	Male	MCA
4	Dasetty Venkata Sumanth	Male	MCA
5	Pandala Charishma	Female	M-tech
6	Harshini Reddy Dasari	Female	MCA
7	Mohammed Faiyaz Ahmed	Male	M-tech
8	Irshad Ahmad Wani	Male	MCA
9	Marudi Amareshwara Reddy	Male	MCA
10	Manikanta Komireddy	Male	MCA
11	Zeha Farheen	Female	MCA

Sl. No.	Name	Gender	Qualification
12	P.Pradeep Kiran	Male	M-tech
13	Diwan Divya Sai Chand	Male	M-tech
14	Saklain Mustaque	Male	MCA
15	Guduri Dharani	Female	M-tech
16	Nikhitha Sriram	Female	MCA
17	Akash Swamy	Male	MCA
18	Pappu Sai Koushik	Male	MCA

Thanks & Regards

**Nikhila Reddy**

Talent Acquisition Analyst

**Thomson Reuters**

Mobile: [+91 – 8790605533](tel:+918790605533)



---

**From:** Ramayapalli, Nikhila (TR People)

**Sent:** 22 August 2022 13:32

**To:** TR SPOC @ CBIT

[<faiyaz28571@gmail.com>](mailto:faiyaz28571@gmail.com)

**Cc:** Gogia, Neha (TR People)

[<Neha.Gogia@thomsonreuters.com>](mailto:Neha.Gogia@thomsonreuters.com);

Placements HEAD [<placements@cbit.ac.in>](mailto:placements@cbit.ac.in);



[pnvprasad236@gmail.com](mailto:pnvprasad236@gmail.com)

**Subject:** RE: [EXT] Communications - TR  
recruitment @ CBIT

Hi Faiyaz,

Please find below agenda for the campus event on 24-Aug-2022.

Kindly make sure all candidates are available in college by 10:15AM IST. We will be 19 members who will be visiting the campus.

CBIT Campus Drive - Internship			
Agenda	Date	Time	Agenda details / presenters
Preplacement Talk	24-Aug-22	10:30-11:15AM IST	Company Brief by HR Team (Varun Mahendra) Product Engineering Overview (Aman Singh) Interview Process (Nikhila) Question & Answers
Written Test	24-Aug-22	11:30AM -12:30PM IST	In-person
Paper Correction	24-Aug-22	12:30PM - 1PM	Test correction all panel members
LUNCH 1-2PM			
Interviews	24-Aug-22	NA	TA will segregate the test cleared students to respective managers
Announcing the results	24-Aug-22	NA	Post all interviews

Thanks & Regards

**Nikhila Reddy**

Talent Acquisition Analyst

**Thomson Reuters**

Mobile: [+91 – 8790605533](tel:+918790605533)



---

**From:** TR SPOC @ CBIT  
<[faiyaz28571@gmail.com](mailto:faiyaz28571@gmail.com)>  
**Sent:** 19 August 2022 19:12  
**To:** Ramayapalli, Nikhila (TR People)  
<[nikhila.ramayapalli@thomsonreuters.com](mailto:nikhila.ramayapalli@thomsonreuters.com)>  
**Cc:** Gogia, Neha (TR People)  
<[Neha.Gogia@thomsonreuters.com](mailto:Neha.Gogia@thomsonreuters.com)>;  
Placements HEAD <[placements@cbit.ac.in](mailto:placements@cbit.ac.in)>;  
[pnvprasad236@gmail.com](mailto:pnvprasad236@gmail.com)  
**Subject:** [EXT] Communications - TR  
recruitment @ CBIT

**External Email:** Use caution with links and attachments.

Dear Nikhila ma'am,

Greetings from CBIT !

I am Faiyaz, I along with Prasad am the student SPOC for TR at CBIT. We will be handling all the communications for this drive & will take care of everything on our end in regards to this drive to the best of our ability.

So please contact us without any hesitation about whatever you require in regards to this drive at any point of time via Phone Call or Email. Please get our Email IDs from the "To" and "CC" field of this message. Our contact details are mentioned at the bottom of this message.

We are delighted to know that you are visiting our campus on 24th of this month. Do you plan on conducting the entire recruitment process on 24th August, 2022 ? Kindly let me know the timings of your visit & also the timings of the latest recruitment plan laid out, so that we will arrange everything accordingly on our end.

Please reply at your earliest convenience.

Warm regards,

-----  
-----

Mohammed Faiyaz Ahmed,	PNV
Prasad,	
TR SPOC 1,	TR SPOC 2,
Pronouns - He/Him/His,	
Pronouns - He/Him/His,	
Phone - <a href="tel:+919100268150">+919100268150</a> ,	Phone
- <a href="tel:+919908861104">+919908861104</a> ,	
CBIT (A)	CBIT (A)

-----  
--  
With Best Regards,

***Dr. NLN REDDY,***  
***Advisor - Career Development Centre (A)***  
***Chaitanya Bharathi Institute of Technology***  
***8466997218***  
***98494 66587***



**14-Sep-2023**

**Dear Ramya Aruva,**  
MCA (2 Year), Computer Application  
Chaitanya Bharathi Institute of Technology, Hyderabad

**Candidate ID – 24889420**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**.

During your probation period of 12 months which includes your training program as applicable post joining as a full-time employee, you will be entitled to an Annual Total Remuneration (ATR) of **INR 401,988/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits Annexure**. Your compensation is highly confidential and if the need arises, you may discuss it only with your manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to **INR 450,500/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant.

2. Prior to commencing employment with Cognizant, you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Certified Skill Development (CSD) training program (if offered to you).

#### 4. Training - Post Joining Cognizant:

Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded and might be put into an additional training. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded and might be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- e) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

5. Your on-boarding as a full-time employee is aligned to a business requirement and will be between **July 2023 and August 2024**. You will be required to report at the location based on the business requirement and on the given date of joining.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**

**Annexure A**

**Compensation and Benefits**

<b>Name:</b> Ramya Aruva	<b>Designation:</b> Programmer Analyst Trainee
--------------------------	--

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

**Note: The Insurance amount may vary subject to market conditions from time to time.**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

**Leave & Vacation:**

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act



- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

#### **Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

#### **Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

## Annexure B

### Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Ramya Aruva, 23, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

#### 1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.
- d. You shall be flexible enough to take up the assigned role based on business requirement

#### 2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

#### 3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or

violate any agreement or obligations that you have with them.

#### 4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### 5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### 6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

## **7. Background Check**

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

## **8. Compliance with Company Policies**

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## **9. Non-Compete and Non-Solicit Restrictions**

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## **10. Representations and Warranties**

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the

Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

## **11. Indemnity**

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

## **12. Business Engagement, Learning and Development and Project Deployment**

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

## **13. Unauthorized Absence**

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

## **14. Retirement**

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

## **15. Termination of Employment**

- a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
- b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:
- Misconduct, as provided in Misconduct and Disciplinary Action Policy
  - Non-adherence to Associate Deployment Pool Policy
  - Violation of Social Media Policy or Conflict of Interest Policy
  - Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
  - Insubordination or failure to comply with the directions given to you by persons so authorized
  - Insolvency or conviction for any offence involving moral turpitude
  - Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company



- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

## 16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

## 17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

## 18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

## 19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited    Ramya Aruva**



Maya Sreekumar  
**Vice President – Human Resources**

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

**Signature:**

**Date:**

19<sup>th</sup> December 2022

Bathalapalli Sarang,

Plot no 176, Padma Nagar Colony, Phase 1,  
Behind IDPL, Chintal, Hyderabad, Telangana - 500037

Dear Bathalapalli Sarang,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you an opportunity to intern with our organization, **Azentio Software Private Limited** ("Company"), as an intern on the terms stated hereafter.

1. **Date of Joining:** Your internship shall commence with effect from **04 January-2023**.
2. **Term of Internship:** You shall be appointed as an intern for a period of **6 months**, i.e., up to **03-July-2023**, or up to your project conclusion date, whichever is earlier, upon which, your internship with the Company shall cease immediately. Completion of the internship period does not, in any manner, indicate eligibility for or entitlement to employment with the Company. Your internship may be terminated anytime, without assigning any reason, by giving one day's notice.
3. **Location:** Your internship shall be based out of any of our locations. However, during the course of the internship period, you may be required to be present at other locations for the purpose of your internship.
4. **Stipend:** You will be eligible for a gross stipend of **INR 15000** per month. You will not be eligible for any other benefit or facility, including those to which the employees of the Company are entitled. The amounts received by you shall be subject to tax deduction at source, if applicable under the provisions of the Income-tax Act, 1961 and the rules made thereunder.
5. The discretion with respect to the internship period shall vest solely with the Company. During the period of your internship with the Company, you shall devote all of your time during the Company's working hours to intern with the Company. Further, you shall not, during the course of your internship, take up any other internship, employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
6. Your role, duties and responsibilities shall be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Company.
7. On commencement of the internship you shall enter into the confidentiality undertaking as a condition of your internship hereunder. Upon the completion of your internship you shall return to the Company all papers & documents or other property, which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates or branches or their clients and you shall not retain any copies or extracts of the same. You shall be required to maintain utmost secrecy in respect of project documents, commercial offer, design documents, project cost and

**Azentio Software Private Limited**

T: (+91) 044 7162 2000/2002 | W: [www.azentio.com](http://www.azentio.com) | E: [contactus@azentio.com](mailto:contactus@azentio.com)

**Registered Office:** 1<sup>st</sup> Floor, 25 Sej Plaza, Near Nutan Vidya Mandir School, Marve Road, Malad West, Mumbai-400064, Maharashtra, India

**A:** Prince Infocity-II, 3<sup>rd</sup> Floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai-600096, India



estimation, technology, software packages license, Company's polices, Company's patents & trademark and Company's human assets profile.

8. You shall be governed by the statutory regulations / provisions and policies of the Company applicable to interns, which may be framed from time to time.
9. You shall follow the code of conduct and protocols generally applicable to all interns of the Company.
10. You understand that your attendance during your internship period is very essential and any leave sought by you during your internship shall be subject to the approval of your group head. Your internship will be governed by the following terms with regards to any absence:
  - a) in the event you are on unauthorized leave for more than three (3) consecutive days for any reason, without the prior written approval of concerned authorities; or
  - b) in the event you require extended leave exceeding three (3) consecutive days, for any reason; or
  - c) in the event you require more than a total of five (5) leaves, consecutive or otherwise, during your internship period, for any reason, the Company may, at its sole discretion terminated the internship with immediate effect.
11. You acknowledge and agree that you are not an employee of the Company during your internship. You shall not represent yourself as an employee of the Company and you have no authority to bind the Company by contract or otherwise. The stipend amount stated in this letter shall be the sole payment made to you by the Company and apart from this the Company is not liable to make any other payment to you (i.e. statutory or otherwise). You agree that you will not be entitled to participate in any plans, arrangements, or distributions by the Company pertaining to any bonus, stock option, profit sharing, insurance or similar benefits or any statutory payments.
12. All the tax liabilities on the entire stipend, at present or in the future, shall be borne by you.
13. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned without the specific written approval of the Company.
14. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the Company and if you are offered any, you should immediately report the same to the Company.
15. This internship letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data or resume etc), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Company may take such action as it deems fit in its sole discretion, including termination of your internship.

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16. Notwithstanding the aforesaid, the Company may terminate your internship forthwith if you:
- a) willfully disobey a lawful or reasonable order/direction; or
  - b) are guilty of fraud or dishonesty or misconduct; or
  - c) on any other grounds on which the Company would be entitled to terminate your internship forthwith under applicable law.
17. You will be responsible for the safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.
18. As required under the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011, you hereby give your consent to the collection and storage of your biometric data safely & securely on Company's server for Biometric security system, for the purpose of entering into the Company's office premises. The information collected from you shall be only used for the purpose for which it has been collected and will not be retained longer than it is required or is otherwise required under any other law for the time being in force. The Information collected from you will not be shared with any third party without your consent except as permitted under the law for the time being in force.
19. If any provision of this contract is held to be unenforceable by a court, the remaining provisions shall remain valid, binding and in full force to the maximum extent possible. If a court determines that any portion of this contract is overbroad or unreasonable, such provision shall be given effect to the maximum extent possible by narrowing or enforcing in part that aspect of the provision found overbroad or unenforceable.
20. This contract shall be governed by and construed in accordance with the laws of India and the courts of Mumbai alone shall have exclusive jurisdiction to settle any dispute that may arise in relation to the interpretation and performance of this contract.

With best wishes,



**Sathiyarayan KS**  
Global Head - Talent Acquisition

For Azentio Software Private Limited

I hereby accept the internship with the Company and acknowledge, understand and agree that the internship shall be subject to the terms and conditions mentioned above under Serial numbers 1 to 20.

Name: Bathalapalli Sarang

Signature: 

Date: 20-12-2022

Azentio Software Private Limited

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PRIVATE AND CONFIDENTIAL

September 9, 2022

**Begari Arun Prasad**  
**Hyderabad**

Dear Arun Prasad,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **September 9, 2022** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

**Nature of Training:**

You will be undergoing training in our establishment in the area of "IDT" effective from **October 26, 2022** and during the course of training you shall be under the guidance of **Rajkumar Kusumanthi**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

**Duration of Training:**

The duration of training will be from **October 26, 2022** for a period of **9 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **August 25, 2023** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

**Stipend:**

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

**Date of Commencement of Training:**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **October 26, 2022**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.

**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

**Code of Conduct:**

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

**Thomson Reuters International Services Private Limited**  
**(A Thomson Reuters Company)**

A handwritten signature in black ink, appearing to read 'Catriona Mackness', with a horizontal line underneath.

**Catriona Mackness**  
**Director Regional HR, India**

**ENDORSEMENT**

I accept all the terms and conditions stipulated in this letter of engagement.  
I shall report to Training on **October 26, 2022**.

PLACE: Hyderabad

DATE: **09 September 2022**

SIGNATURE OF CANDIDATE: A handwritten signature in black ink, appearing to read 'Anuprasad', written over a horizontal line.



### Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.


6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.

7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the



Company's policies for the time being in force.

**ACKNOWLEDGED AND AGREED**

Signature: 

Name: Begari Arun Prasad

Title: Technology Intern

Date: 09 September 2022



**Date: 05-Dec-2022**

Name: chanugomula shiva kumar

College: CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY, Proddatur

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear chanugomula shiva kumar,

Welcome to LTIMINDTREE (hereinafter referred as the "Company"). Congratulations on being selected as a GRADUATE ENGINEER TRAINEE. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (refer annexure 1) and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 30,000 pm.**
  2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
  3. You will also be issued a detailed Letter of Appointment as GRADUATE ENGINEER TRAINEE subject to you meeting the eligibility criteria as mentioned in Annexure-1. Your appointment is in accordance with the Apprentices Act, 1961.
  4. Documents - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer Annexure-2).
  5. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
  6. If the above terms and conditions are acceptable, kindly acknowledge this GRADUATE ENGINEER TRAINEE Offer Letter by digitally signing this offer within 7 days from the date of receipt of this mail and offer document.
- If you do not digitally sign the offer letter within the above-mentioned period, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.
7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.
  8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTIMINDTREE will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Training Program assessments
- Unauthorized absence during the Training Program
- Integrity and other disciplinary expectations

9. All Annexures appended herewith shall form an integral part of this letter.

10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.

11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.

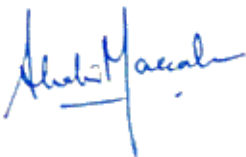
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.

14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTIMINDTREE family and look forward to a long and fruitful association with you.

Yours faithfully,  
For LTIMINDTREE Ltd (Formerly Larsen & Toubro Infotech Limited)\*.



**Shalini Macaden**  
**VICE PRESIDENT - PEOPLE FUNCTION**

I have read the letter and accept the same.

chanugomula shiva kumar  
chanugomula shiva kumar (Dec 7, 2022 20:57 GMT+5.5)

**Dec 7, 2022**

**ANNEXURE-1**


Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on date of Offer	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No Year drop allowed.
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: * SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. * Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. * For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. * For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA  * For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered * Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results  Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)  Conversion from CGPA into Percentage must be calculated as per your respective University norms
Re-attempts/ATKTs/Backlogs/Arrears: (Diploma, Graduation, Post-Graduation)	* No active/live backlogs allowed at the time of the interview process * All backlogs (if any) must be cleared <u>with the final semester exams</u> . All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)  * Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. * This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. * Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full-Time courses Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence

Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery

**Self-Declaration:**

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that this recruitment process is completely free of cost.
3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
4. I am flexible to work at any LTIMINDTREE Development Center/ Customer Site/ Partner premise as per business requirement.
5. I am flexible to work in any technology/domain/work shift assigned to me based on the business requirement

Candidate Signature:

  
chanugomula shiva kumar (Dec 7, 2022 20:57 GMT+5.5)

Name:

chanugomula shiva kumar

Institute Name:

CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY

Mobile No:

9573379927

Date of interview process:

16-Oct-2022

**ANNEXURE-2**

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the GRADUATE ENGINEER TRAINEE Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four-wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

**ANNEXURE-3**

**Name** : chanugomula shiva kumar  
**Salary Grade** : C1

**Date:** 05-Dec-2022

<b>Components</b>	<b>INR p.a.</b>	<b>INR p.m.</b>
Basic	180,000.00	15,000.00
Bouquet of Benefits*	261,600.00	21,800.00
Statutory Bonus	21,000.00	1,750.00
<b>A. Base Salary (p.a.)</b>	<b>462,600.00</b>	<b>38,550.00</b>
Annual Incentive (p.a.)	0.00	
<b>B. Total Variable (p.a.)</b>	<b>0.00</b>	
<b>C. TTC (p.a.)</b>	<b>462,600.00</b>	
Provident Fund (PF)	21,600.00	1,800.00
Gratuity	8,664.00	722.00
Mediclaime Premium	7,704.00	
<b>D. Retirals &amp; Other Benefits</b>	<b>37,968.00</b>	
<b>Cost to Company (CTC) C + D</b>	<b>500,568.00</b>	



**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age). Coverage limits are as per company policy

You would also be eligible to be covered under the Group Term Life and Group Accident Insurance policy as per the company policy.

**Notes:**

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

# Code of Conduct

## **Summary:**

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

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

## **Objective:**

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

### **Eligibility/Applicability:**

All LTIMindtree employees, LTIMindtree's clients, vendors, partners etc.

### **Code of Conduct :**

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

#### **1) Personal Interest v/s LTIMindtree's interest**

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

#### **2) Use of proprietary or confidential information of third party**

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

#### **3) Office for Profit**

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

#### **4) Vendor relationship**

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

#### **5) Using LTIMindtree's time and assets**

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

#### **6) Personal Relationship**

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

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

#### **7) Equal Opportunity**

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

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

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

#### **8) Dating/Romantic/Sexual Relationships**

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



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

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

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

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

### **9) Personal Behavior**

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

### **10) Breach of Discipline**

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

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

**Registered Office:** L&T House, Ballard Estate, Mumbai 400 001, India  
www.ltimindtree.com | Telephone: + 91 022 22618181

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

### **11) Usage of Assets**

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

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

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

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

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

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

## 12) Workplace Etiquettes

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

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

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

## 13) Information Disclosure

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

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

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

## 14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in [LTIMindtree Privacy Policy Statement - LTIMindtree](#).

## Agreed and Accepted

Signature : *chanugomula shiva kumar*  
chanugomula shiva kumar (Dec 7, 2022 20:57 GMT+5.5)

Name : chanugomula shiva l

Date : Dec 7, 2022

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date: 04/11/2023**

**Meghana Suthari**

**C11884775**

**NextGen Luxury Hostel for Women, Indira Nagar, Gachibowli, Hyderabad**

**9014774702**

Dear **Meghana Suthari**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case may be") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 11.0 Apr-2023

1

Candidate's Signature \_\_\_\_\_

Reference Id: 9fdfd14c-fb18-4ce9-8422-ad4e52de1059\_1  
Signed By: MAHESH VASUDEO ZURALE



You agree and affirm that the information (personal or otherwise) shared by you at the time of registration 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 provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that 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 shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

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.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000 provided new joiner is employed with the company for minimum three months.

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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 Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

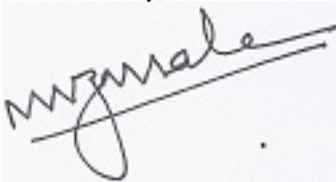
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

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Meghana Suthari

## ANNEXURE I

### COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
<b>(A) Annual Fixed Compensation</b>	3,83,000/-
<b>(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)</b>	32,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	4,15,500/-
<b>(C) Joining Bonus</b>	
<b>Joining Bonus (Refer to the section C)</b>	INR 25,000/-
<b>(D)# Additional Notional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 14,300/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)</b>	<b>INR 461200/-</b>

<b>(E)##Additional Discretionary Reimbursements</b>	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

<b>(F)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares <b>at 15% discount on the fair market value</b>	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

#### **(A) Annual Fixed Compensation**

Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

#### **(B) Individual Performance Bonus (IPB)**

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your

indicative pay-out can range from **0%** to **8.5%** 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 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.

**(C)Joining Bonus:**

You would receive a discretionary joining bonus of INR **25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the full amount of joining bonus amount shall become payable by you and shall be repaid on termination of your employment/separation from the Company. You agree that any dues payable by you on termination/separation from the Company as aforesaid shall be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you agree to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

**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/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

**Benefits applicable for current Company financial year:**

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

<b>Insurance policy</b>	<b>Coverage for</b>	<b>Coverage amount</b>	<b>Premium paid by</b>
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

**1. Medical:**

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

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

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

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

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

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

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

4. #(D) 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.

#(D) 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 anytime at company's discretion.

##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (E) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

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.

a) 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

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.



**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 II

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Certification Completion Document (as mentioned in the eligibility criteria)
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

**ANNEXURE IV - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with 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 employment 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 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:

\_\_\_\_\_  
**Meghana Suthari**

Date:

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."



Date: 1-Sep-23

Dear Harshini Reddy Dasari,

**Offer Letter**

We are pleased to offer you the position of **CONTRACTOR** in our organisation **Ascent Staffing Solutions Private Limited**. You will be deputed at **Thomson Reuters International Services Private Limited**.

Your Contract will commence on **4-Sep-23** and ends on **30-Jun-24**. It may be terminated by yourself or by the Company on 30 Days written notice.

Your duties and responsibilities will be as set out in the job description to be sent to you at a later date or will be given to you by the reporting authority at your place of work.

Your annual Cost to company (CTC) at the commencement of your Contract will be **Rs. 650000/- (Rupees Six Lakh Fifty Thousand Only)** per annum payable monthly by bank credit transfer.

The commencement or continuation of your contract with the Company is contingent upon completion of your highest education.

Other terms of service will be spelt out in a separate **Contract of Service** to be issued upon your acceptance of this Offer Letter or joining the Organisation.

To accept this **Offer Letter**, please confirm by signing and returning one copy to the Ascent representative.

We do hope that you will accept this offer. In the meantime, if you wish to discuss any aspect of this offer, please do not hesitate to contact: the HR Department at your location or at Ascent Staffing Solutions.

Yours sincerely,

**For Ascent Staffing Solutions Pvt. Ltd,**

**Authorized Signatory**

Place : HYDERABAD

Date : 1-Sep-23

Signature : \_\_\_\_\_

Name : Harshini Reddy Dasari

**Annexure - B**

<b>Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic	21,667	260,004
House Rent Allowance	8,667	104,002
Interim Bonus	4,333	51,996
Special Allowance	16,900	202,800
<b>Gross Earnings</b>	<b>51,567</b>	<b>618,802</b>
Profession Tax	200	2,400
Employee Provident Fund	2,600	31,200
Gross Deduction	2,800	33,600
<b>Net Take Home</b>	<b>48,767</b>	<b>585,202</b>
Employer Provident Fund	2,600	31,200
<b>Cost To Company (CTC)</b>	<b>54,167</b>	<b>650,000</b>

**Additional Benefits**

GMC (Group Medi claim)	350,000 INR per annum
GTL (Group Term Life)	Sum cover : 2 Times of CTC
GPA (Group Personal Accident)	Total Sum cover : 5 Times of CTC

**For Ascent Staffing Solutions Pvt. Ltd,**



**Authorized Signatory**

Place : HYDERABAD  
Date : 1-Sep-23

Signature : \_\_\_\_\_  
Name : Harshini Reddy Dasari



PRIVATE AND CONFIDENTIAL

September 8, 2022

**Dasetty Venkata Sumanth**  
**Hyderabad**

Dear Sumanth,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **September 8, 2022** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

**Nature of Training:**

You will be undergoing training in our establishment in the area of "IDT" effective from **October 26, 2022** and during the course of training you shall be under the guidance of **Rajkumar Kusumanthi**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

**Duration of Training:**

The duration of training will be from **October 26, 2022** for a period of **9 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **August 25, 2023** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

**Stipend:**

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

**Date of Commencement of Training:**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **October 26, 2022**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.



**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

**Code of Conduct:**

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

**Thomson Reuters International Services Private Limited**  
**(A Thomson Reuters Company)**

A handwritten signature in black ink, appearing to read 'Catriona Mackness', with a horizontal line underneath.

**Catriona Mackness**  
**Director Regional HR, India**

**ENDORSEMENT**

I accept all the terms and conditions stipulated in this letter of engagement.  
I shall report to Training on **October 26, 2022**.

PLACE: Hyderabad

DATE: 09 September 2022

SIGNATURE OF CANDIDATE: *D.V. Sunranth*



### Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.

7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the



Company's policies for the time being in force.

**ACKNOWLEDGED AND AGREED**

Signature: *D.V. Sumanth*

Name: Dasetty Venkata Sumanth

Title: Technology Intern

Date: 09 September 2022



07-Apr-2023

Candidate ID: 18501342

**Sai Rohini Dharanikota**  
**MCA (2 Year) Computer Application**  
**Chaitanya Bharathi Institute of Technology**

Dear **Sai Rohini Dharanikota**,

Further to our Letter of Intent for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship on premises with us for **a period of 3 to 6 months**. Your internship on-boarding will be scheduled based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of **INR 12,000** per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Though Cognizant Internship is a pre-requisite skill and capability development program, it does not guarantee employment and there is no employer – employee relationship during the course of this internship program. However, the successful completion of internship will form a critical part of your eligibility for employment with Cognizant if an opportunity arises in future.

You will be provided a learning curriculum as per the skill track assigned to you. The learning design would expect you to drive your learning through hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

*Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. Upon successful completion of internship, you will be part of the batch available for on-boarding **as a full-time employee with Cognizant between July 2023 to August 2024**. In the event of unsatisfactory performance during the Internship or non-completion of the Internship, no Internship Completion Certificate shall be issued by Cognizant. Cognizant reserves rights at its sole discretion to revoke its Letter of Intent.*

#### **Section A: Terms and Conditions:**

1. The Internship timings would be for 10 hours per day from Monday through Friday aligned to the working timings followed in Cognizant which based on the need could also be operated on a shift model. Attendance is mandatory on all the days to stay active in the Internship Program. The Intern Offer would be cancelled if the mandatory requirement of minimum 85% attendance at office is not met in a month.
2. Interns are covered under Cognizant's calendar holidays of the respective location of internship, and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program and internship would be cancelled if leaves are availed without prior approvals.
3. You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions failing which your internship would be cancelled.

4. The Technical skills track mapped could change at the start or mid-way or even later during the program depending on business demand changes and you would be required to be flexible for this change failing which your internship would be cancelled.
5. After successful completion of your internship if there is a business demand which expects you to get enabled on a different skill, you would be provided opportunity to get on-boarded into the CSD (Certified Skill Development) Program for training, failing which your Letter of Intent will be revoked.
6. Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion. Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.
7. There would be zero tolerance to plagiarisms and misconduct during the internship. Adherence to Cognizant Internship policies and guidelines is mandatory and any breach of incident reported will lead to immediate cancellation of Internship without any notice. You would be required to complete Cognizant mandatory training's such as Code of Conduct and AUP within the given timelines.
8. During the course of your Internship and at all times, you shall be governed by Cognizant's Social Media Policy and shall, refrain from posting malicious, libelous, defamatory, false, obscene, political, anti-social, abusive, and threatening messages/statements or disparaging the Company, clients, associates, competitors, or suppliers or any third parties, irrespective of whether any such statements are likely to cause damage to any such entity or person. Any breach of this section would lead to immediate cancellation of the Internship.
9. Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
10. It is hereby clarified that participation in this Internship shall not constitute you to be an employee of Cognizant nor obligates Cognizant for any purpose whatsoever. The scope of this Internship does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this document.
11. Cognizant holds all rights to cancel this Internship Offer due to non-conformance of performance benchmark or moral code of conduct or in case of you failing to participate in the Internship within the given date/timeline or for such other any reasons upon providing written communication of the same to you. Upon such cancellation of this Internship Offer, your access and participation in the Internship shall stand cancelled.
12. At the time of your reporting for the internship, you will be required to sign a Non – Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.
13. This offer from Cognizant shall be active and **valid for only 3 calendar days** and hence you are expected to accept or decline the offer through the company's online portal within the said time-period of 3 calendar days and you will also be required to submit the mandatory documents at least **7 days** before your Internship Onboarding Date as part of your Pre-joining & Background Verification (BGV) process. In case you don't comply to the above timelines, this Offer shall stand withdrawn and will be considered as cancelled. Any official written extension to the offer validity and the above-mentioned timelines will be at the sole discretion of Cognizant.
14. For avoidance of doubt, it is herewith stated that the Internship shall stand cancelled on the below scenarios as well:
  - a. In the event of you accepting this Internship Offer but not joining into the Internship on the specified date and at specified location of on-boarding.
  - b. In the event of you not accepting this Internship Offer or failing to communicate acceptance within 3 calendar days as stated above, you would be provided with the CSD (Certified Skill Development) Offer

which you would need to take it up and complete the training, failing which your Letter of Intent will be revoked.

c. For such other operational, regulatory reasons including breach of terms herein.

Thereupon, your access shall also stand revoked, and Cognizant shall not be obligated to extend nor be liable for any claims due to cancellation of this Internship Offer.

On any of the above-mentioned scenarios (Refer to **Section A: Terms and Conditions**), if your Internship Offer has been cancelled then your Letter of Intent would also be revoked.

Below are the **mandatory documents** to be submitted as part of your **Background Verification**:

- Your Pan Card
- Letter of Authorization (LOA) which should be downloaded from the BGV application hand signed with your name and date and re-uploaded back to the application

Below are the **mandatory documents** to be submitted as part of your **Pre- joining formalities**:

- 2 Passport sized Photographs preferably with a Grey / White background
- Personal individual bank account from a nationalized bank for processing stipend

In case of additional queries or concerns, you can raise a query at <https://campus2cognizant.cognizant.com/Pages/PreLogin>

We wish you good luck.

Yours sincerely,  
For **Cognizant Technology Solutions India Pvt. Ltd.**,



Maya Sreekumar  
**Vice President - Human Resources**

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

**Signature:**

**Date:**





PRIVATE AND CONFIDENTIAL

September 8, 2022

**Dusa Sai Kiran**  
**Hyderabad**

Dear Sai Kiran,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **September 8, 2022** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

**Nature of Training:**

You will be undergoing training in our establishment in the area of "IDT" effective from **October 26, 2022** and during the course of training you shall be under the guidance of **Rajkumar Kusumanthi**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

**Duration of Training:**

The duration of training will be from **October 26, 2022** for a period of **9 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **August 25, 2023** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

**Stipend:**

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

**Date of Commencement of Training:**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **October 26, 2022**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.



**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

**Code of Conduct:**

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

**Thomson Reuters International Services Private Limited**  
**(A Thomson Reuters Company)**

**Catriona Mackness**  
**Director Regional HR, India**

**ENDORSEMENT**

I accept all the terms and conditions stipulated in this letter of engagement.  
I shall report to Training on **October 26, 2022**.

PLACE: Hyderabad

DATE:

SIGNATURE OF CANDIDATE:



**Intellectual Property related Undertaking**

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.

7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the



Company's policies for the time being in force.

**ACKNOWLEDGED AND AGREED**

Signature:

Name: Dusa Sai Kiran

Title: Technology Intern

Date:

1st October 2023

Snehapriya Enagandula  
Gandipet, Hyderabad  
Hyderabad  
Hyderabad  
Telangana -500075

Re: Employment Agreement (“Agreement”)

Dear Snehapriya Enagandula,

We are pleased to offer you employment as **Trainee**, at **Azentio Software Private Limited**, India (the “**Company**”). Your employment with the Company shall commence on and be governed by the terms and conditions as set out in this Agreement, your appointment will be effective on your joining date, **01<sup>st</sup> October 2023** (“**Joining Date**”) and shall continue until terminated in accordance with the terms of this Agreement. This appointment is subject to:

- (a) you having ceased employment with your previous employer and not being in breach of or party to any prior agreement, contract, or arrangement with any other person (including, but not limited to, any restrictive covenant arising out of employment with any previous employer) which prevents you from lawfully fulfilling your employment obligations to the Company; and
- (b) satisfactory verification by the Company of all information, background check, documents, and evidence that the Company may require you to furnish in relation to your employment with the Company.

In the event that any of the conditions set out above is not fulfilled by the Joining Date, the Company may, by written notice to you, immediately withdraw this offer of employment without any liability in your favor.

1. **Location:** You will be based in **HYDERABAD**. However, you will, from time to time and in connection with the performance of your duties, be required to travel to places, whether within or outside HYDERABAD, by such means and on such occasions as the Company may from time to time require at its sole and absolute discretion.
2. **Probation:** Your employment will be subject to a probationary period of 6 months (“**Probationary Period**”). If the performance is, in the opinion of the Company, found to be satisfactory during this period, then the Company shall confirm the appointment in writing. The Company may, at its sole discretion, extend the Probationary Period, by providing you prior written notice. Your employment remains subject to one (1) month notice of termination until you are notified in writing of the satisfactory completion of the Probationary Period.
3. **Deductions & Disclosures:** We will withhold and/or deduct from your compensation all such amounts as may be required by the prevailing Indian laws and deposit them with the local authorities. We shall also be disclosing confidential information, about you and your employment with us, to the authorities as may be required under the prevailing Indian laws. You are responsible for complying with tax regulations and for declaring taxable earnings as required by the prevailing Indian laws. You shall be solely responsible to pay all taxes which may be levied or assessed on any sum paid and/or other benefit provided to you by the Company.

**Azentio Software Private Limited**

Registered Office: Aurum Q Parc, Unit No. 703, 7th Floor, Building Q2, Plot No. Gen 4/1, TTC Industrial Area, Thane Belapur Road, Ghansoli Navi Mumbai - 400710, India

A: Office #2, 4th Floor, Western Dallas Centre, Hyderabad Knowledge City, Survey #83/1, Raidurg, Serilingampally Mandal, RR District, Hyderabad - 500032, India

E: [contactus@azentio.com](mailto:contactus@azentio.com) | W: [www.azentio.com](http://www.azentio.com)

CIN: U72900MH2020PTC351458

4. **Duties and Responsibilities:** You will assume the position of **Trainee** of the company, or other such role of a like status as the Company considers appropriate and reasonable from time to time and have the duties and responsibilities attendant to such position. During your employment with the Company, you will:
- (a) devote your entire time, attention, and energy to the performance of your duties.
  - (b) adhere to all the rules, regulations, policies and/or guidelines laid down by the Company for its personnel or in respect of the services and the mode and manner of performance thereof.
  - (c) comply with Azentio's Codes of conduct (attached herewith as **Annexure 2**), Company Policies, rules or regulations under applicable laws, as set forth by all relevant regulatory agencies, exchanges and self-regulatory bodies relevant to you and/or the Company's business.
  - (d) not be engaged in any other business activity without the prior written approval of the Company, whether or not such business activity is pursued for gain, profit or other pecuniary advantage, except for your personal investment activities carried on for your own benefit and account, provided that such investment activities do not require any services on your part in any operations and do not in any manner interfere with the duties to be performed by you hereunder for the Company;
  - (e) not engage in any activities, which in the opinion of the Company are in conflict with the business objectives of the Company or the business objectives of the Company's related corporations.
  - (f) perform your duties and functions under this Agreement in a professional manner and in a manner satisfactory to the Company.
  - (g) where required, provide services and/or perform duties for the Company's affiliates, on behalf of the Company.
  - (h) use your best endeavours to promote and protect the interests and reputation of the Company and its related corporations.
  - (i) disclose any interests you may have in any transaction or proposed transaction with the Company or its related corporations.
  - (j) not at any time make improper use of any information which you may have acquired by virtue of your position within the Company to gain any advantage for yourself or for any other person, whether directly or indirectly; and
  - (k) not at any time allow yourself to be placed in a position where your personal interests might conflict with your duties and obligations to the Company, whether directly or indirectly.

In addition to the terms and conditions herein, your employment shall be subject to such instructions, guidelines, procedures, policies, and regulations which may from time to time be prescribed, introduced, varied and/or amended by the Company, and all applicable laws. In the event of a conflict between the terms of any such instructions, guidelines, procedures, policies and regulations, and the terms of this Agreement, the terms of this Agreement shall prevail.

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**5. Compensation, Benefits and Entitlements:**

- (a) **Total Fixed Compensation:** Your Total Fixed Compensation shall be as per **Annexure 1** of this Agreement.
- (b) **Target Bonus:** You are eligible to receive an annual incentive amount as per **Annexure 1** of this Agreement, subject to the achievement of the performance targets determined by the Company in its sole and absolute discretion and notified to you from time to time. The payment of such annual incentive amount is not apportionable for any part of a fiscal year served, and payment of any such annual incentive amount shall be conditional upon you remaining in service on the date when the Company pays bonuses to its employees and not having served notice of resignation or been served with notice of termination.
- (c) **Employees' Provident Fund:** Your contribution towards the Employees Provident Fund Scheme under the Employees' Provident Fund and Miscellaneous Provisions Act, 1952, as may be amended or replaced from time to time, will be deducted each month from your salary. You would be entitled to gratuity as per the Payment of Gratuity Act, 1972 as may be amended or replaced from time to time.
- (d) **Medical Benefits:** You will also be entitled to benefits under the Company's standard medical insurance policy.  
Please note that your salary and other benefits are confidential and are not to be disclosed to anyone. Such information is known only to our authorized staff who have been impressed with the need to maintain strict confidentiality.

6. **Leaves:** You shall be entitled to leaves in accordance with Company's policy, as amended from time to time. In the event you are prevented from performing your duties under this Agreement as a result of illness, injury or any other incapacity, you shall be required to give prior notice to the Company at the earliest possible opportunity.
7. **Other Benefits:** You shall be entitled to other benefits such as, benefits under the Employees' State Insurance Scheme under the Employees' State Insurance Act, 1948, as may be amended or replaced from time to time. You shall also be entitled to other benefits applicable to your level/grade within the organization as may be decided by the Company in its sole and absolute discretion from time to time. In accordance with applicable law, the Company shall be entitled to amend or vary the terms on which these benefits are provided, or withdraw any or all of them, as the Company sees fit.
8. **Expenses:** The Company shall reimburse you, in accordance with the prevailing policies of the Company, for all reasonable travel and business expenses incurred and paid by you (provided prior written approval has been obtained for such expenses) in the course of performing your duties, subject to your presentation of expense statements or vouchers and such other supporting information/evidence as the Company may from time-to-time request. Any expenses incurred in deviation from the said policies shall be reimbursed only if the Company has given its prior approval for such expenses.

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9. **Equipment and Property:** During your employment, you will be responsible for the safe upkeep of all equipment and property belonging to the Company that may be entrusted to you. In the event of the termination of your employment for any or no reason, you undertake to return all such equipment and property in good working condition immediately. In the event you fail to return the said equipment and property, the Company shall be entitled to recover the value of such equipment and property, by adjusting the same against the remuneration payable to you on termination, subject to and in accordance with applicable laws. In the event of such recoverable value being more than the remuneration payable to you on termination, you undertake to pay the difference within five (5) days after being notified of the same.
10. **Working Hours:** You will be expected to work such hours as may be required or desirable for the proper discharge of your duties, and you will not be entitled to be paid any additional compensation for work performed outside normal business hours. You shall not, without the prior written consent of the Company, devote less than all of your business time to the business and affairs of the Company (and such consent shall only be given in circumstances where the relevant role, position or other responsibility is performed by you in a non-executive capacity and without compensation of any kind other than any *de minimis* amounts received for reimbursement of costs and expenses).

#### 11. Restrictive Covenants:

You undertake with the Company that, except with the prior written consent of the Company (which consent will be withheld only insofar as may be reasonably necessary to protect the legitimate interests of the Company), during the term of your employment, you will not:

- (a) engage or be interested, directly or indirectly (otherwise than by virtue of your interests as a shareholder or employee of the Company), in any business within the Asia-Pacific region, Middle East and/or Africa regions, or any other location in which the Company or any of its affiliates is conducting business during your employment, similar to or competing with the business carried on by the Company or any of its affiliates (the “**Competing Business**”);
- (b) assist with technical advice any person, firm, company, or organization engaged, or about to be engaged, in the Competing Business.
- (c) either on your own account, or in conjunction with or on behalf of any other person, firm, company or organization, for the purposes of the Competing Business, solicit or entice away or attempt to solicit or entice away as a customer of the Company or any of its affiliates any person, firm or company who, at any time during the term of your employment with the Company, has been a customer or client of the Company or any of its affiliates;
- (d) either on your own account, or in conjunction with or on behalf of any other person, firm, company or organization, for the purposes of the Competing Business, interfere with the relationship between the Company or any of its affiliates and any person, firm or company who, at any time during the term of your employment with the Company, has been a prospective customer or other business relation of the Company or any of its affiliates; or
- (e) either on your own account, or in conjunction with or on behalf of any other person, firm, Company or organization, solicit or entice away or attempt to solicit or entice away from the Company, for the purposes of the Competing Business, any person who is an officer, manager or key employee of the Company, whether or not such person would commit a breach of his or her contract of employment by reason of leaving such employment, and provided, further, that this sub-clause (e) will also apply to any individual who previously was an officer, manager or key employee of the Company within the 12 (twelve) month period preceding the prohibited conduct.

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- (f) You undertake with the Company that, except with the prior written consent of the Company (which consent will be withheld only insofar as may be reasonably necessary to protect the legitimate interests of the Company), for a period of 6 (six) months following the termination of your employment (“Restricted Period”) hereunder for any or no reason whatsoever, you will not:
- (i) engage or be interested, directly or indirectly, in any Competing Business in the Asia-Pacific, Middle East and/or Africa regions or any other location in which the Company or any of its affiliates is conducting or actively planning to conduct, business as of the time of your termination (each, a “Prohibited Territory”) as carried on by the Company during your employment (the “Protected Period”);
  - (ii) assist with technical advice any person, firm, company or organization engaged or about to be engaged in the Competing Business in any Prohibited Territory, as carried on by the Company during the Protected Period.
  - (iii) either on your own account, or in conjunction with or on behalf of any other person, firm, Company or organization, for the purposes of the Competing Business in a Prohibited Territory, solicit or entice away or attempt to solicit or entice away as a customer of the Company or any of its affiliates any person, firm or company who, at any time during the Protected Period, has been a customer or client of the Company or any of its affiliates;
  - (iv) either on your own account, or in conjunction with or on behalf of any other person, firm, company or organization, for the purposes of the Competing Business, interfere with the relationship between the Company or any of its affiliates and any person, firm or company who, at any time during the Protected Period, was a prospective customer or other business relation of the Company or any of its affiliates; or
  - (v) either on your own account, or in conjunction with or on behalf of any other person, firm, Company or organization, solicit or entice away or attempt to solicit or entice away from the Company, for the purposes of the Competing Business in a Prohibited Territory, any person who is an officer, manager or key employee of the Company with whom you had material dealings during the Protected Period, whether or not such person would commit a breach of his or her contract of employment by reason of leaving such employment, and provided, further, that this sub-clause (v) will also apply to any individual who previously was an officer, manager or key employee of the Company within the 12 (twelve) month period preceding the prohibited conduct.

You acknowledge that the covenants set forth herein are reasonable as to time, geography and scope and that the enforcement of the covenants set forth above will not prevent you from earning a livelihood.

**12. Non-Disclosure & Confidential Information:** In recognition of the special, unique, and highly confidential aspects of the Company’s business which you may in the course of your employment learn or be exposed to or become privy to or participate in, you hereby acknowledge and agree that:

- (a) all rights, title, and interest in and to all Proprietary Information, Proprietary Rights, Proprietary Proceeds or Proprietary Assets relating to the business or affairs of the Company shall belong to, vest in and remain at all times in the Company solely and absolutely. You hereby assign to the Company all such rights, title, and interest to which you are or may at any time after the date of this Agreement be entitled by virtue of or pursuant to any of the laws in force anywhere in the world, for the full period of the protection of such rights, title, and interest, including all renewals, reversions and extensions. You further agree that all materials, documents, or computer media containing, comprising or which are necessary for the use of such rights, title and interest are the property of the Company.

**Azentio Software Private Limited**

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- (b) you will not, during or after the cessation of your employment for any or no reason, claim ownership use, possess, copy, disclose, transfer and/or otherwise deal with or make available to third party any Proprietary Information, Proprietary Rights, Proprietary Proceeds or Proprietary Assets relating to the business or affairs of the Company and its customers, partners and prospects for any purpose other than in the usual course of business of the Company for discharging your duties and responsibilities as envisaged in this Agreement.
- (c) for all purposes of this Agreement, the following terms have the meanings assigned to them as follows:
- (I) **“Proprietary Assets”** shall mean any and all Proprietary Proceeds wholly or partially created, completed and/or developed by you, acting alone or jointly with others at any time during your employment with the Company.
  - (II) **“Proprietary Information”** shall mean any and all sales data, internal procedures, future strategies, plans, automation strategies, organizations, inventions, research, designs, products, processes, formulae, know-how, customer lists, trade secrets and/or other non-public information or data (including financial, statistical, technical and personnel data) related, directly or indirectly, to the business of the Company or any of its affiliates and their respective customers, partners or prospects.
  - (III) **“Proprietary Proceeds”** shall mean all proceeds and products of any Proprietary Information and/or Proprietary Rights.
  - (IV) **“Proprietary Rights”** shall mean all rights, benefits, title or interest in or to any patents, trademarks, copyrights, trade names, web-site names, service marks, brands, trade secrets, permits, licenses, franchises, right of confidential information, rights of creators and/or similar rights and privileges, and all other intellectual property, proprietary information and knowledge, in any technology, computer systems, computer programs, computer software, devices, databases, formulae, including information in respect of any design, methodology, techniques and documentation thereof, whether domestic or foreign, statutory and /or common law, filed or not filed, perfected or unperfected; and
- (d) You represent and covenant that you are not presently and will not hereafter become a party to any contract or agreement that contravenes any of the terms, provisions, purposes, or intents of this Agreement. You agree not to disclose any third party any Proprietary Information, Proprietary Rights, Proprietary Proceeds or Proprietary Assets provided to you by the Company, unless such Proprietary Information, Proprietary Rights, Proprietary Proceeds or Proprietary Assets is or are:
- (I) as of the time of disclosure or thereafter, publicly available through a source other than the Company; or
  - (II) made known to you by third person and who does not impose any obligation of confidence or non-disclosure on you with respect to such information; or
  - (III) approved for disclosure by prior written consent of the Company; or
  - (IV) required to be disclosed pursuant to the governmental authority, law, regulation, duly authorized subpoena, court order or applicable professional requirements, whereupon you shall provide prior notice to the Company of such disclosure.

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**13. Termination:**

- (a) Either the Company or you may, at any time, terminate your employment by giving not less than 2 (two) months written notice of termination to the other party, provided that, in either case, either party may, by written notice to the other party, terminate your employment immediately or with such shorter period of notice than that stipulated above, in which case the Company will pay to you a payment in lieu of notice (or the remaining balance of the period of notice that is otherwise required to be given) (“**Payment in Lieu**”). You will have no right to receive a Payment in Lieu unless the Company has exercised its discretion. This Payment in Lieu will be equal to the basic salary (as at the date of termination) which you would have been entitled to receive under this Agreement during your notice period (or, if notice has already been given, during the remainder of the notice period) less deductions as per applicable law. For the avoidance of doubt, the Payment in Lieu shall not include any element in relation to:
- (I) any bonus or commission payments that might otherwise have been due during the period for which the Payment in Lieu is made.
  - (II) any payment in respect of benefits which you would have been entitled to receive during the period for which the Payment in Lieu is made; and
  - (III) any payment in respect of any holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- (b) Notwithstanding anything contained herein, the Company shall be entitled to terminate your employment immediately by giving you written notice of termination and without any compensation whatsoever if:
- (I) you commit any act of dishonesty or fraud.
  - (II) you are indicted for, convicted of or plead guilty or no contest to any felony (or its foreign equivalent) or any crime of moral turpitude.
  - (III) you commit any breach of any of the terms and conditions in this Agreement, or any regulation or rule generally applying to the Company’s employees as may be introduced by the Company from time to time.
  - (IV) you commit any breach of any code of conduct, rule or regulation under applicable laws as set forth by all relevant regulatory agencies, exchanges, and self-regulatory bodies relevant to you and/or the Company’s business.
  - (V) you commit any breach of any code of conduct or similar policy maintained by the Company or any of its affiliates.
  - (VI) you are found to have committed any misconduct or neglect in the discharge of your duties hereunder.
  - (VII) you repeatedly fail or refuse to follow the lawful directives of the Board of Directors of the Company.
  - (VIII) you absent yourself from work without the Company’s permission for a period of at least two working days, and the reason for your absence is not related to Incapacity, nor such other reason that, in the opinion of the Company, could have been communicated to the Company by no later than the first day of absence.
- (c) You agree that if your employment is terminated, or if so, requested by the Company, you shall immediately and automatically resign from all offices held by you in the Company and/or any of its affiliates (including as a director or manager of the Company or any such related affiliate) (if applicable) without claim for compensation for loss of office. If you fail to do so, you hereby irrevocably authorise the Company to appoint any person in your name and on your behalf to sign and deliver such resignation or resignations to the Company and/or any of its affiliates.

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**14. Garden Leave:**

- (a) Nothing in this Agreement shall be construed as imposing on the Company any obligation to provide work to you or that you have the right to perform any work for the Company.
- (b) After notice of termination or resignation has been given pursuant to Clause h by either party, or if you purport to terminate your employment in breach of contract, the Company may, in its sole and absolute discretion, for all or part of the notice period (the “**Garden Leave Period**”):
  - (I) relieve you of any of your duties.
  - (II) assign to you reduced or alternative duties at such location (including your home) as the Company may decide.
  - (III) prohibit contact and/or dealings between you and clients, customers and/or such employees of the Company as the Company may in its sole and absolute discretion determine; and/or
  - (IV) exclude you from any office of the Company.
- (c) During the Garden Leave Period, you shall:
  - (I) continue to receive your basic salary and all contractual benefits in the usual way and subject to the terms of any benefit arrangement; and
  - (II) shall remain an employee of the Company and bound by the terms of this Agreement (including any implied duties of good faith and fidelity).
- (d) Such action taken by the Company as set out above shall not constitute a breach of this Agreement, nor shall you have any claim against the Company in respect of such action.
- (e) During the Garden Leave Period, you shall remain readily contactable and available for work. If so requested, you shall report for work at such time and place as the Company may require.

**15. Data Protection and Disclosure of Personal Information:**

- (a) You shall comply with the Company’s data protection policy when handling personal data in the course of employment including personal data relating to any employee, worker, contractor, customer, client, supplier, or agent of the Company. You will also comply with the Company’s IT and communications systems policy.
- (b) Failure to comply with the privacy notice, data protection policy or any of the policies listed above at Clause h may be dealt with under the Company’s disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- (c) You hereby consent to the Company collecting, processing, using and/or disclosing data (including any personal data) relating to you, at any time, for the following purposes:
  - (i) performing obligations under or in connection with this Agreement.
  - (ii) all administrative and human resources related matters within the Company, including administering payroll, granting access to the Company’s premises and computer systems, processing leave applications, administering your insurance and other benefits, processing your claims and expenses, investigating any acts or defaults (or suspected acts or defaults) and developing human resource policies.

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- (iii) managing and terminating the Company's employment relationship with you, including monitoring your internet access and your use of the Company's intranet email to investigate potential contraventions of the Company's internal or external compliance regulations, and resolving any employment-related grievances.
  - (iv) assessing and evaluating your suitability for employment/appointment or continued employment/appointment in any position within the Company.
  - (v) ensuring business continuity for the Company in the event that your employment with the Company is or will be terminated.
  - (vi) performing obligations under or in connection with the provision of the Company's goods or services to its clients.
  - (vii) facilitating any proposed or confirmed merger, acquisition or business asset transaction involving any part of the Company, or corporate restructuring process; and
  - (viii) facilitating the Company's compliance with any laws, customs and regulations which may be applicable to the Company.
- (d) You warrant that where you have disclosed personal data of third parties (e.g., next-of-kin, friends, or referees) to the Company in connection with the abovementioned purposes, you have obtained the prior consent of such third parties for the Company to collect, use and disclose such personal data for such purposes, in accordance with any applicable laws, regulations and/or guidelines. You agree to comply with all data protection laws applicable to you, and all rules, policies and procedures of the Company relating to data protection in force from time to time.
- (e) You also acknowledge and consent to the Company's disclosure of any data (including any personal data) relating to you to any of the Company's insurers, bankers, medical practitioners, service providers and/or any government or regulatory authority and/or potential purchasers of the Company (or any part thereof or business comprised therein) for any of the purposes described in Clause 13.
- (f) Under the Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules, 2011, you agree to give your consent for collecting your biometric data to be stored safely & securely on Company server for biometrics attendance system. The information collected from you shall only be used for the purpose for which it has been collected and will not be retained longer than it is required or is otherwise required under any other law for the time being in force. The information collected from you will not be shared with any third party without your consent except order as per the law for the time being in force.

**16. Collective Agreement:** There is no collective agreement which directly affects your employment with the Company.

**17. Disciplinary and Grievance procedures:**

- (a) You shall be subject to the Company's disciplinary and grievance procedures, copies of which are available on the Company's intranet. These procedures do not form part of your contract of employment.
- (b) If you want to raise a grievance, you may apply in writing to the Chief Operating Officer in accordance with the Company's grievance procedure available on the Company's intranet.
- (c) If you wish to appeal against a disciplinary decision you may apply in writing to the appeal officer in accordance with the Company's disciplinary procedure.

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- (d) The Company may suspend you from any or all of your duties for no longer than is necessary to investigate any disciplinary matter involving you or so long as is otherwise reasonable while any disciplinary procedure against you is outstanding.
- (e) During any period of suspension:
- (i) you shall continue to receive your basic salary and all contractual benefits in the usual way and subject to the terms of any benefit arrangement.
  - (ii) shall remain an employee of the Company and bound by the terms of this Agreement (including any implied duties of good faith and fidelity).
  - (iii) shall ensure the Company knows where you will be and how you can be contacted during each working day (except during any periods taken as holiday in the usual way).
  - (iv) the Company may exclude you from your place of work or any other premises of the Company; and
  - (v) the Company may require you not to contact or deal with (or attempt to contact or deal with) any officer, employee, consultant, client, customer, supplier, agent, distributor, shareholder, adviser, or other business contact of the Company.
18. **Address:** You will at all times keep the Company advised in writing of your local residential address in full, with unit number, apartment block, building name, street name and postal code, and forthwith notify the Company in writing of any change to such information.
19. **Injunctive relief:** You hereby acknowledge and agree that any breach by you of any provision of Clauses 11 and/or 12 is likely to cause irreparable harm to the Company and its interests. You accept that monetary damages are unlikely to adequately compensate the Company in such event, and hence, in the event of any actual or threatened breach of any provision of Clause 11 or 12, and notwithstanding anything contained herein, you agree that the Company shall be entitled to injunctive or other equitable relief from any court of competent jurisdiction to enjoin such breach, and you expressly submit to the jurisdiction of any such court for the purpose. You also consent to the issuance by such court of a temporary restraining order to maintain the status quo pending the outcome of any substantive proceedings.
20. **Waiver:** Whenever this Agreement requires or permits consent by or on behalf of any party, such consent shall be given in writing. Any provision of this Agreement may be waived if, and only if, such waiver is in writing and signed by the party against whom the waiver is to be effective. The rights and remedies herein provided shall be cumulative and not exclusive of any rights or remedies provided by law.
21. **Notices:** All notices, requests, demands and other communications required or permitted hereunder shall be in writing and all shall be deemed to have been duly given if delivered by hand or mailed by certified or registered mail with postage, prepaid and properly addressed to the other party at the last known address of such party.
22. **Dispute Resolution:** Any dispute or difference arising in connection with the interpretation or implementation or validity or otherwise of this Agreement or your employment by the Company or otherwise arising out of this Agreement or your employment by the Company, which cannot be resolved through friendly consultations between you and the Company within 30 (thirty) days from the date of commencement of discussions, may be referred to the courts of India for resolution.

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23. **Applicable Law:** This Agreement and your employment by the Company shall be governed and enforced in accordance with the laws of India. You and the Company agree to submit to the exclusive jurisdiction and venue of the courts of India in respect of all matters relating to this Agreement and your employment, including to resolve any disputes arising hereunder.
24. **Entire Agreement:** This Agreement constitutes the entire agreement between the parties hereto with respect to its subject matter and supersedes all other oral or written representations, understandings or agreements between the parties hereto relating to the subject matter hereof and may not be amended except by a written agreement signed by the parties. No variation or agreed termination of this Agreement shall be effective unless it is in writing and signed by the parties (or their authorized representatives).
25. **Survival:** All clauses in this Agreement relating to confidentiality, privacy, non-solicitation and waiver shall survive the termination of your employment hereunder, except to the extent that those obligations are terminated, replaced or varied by any subsequent contract, but shall, in the context of Clause 12, cease to apply to any information or knowledge which may come into the public domain other than by any breach of Clause 12.
26. **Third Party Rights:** A person who is not a party to this Agreement has no right under applicable law to enforce any term of this Agreement.
27. **Enforceability:** The invalidity or unenforceability of any provision of this Agreement shall not affect the validity, legality, or enforceability of the remainder of this Agreement in any way. In the event any of the provisions of this Agreement shall be held by a court or tribunal of competent jurisdiction to be unreasonable restraint of trade, void for public policy reasons or otherwise unenforceable, such provision shall be deemed to be severed from this Agreement and the remaining portion of this Agreement shall remain in full force and effect and shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein. It is intended that all rights and obligations of the parties hereunder shall be enforceable to the fullest extent permitted by law.
28. **Reconstruction and amalgamation:** If the appointment is terminated at any time by reason of any reconstruction or amalgamation of the Company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are no less favorable to any material extent than the terms of this Agreement, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

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29. **Warranty:** You warrant that:

- (a) you have voluntarily accepted the offer contained within this Agreement without any duress from the Company.
- (b) other than as set out in this Agreement, the Company has not made any promises, representations, or inducements to you to accept this Agreement.
- (c) you have had full opportunity to consult your legal advisers concerning the nature, effect and extend of this Agreement before accepting it.
- (d) all representations made by you in terms of your education, qualification, experience, personal/family, and health details for securing this Agreement are true, and you have neither held back any material information nor made any false representation; and
- (e) you are aware that the Company is relying on this warranty in connection with your employment.

The Company reserves the right to vary any of the terms and conditions of employment in accordance with the changes in its policies and practices by notice to you.

If you are agreeable to the above-mentioned terms and conditions, please confirm your acceptance of such terms and conditions by signing the acceptance clause as mentioned below within 7(seven) days of the date of this Agreement and returning the signed Agreement to us, failing which the offer made to you by this Agreement, shall, unless otherwise decided by the Company, be automatically revoked. This Agreement is issued to you in duplicate. Kindly have the same signed as a token of acceptance in duplicate. Thereafter, you should retain the original and return the duplicate copy.

Yours faithfully,

**For Azentio Software Private Limited**



**1<sup>st</sup> October 2023**

**By : Sathiyarayan K S**

**Title : Senior Director – Human Resources**

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I have read the terms and conditions set out above and agree to accept employment on the terms and conditions mentioned above in this Agreement.

Name: Snehapriya Enagandula

Signature:

Date:

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## ANNEXURE 1

Name : Snehapriya Enagandula  
 Reporting Manager : Israel Choppala  
 Career Level : T  
 Designation : Trainee  
 Work Location : HYDERABAD  
 Date of Joining : 1<sup>st</sup> October 2023

### A. COMPENSATION DETAILS

Components	INR Annual
Basic	1,60,000
Supplementary Allowance/Flexi Allowance	2,18,400
<b>Gross Pay</b>	<b>3,78,400</b>
PF Employer's Contribution	21,600
<b>Total Fixed Pay (TFP)</b>	<b>4,00,000</b>
Gratuity	7,696
<b>Total Target Compensation</b>	<b>4,07,696</b>

In addition to the salary and bonus mentioned in your employment agreement, you will be paid a

- Retention bonus of ₹ 25,000/- (Indian Rupees Twenty-Five Thousand only) along with your first month salary and ₹ 75,000/- (Indian Rupees Seventy-Five Thousand only) after completion of 1 Year and this retention bonus will be subject to applicable taxes and the terms and conditions given below.

In the event of, either party gives notice to the other to terminate your employment (for any reason) prior to the first 1.5 years of the Commencement Date, you will be required to repay to us an amount equal to 100 percent of the net amount of the Joining Bonus and the Retention bonus paid to you.

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**ANNEXURE 2**

[Code\\_of\\_Conduct.pdf \(azentio.com\)](#)

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1<sup>st</sup> October 2023

Mahesh Ghattamaneni  
8-6-373/1 BHAVANI NAGAR  
OLD BOWENPALLY  
Hyderabad  
Telangana -500011

Re: Employment Agreement (“Agreement”)

Dear Mahesh Ghattamaneni,

We are pleased to offer you employment as **Trainee**, at **Azentio Software Private Limited**, India (the “**Company**”). Your employment with the Company shall commence on and be governed by the terms and conditions as set out in this Agreement, your appointment will be effective on your joining date, **01<sup>st</sup> October 2023** (“**Joining Date**”) and shall continue until terminated in accordance with the terms of this Agreement. This appointment is subject to:

- (a) you having ceased employment with your previous employer and not being in breach of or party to any prior agreement, contract, or arrangement with any other person (including, but not limited to, any restrictive covenant arising out of employment with any previous employer) which prevents you from lawfully fulfilling your employment obligations to the Company; and
- (b) satisfactory verification by the Company of all information, background check, documents, and evidence that the Company may require you to furnish in relation to your employment with the Company.

In the event that any of the conditions set out above is not fulfilled by the Joining Date, the Company may, by written notice to you, immediately withdraw this offer of employment without any liability in your favor.

1. **Location:** You will be based in **HYDERABAD**. However, you will, from time to time and in connection with the performance of your duties, be required to travel to places, whether within or outside HYDERABAD, by such means and on such occasions as the Company may from time to time require at its sole and absolute discretion.
2. **Probation:** Your employment will be subject to a probationary period of 6 months (“**Probationary Period**”). If the performance is, in the opinion of the Company, found to be satisfactory during this period, then the Company shall confirm the appointment in writing. The Company may, at its sole discretion, extend the Probationary Period, by providing you prior written notice. Your employment remains subject to one (1) month notice of termination until you are notified in writing of the satisfactory completion of the Probationary Period.
3. **Deductions & Disclosures:** We will withhold and/or deduct from your compensation all such amounts as may be required by the prevailing Indian laws and deposit them with the local authorities. We shall also be disclosing confidential information, about you and your employment with us, to the authorities as may be required under the prevailing Indian laws. You are responsible for complying with tax regulations and for declaring taxable earnings as required by the prevailing Indian laws. You shall be solely responsible to pay all taxes which may be levied or assessed on any sum paid and/or other benefit provided to you by the Company.

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4. **Duties and Responsibilities:** You will assume the position of **Trainee** of the company, or other such role of a like status as the Company considers appropriate and reasonable from time to time and have the duties and responsibilities attendant to such position. During your employment with the Company, you will:
- (a) devote your entire time, attention, and energy to the performance of your duties.
  - (b) adhere to all the rules, regulations, policies and/or guidelines laid down by the Company for its personnel or in respect of the services and the mode and manner of performance thereof.
  - (c) comply with Azentio's Codes of conduct (attached herewith as **Annexure 2**), Company Policies, rules or regulations under applicable laws, as set forth by all relevant regulatory agencies, exchanges and self-regulatory bodies relevant to you and/or the Company's business.
  - (d) not be engaged in any other business activity without the prior written approval of the Company, whether or not such business activity is pursued for gain, profit or other pecuniary advantage, except for your personal investment activities carried on for your own benefit and account, provided that such investment activities do not require any services on your part in any operations and do not in any manner interfere with the duties to be performed by you hereunder for the Company;
  - (e) not engage in any activities, which in the opinion of the Company are in conflict with the business objectives of the Company or the business objectives of the Company's related corporations.
  - (f) perform your duties and functions under this Agreement in a professional manner and in a manner satisfactory to the Company.
  - (g) where required, provide services and/or perform duties for the Company's affiliates, on behalf of the Company.
  - (h) use your best endeavours to promote and protect the interests and reputation of the Company and its related corporations.
  - (i) disclose any interests you may have in any transaction or proposed transaction with the Company or its related corporations.
  - (j) not at any time make improper use of any information which you may have acquired by virtue of your position within the Company to gain any advantage for yourself or for any other person, whether directly or indirectly; and
  - (k) not at any time allow yourself to be placed in a position where your personal interests might conflict with your duties and obligations to the Company, whether directly or indirectly.

In addition to the terms and conditions herein, your employment shall be subject to such instructions, guidelines, procedures, policies, and regulations which may from time to time be prescribed, introduced, varied and/or amended by the Company, and all applicable laws. In the event of a conflict between the terms of any such instructions, guidelines, procedures, policies and regulations, and the terms of this Agreement, the terms of this Agreement shall prevail.

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**5. Compensation, Benefits and Entitlements:**

- (a) **Total Fixed Compensation:** Your Total Fixed Compensation shall be as per **Annexure 1** of this Agreement.
- (b) **Target Bonus:** You are eligible to receive an annual incentive amount as per **Annexure 1** of this Agreement, subject to the achievement of the performance targets determined by the Company in its sole and absolute discretion and notified to you from time to time. The payment of such annual incentive amount is not apportionable for any part of a fiscal year served, and payment of any such annual incentive amount shall be conditional upon you remaining in service on the date when the Company pays bonuses to its employees and not having served notice of resignation or been served with notice of termination.
- (c) **Employees' Provident Fund:** Your contribution towards the Employees Provident Fund Scheme under the Employees' Provident Fund and Miscellaneous Provisions Act, 1952, as may be amended or replaced from time to time, will be deducted each month from your salary. You would be entitled to gratuity as per the Payment of Gratuity Act, 1972 as may be amended or replaced from time to time.
- (d) **Medical Benefits:** You will also be entitled to benefits under the Company's standard medical insurance policy.  
Please note that your salary and other benefits are confidential and are not to be disclosed to anyone. Such information is known only to our authorized staff who have been impressed with the need to maintain strict confidentiality.

6. **Leaves:** You shall be entitled to leaves in accordance with Company's policy, as amended from time to time. In the event you are prevented from performing your duties under this Agreement as a result of illness, injury or any other incapacity, you shall be required to give prior notice to the Company at the earliest possible opportunity.
7. **Other Benefits:** You shall be entitled to other benefits such as, benefits under the Employees' State Insurance Scheme under the Employees' State Insurance Act, 1948, as may be amended or replaced from time to time. You shall also be entitled to other benefits applicable to your level/grade within the organization as may be decided by the Company in its sole and absolute discretion from time to time. In accordance with applicable law, the Company shall be entitled to amend or vary the terms on which these benefits are provided, or withdraw any or all of them, as the Company sees fit.
8. **Expenses:** The Company shall reimburse you, in accordance with the prevailing policies of the Company, for all reasonable travel and business expenses incurred and paid by you (provided prior written approval has been obtained for such expenses) in the course of performing your duties, subject to your presentation of expense statements or vouchers and such other supporting information/evidence as the Company may from time-to-time request. Any expenses incurred in deviation from the said policies shall be reimbursed only if the Company has given its prior approval for such expenses.

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9. **Equipment and Property:** During your employment, you will be responsible for the safe upkeep of all equipment and property belonging to the Company that may be entrusted to you. In the event of the termination of your employment for any or no reason, you undertake to return all such equipment and property in good working condition immediately. In the event you fail to return the said equipment and property, the Company shall be entitled to recover the value of such equipment and property, by adjusting the same against the remuneration payable to you on termination, subject to and in accordance with applicable laws. In the event of such recoverable value being more than the remuneration payable to you on termination, you undertake to pay the difference within five (5) days after being notified of the same.
10. **Working Hours:** You will be expected to work such hours as may be required or desirable for the proper discharge of your duties, and you will not be entitled to be paid any additional compensation for work performed outside normal business hours. You shall not, without the prior written consent of the Company, devote less than all of your business time to the business and affairs of the Company (and such consent shall only be given in circumstances where the relevant role, position or other responsibility is performed by you in a non-executive capacity and without compensation of any kind other than any *de minimis* amounts received for reimbursement of costs and expenses).

#### 11. Restrictive Covenants:

You undertake with the Company that, except with the prior written consent of the Company (which consent will be withheld only insofar as may be reasonably necessary to protect the legitimate interests of the Company), during the term of your employment, you will not:

- (a) engage or be interested, directly or indirectly (otherwise than by virtue of your interests as a shareholder or employee of the Company), in any business within the Asia-Pacific region, Middle East and/or Africa regions, or any other location in which the Company or any of its affiliates is conducting business during your employment, similar to or competing with the business carried on by the Company or any of its affiliates (the “**Competing Business**”);
- (b) assist with technical advice any person, firm, company, or organization engaged, or about to be engaged, in the Competing Business.
- (c) either on your own account, or in conjunction with or on behalf of any other person, firm, company or organization, for the purposes of the Competing Business, solicit or entice away or attempt to solicit or entice away as a customer of the Company or any of its affiliates any person, firm or company who, at any time during the term of your employment with the Company, has been a customer or client of the Company or any of its affiliates;
- (d) either on your own account, or in conjunction with or on behalf of any other person, firm, company or organization, for the purposes of the Competing Business, interfere with the relationship between the Company or any of its affiliates and any person, firm or company who, at any time during the term of your employment with the Company, has been a prospective customer or other business relation of the Company or any of its affiliates; or
- (e) either on your own account, or in conjunction with or on behalf of any other person, firm, Company or organization, solicit or entice away or attempt to solicit or entice away from the Company, for the purposes of the Competing Business, any person who is an officer, manager or key employee of the Company, whether or not such person would commit a breach of his or her contract of employment by reason of leaving such employment, and provided, further, that this sub-clause (e) will also apply to any individual who previously was an officer, manager or key employee of the Company within the 12 (twelve) month period preceding the prohibited conduct.

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- (f) You undertake with the Company that, except with the prior written consent of the Company (which consent will be withheld only insofar as may be reasonably necessary to protect the legitimate interests of the Company), for a period of 6 (six) months following the termination of your employment (“Restricted Period”) hereunder for any or no reason whatsoever, you will not:
- (i) engage or be interested, directly or indirectly, in any Competing Business in the Asia-Pacific, Middle East and/or Africa regions or any other location in which the Company or any of its affiliates is conducting or actively planning to conduct, business as of the time of your termination (each, a “Prohibited Territory”) as carried on by the Company during your employment (the “Protected Period”);
  - (ii) assist with technical advice any person, firm, company or organization engaged or about to be engaged in the Competing Business in any Prohibited Territory, as carried on by the Company during the Protected Period.
  - (iii) either on your own account, or in conjunction with or on behalf of any other person, firm, Company or organization, for the purposes of the Competing Business in a Prohibited Territory, solicit or entice away or attempt to solicit or entice away as a customer of the Company or any of its affiliates any person, firm or company who, at any time during the Protected Period, has been a customer or client of the Company or any of its affiliates;
  - (iv) either on your own account, or in conjunction with or on behalf of any other person, firm, company or organization, for the purposes of the Competing Business, interfere with the relationship between the Company or any of its affiliates and any person, firm or company who, at any time during the Protected Period, was a prospective customer or other business relation of the Company or any of its affiliates; or
  - (v) either on your own account, or in conjunction with or on behalf of any other person, firm, Company or organization, solicit or entice away or attempt to solicit or entice away from the Company, for the purposes of the Competing Business in a Prohibited Territory, any person who is an officer, manager or key employee of the Company with whom you had material dealings during the Protected Period, whether or not such person would commit a breach of his or her contract of employment by reason of leaving such employment, and provided, further, that this sub-clause (v) will also apply to any individual who previously was an officer, manager or key employee of the Company within the 12 (twelve) month period preceding the prohibited conduct.

You acknowledge that the covenants set forth herein are reasonable as to time, geography and scope and that the enforcement of the covenants set forth above will not prevent you from earning a livelihood.

**12. Non-Disclosure & Confidential Information:** In recognition of the special, unique, and highly confidential aspects of the Company’s business which you may in the course of your employment learn or be exposed to or become privy to or participate in, you hereby acknowledge and agree that:

- (a) all rights, title, and interest in and to all Proprietary Information, Proprietary Rights, Proprietary Proceeds or Proprietary Assets relating to the business or affairs of the Company shall belong to, vest in and remain at all times in the Company solely and absolutely. You hereby assign to the Company all such rights, title, and interest to which you are or may at any time after the date of this Agreement be entitled by virtue of or pursuant to any of the laws in force anywhere in the world, for the full period of the protection of such rights, title, and interest, including all renewals, reversions and extensions. You further agree that all materials, documents, or computer media containing, comprising or which are necessary for the use of such rights, title and interest are the property of the Company.

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- (b) you will not, during or after the cessation of your employment for any or no reason, claim ownership use, possess, copy, disclose, transfer and/or otherwise deal with or make available to third party any Proprietary Information, Proprietary Rights, Proprietary Proceeds or Proprietary Assets relating to the business or affairs of the Company and its customers, partners and prospects for any purpose other than in the usual course of business of the Company for discharging your duties and responsibilities as envisaged in this Agreement.
- (c) for all purposes of this Agreement, the following terms have the meanings assigned to them as follows:
- (I) **“Proprietary Assets”** shall mean any and all Proprietary Proceeds wholly or partially created, completed and/or developed by you, acting alone or jointly with others at any time during your employment with the Company.
  - (II) **“Proprietary Information”** shall mean any and all sales data, internal procedures, future strategies, plans, automation strategies, organizations, inventions, research, designs, products, processes, formulae, know-how, customer lists, trade secrets and/or other non-public information or data (including financial, statistical, technical and personnel data) related, directly or indirectly, to the business of the Company or any of its affiliates and their respective customers, partners or prospects.
  - (III) **“Proprietary Proceeds”** shall mean all proceeds and products of any Proprietary Information and/or Proprietary Rights.
  - (IV) **“Proprietary Rights”** shall mean all rights, benefits, title or interest in or to any patents, trademarks, copyrights, trade names, web-site names, service marks, brands, trade secrets, permits, licenses, franchises, right of confidential information, rights of creators and/or similar rights and privileges, and all other intellectual property, proprietary information and knowledge, in any technology, computer systems, computer programs, computer software, devices, databases, formulae, including information in respect of any design, methodology, techniques and documentation thereof, whether domestic or foreign, statutory and /or common law, filed or not filed, perfected or unperfected; and
- (d) You represent and covenant that you are not presently and will not hereafter become a party to any contract or agreement that contravenes any of the terms, provisions, purposes, or intents of this Agreement. You agree not to disclose any third party any Proprietary Information, Proprietary Rights, Proprietary Proceeds or Proprietary Assets provided to you by the Company, unless such Proprietary Information, Proprietary Rights, Proprietary Proceeds or Proprietary Assets is or are:
- (I) as of the time of disclosure or thereafter, publicly available through a source other than the Company; or
  - (II) made known to you by third person and who does not impose any obligation of confidence or non-disclosure on you with respect to such information; or
  - (III) approved for disclosure by prior written consent of the Company; or
  - (IV) required to be disclosed pursuant to the governmental authority, law, regulation, duly authorized subpoena, court order or applicable professional requirements, whereupon you shall provide prior notice to the Company of such disclosure.

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**13. Termination:**

- (a) Either the Company or you may, at any time, terminate your employment by giving not less than 2 (two) months written notice of termination to the other party, provided that, in either case, either party may, by written notice to the other party, terminate your employment immediately or with such shorter period of notice than that stipulated above, in which case the Company will pay to you a payment in lieu of notice (or the remaining balance of the period of notice that is otherwise required to be given) ("**Payment in Lieu**"). You will have no right to receive a Payment in Lieu unless the Company has exercised its discretion. This Payment in Lieu will be equal to the basic salary (as at the date of termination) which you would have been entitled to receive under this Agreement during your notice period (or, if notice has already been given, during the remainder of the notice period) less deductions as per applicable law. For the avoidance of doubt, the Payment in Lieu shall not include any element in relation to:
- (I) any bonus or commission payments that might otherwise have been due during the period for which the Payment in Lieu is made.
  - (II) any payment in respect of benefits which you would have been entitled to receive during the period for which the Payment in Lieu is made; and
  - (III) any payment in respect of any holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- (b) Notwithstanding anything contained herein, the Company shall be entitled to terminate your employment immediately by giving you written notice of termination and without any compensation whatsoever if:
- (I) you commit any act of dishonesty or fraud.
  - (II) you are indicted for, convicted of or plead guilty or no contest to any felony (or its foreign equivalent) or any crime of moral turpitude.
  - (III) you commit any breach of any of the terms and conditions in this Agreement, or any regulation or rule generally applying to the Company's employees as may be introduced by the Company from time to time.
  - (IV) you commit any breach of any code of conduct, rule or regulation under applicable laws as set forth by all relevant regulatory agencies, exchanges, and self-regulatory bodies relevant to you and/or the Company's business.
  - (V) you commit any breach of any code of conduct or similar policy maintained by the Company or any of its affiliates.
  - (VI) you are found to have committed any misconduct or neglect in the discharge of your duties hereunder.
  - (VII) you repeatedly fail or refuse to follow the lawful directives of the Board of Directors of the Company.
  - (VIII) you absent yourself from work without the Company's permission for a period of at least two working days, and the reason for your absence is not related to Incapacity, nor such other reason that, in the opinion of the Company, could have been communicated to the Company by no later than the first day of absence.
- (c) You agree that if your employment is terminated, or if so, requested by the Company, you shall immediately and automatically resign from all offices held by you in the Company and/or any of its affiliates (including as a director or manager of the Company or any such related affiliate) (if applicable) without claim for compensation for loss of office. If you fail to do so, you hereby irrevocably authorise the Company to appoint any person in your name and on your behalf to sign and deliver such resignation or resignations to the Company and/or any of its affiliates.

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**14. Garden Leave:**

- (a) Nothing in this Agreement shall be construed as imposing on the Company any obligation to provide work to you or that you have the right to perform any work for the Company.
- (b) After notice of termination or resignation has been given pursuant to Clause h by either party, or if you purport to terminate your employment in breach of contract, the Company may, in its sole and absolute discretion, for all or part of the notice period (the “**Garden Leave Period**”):
  - (I) relieve you of any of your duties.
  - (II) assign to you reduced or alternative duties at such location (including your home) as the Company may decide.
  - (III) prohibit contact and/or dealings between you and clients, customers and/or such employees of the Company as the Company may in its sole and absolute discretion determine; and/or
  - (IV) exclude you from any office of the Company.
- (c) During the Garden Leave Period, you shall:
  - (I) continue to receive your basic salary and all contractual benefits in the usual way and subject to the terms of any benefit arrangement; and
  - (II) shall remain an employee of the Company and bound by the terms of this Agreement (including any implied duties of good faith and fidelity).
- (d) Such action taken by the Company as set out above shall not constitute a breach of this Agreement, nor shall you have any claim against the Company in respect of such action.
- (e) During the Garden Leave Period, you shall remain readily contactable and available for work. If so requested, you shall report for work at such time and place as the Company may require.

**15. Data Protection and Disclosure of Personal Information:**

- (a) You shall comply with the Company’s data protection policy when handling personal data in the course of employment including personal data relating to any employee, worker, contractor, customer, client, supplier, or agent of the Company. You will also comply with the Company’s IT and communications systems policy.
- (b) Failure to comply with the privacy notice, data protection policy or any of the policies listed above at Clause h may be dealt with under the Company’s disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- (c) You hereby consent to the Company collecting, processing, using and/or disclosing data (including any personal data) relating to you, at any time, for the following purposes:
  - (i) performing obligations under or in connection with this Agreement.
  - (ii) all administrative and human resources related matters within the Company, including administering payroll, granting access to the Company’s premises and computer systems, processing leave applications, administering your insurance and other benefits, processing your claims and expenses, investigating any acts or defaults (or suspected acts or defaults) and developing human resource policies.

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- (iii) managing and terminating the Company's employment relationship with you, including monitoring your internet access and your use of the Company's intranet email to investigate potential contraventions of the Company's internal or external compliance regulations, and resolving any employment-related grievances.
  - (iv) assessing and evaluating your suitability for employment/appointment or continued employment/appointment in any position within the Company.
  - (v) ensuring business continuity for the Company in the event that your employment with the Company is or will be terminated.
  - (vi) performing obligations under or in connection with the provision of the Company's goods or services to its clients.
  - (vii) facilitating any proposed or confirmed merger, acquisition or business asset transaction involving any part of the Company, or corporate restructuring process; and
  - (viii) facilitating the Company's compliance with any laws, customs and regulations which may be applicable to the Company.
- (d) You warrant that where you have disclosed personal data of third parties (e.g., next-of-kin, friends, or referees) to the Company in connection with the abovementioned purposes, you have obtained the prior consent of such third parties for the Company to collect, use and disclose such personal data for such purposes, in accordance with any applicable laws, regulations and/or guidelines. You agree to comply with all data protection laws applicable to you, and all rules, policies and procedures of the Company relating to data protection in force from time to time.
- (e) You also acknowledge and consent to the Company's disclosure of any data (including any personal data) relating to you to any of the Company's insurers, bankers, medical practitioners, service providers and/or any government or regulatory authority and/or potential purchasers of the Company (or any part thereof or business comprised therein) for any of the purposes described in Clause 13.
- (f) Under the Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules, 2011, you agree to give your consent for collecting your biometric data to be stored safely & securely on Company server for biometrics attendance system. The information collected from you shall only be used for the purpose for which it has been collected and will not be retained longer than it is required or is otherwise required under any other law for the time being in force. The information collected from you will not be shared with any third party without your consent except order as per the law for the time being in force.

**16. Collective Agreement:** There is no collective agreement which directly affects your employment with the Company.

**17. Disciplinary and Grievance procedures:**

- (a) You shall be subject to the Company's disciplinary and grievance procedures, copies of which are available on the Company's intranet. These procedures do not form part of your contract of employment.
- (b) If you want to raise a grievance, you may apply in writing to the Chief Operating Officer in accordance with the Company's grievance procedure available on the Company's intranet.
- (c) If you wish to appeal against a disciplinary decision you may apply in writing to the appeal officer in accordance with the Company's disciplinary procedure.

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- (d) The Company may suspend you from any or all of your duties for no longer than is necessary to investigate any disciplinary matter involving you or so long as is otherwise reasonable while any disciplinary procedure against you is outstanding.
- (e) During any period of suspension:
- (i) you shall continue to receive your basic salary and all contractual benefits in the usual way and subject to the terms of any benefit arrangement.
  - (ii) shall remain an employee of the Company and bound by the terms of this Agreement (including any implied duties of good faith and fidelity).
  - (iii) shall ensure the Company knows where you will be and how you can be contacted during each working day (except during any periods taken as holiday in the usual way).
  - (iv) the Company may exclude you from your place of work or any other premises of the Company; and
  - (v) the Company may require you not to contact or deal with (or attempt to contact or deal with) any officer, employee, consultant, client, customer, supplier, agent, distributor, shareholder, adviser, or other business contact of the Company.
18. **Address:** You will at all times keep the Company advised in writing of your local residential address in full, with unit number, apartment block, building name, street name and postal code, and forthwith notify the Company in writing of any change to such information.
19. **Injunctive relief:** You hereby acknowledge and agree that any breach by you of any provision of Clauses 11 and/or 12 is likely to cause irreparable harm to the Company and its interests. You accept that monetary damages are unlikely to adequately compensate the Company in such event, and hence, in the event of any actual or threatened breach of any provision of Clause 11 or 12, and notwithstanding anything contained herein, you agree that the Company shall be entitled to injunctive or other equitable relief from any court of competent jurisdiction to enjoin such breach, and you expressly submit to the jurisdiction of any such court for the purpose. You also consent to the issuance by such court of a temporary restraining order to maintain the status quo pending the outcome of any substantive proceedings.
20. **Waiver:** Whenever this Agreement requires or permits consent by or on behalf of any party, such consent shall be given in writing. Any provision of this Agreement may be waived if, and only if, such waiver is in writing and signed by the party against whom the waiver is to be effective. The rights and remedies herein provided shall be cumulative and not exclusive of any rights or remedies provided by law.
21. **Notices:** All notices, requests, demands and other communications required or permitted hereunder shall be in writing and all shall be deemed to have been duly given if delivered by hand or mailed by certified or registered mail with postage, prepaid and properly addressed to the other party at the last known address of such party.
22. **Dispute Resolution:** Any dispute or difference arising in connection with the interpretation or implementation or validity or otherwise of this Agreement or your employment by the Company or otherwise arising out of this Agreement or your employment by the Company, which cannot be resolved through friendly consultations between you and the Company within 30 (thirty) days from the date of commencement of discussions, may be referred to the courts of India for resolution.

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23. **Applicable Law:** This Agreement and your employment by the Company shall be governed and enforced in accordance with the laws of India. You and the Company agree to submit to the exclusive jurisdiction and venue of the courts of India in respect of all matters relating to this Agreement and your employment, including to resolve any disputes arising hereunder.
24. **Entire Agreement:** This Agreement constitutes the entire agreement between the parties hereto with respect to its subject matter and supersedes all other oral or written representations, understandings or agreements between the parties hereto relating to the subject matter hereof and may not be amended except by a written agreement signed by the parties. No variation or agreed termination of this Agreement shall be effective unless it is in writing and signed by the parties (or their authorized representatives).
25. **Survival:** All clauses in this Agreement relating to confidentiality, privacy, non-solicitation and waiver shall survive the termination of your employment hereunder, except to the extent that those obligations are terminated, replaced or varied by any subsequent contract, but shall, in the context of Clause 12, cease to apply to any information or knowledge which may come into the public domain other than by any breach of Clause 12.
26. **Third Party Rights:** A person who is not a party to this Agreement has no right under applicable law to enforce any term of this Agreement.
27. **Enforceability:** The invalidity or unenforceability of any provision of this Agreement shall not affect the validity, legality, or enforceability of the remainder of this Agreement in any way. In the event any of the provisions of this Agreement shall be held by a court or tribunal of competent jurisdiction to be unreasonable restraint of trade, void for public policy reasons or otherwise unenforceable, such provision shall be deemed to be severed from this Agreement and the remaining portion of this Agreement shall remain in full force and effect and shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein. It is intended that all rights and obligations of the parties hereunder shall be enforceable to the fullest extent permitted by law.
28. **Reconstruction and amalgamation:** If the appointment is terminated at any time by reason of any reconstruction or amalgamation of the Company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are no less favorable to any material extent than the terms of this Agreement, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

**Azentio Software Private Limited**

Registered Office: Aurum Q Parc, Unit No. 703, 7th Floor, Building Q2, Plot No. Gen 4/1, TTC Industrial Area, Thane Belapur Road, Ghansoli Navi Mumbai - 400710, India

A: Office #2, 4th Floor, Western Dallas Centre, Hyderabad Knowledge City, Survey #83/1, Raidurg, Serilimgampally Mandal, RR District, Hyderabad - 500032, India

E: [contactus@azentio.com](mailto:contactus@azentio.com) | W: [www.azentio.com](http://www.azentio.com)

CIN: U72900MH2020PTC351458

29. **Warranty:** You warrant that:

- (a) you have voluntarily accepted the offer contained within this Agreement without any duress from the Company.
- (b) other than as set out in this Agreement, the Company has not made any promises, representations, or inducements to you to accept this Agreement.
- (c) you have had full opportunity to consult your legal advisers concerning the nature, effect and extend of this Agreement before accepting it.
- (d) all representations made by you in terms of your education, qualification, experience, personal/family, and health details for securing this Agreement are true, and you have neither held back any material information nor made any false representation; and
- (e) you are aware that the Company is relying on this warranty in connection with your employment.

The Company reserves the right to vary any of the terms and conditions of employment in accordance with the changes in its policies and practices by notice to you.

If you are agreeable to the above-mentioned terms and conditions, please confirm your acceptance of such terms and conditions by signing the acceptance clause as mentioned below within 7(seven) days of the date of this Agreement and returning the signed Agreement to us, failing which the offer made to you by this Agreement, shall, unless otherwise decided by the Company, be automatically revoked. This Agreement is issued to you in duplicate. Kindly have the same signed as a token of acceptance in duplicate. Thereafter, you should retain the original and return the duplicate copy.

Yours faithfully,

**For Azentio Software Private Limited**



**1<sup>st</sup> October 2023**

**By : Sathiyarayan K S**

**Title : Senior Director – Human Resources**

---

I have read the terms and conditions set out above and agree to accept employment on the terms and conditions mentioned above in this Agreement.

Name: Mahesh Ghattamaneni

Signature:

Date:

---

**Azentio Software Private Limited**

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CIN: U72900MH2020PTC351458

## ANNEXURE 1

Name : Mahesh Ghattamaneni  
 Reporting Manager : Veerareddy Sagili  
 Career Level : T  
 Designation : Trainee  
 Work Location : HYDERABAD  
 Date of Joining : 1<sup>st</sup> October 2023

### A. COMPENSATION DETAILS

Components	INR Annual
Basic	1,60,000
Supplementary Allowance/Flexi Allowance	2,18,400
<b>Gross Pay</b>	<b>3,78,400</b>
PF Employer's Contribution	21,600
<b>Total Fixed Pay (TFP)</b>	<b>4,00,000</b>
Gratuity	7,696
<b>Total Target Compensation</b>	<b>4,07,696</b>

In addition to the salary and bonus mentioned in your employment agreement, you will be paid a

- Retention bonus of ₹ 25,000/- (Indian Rupees Twenty-Five Thousand only) along with your first month salary and ₹ 75,000/- (Indian Rupees Seventy-Five Thousand only) after completion of 1 Year and this retention bonus will be subject to applicable taxes and the terms and conditions given below.

In the event of, either party gives notice to the other to terminate your employment (for any reason) prior to the first 1.5 years of the Commencement Date, you will be required to repay to us an amount equal to 100 percent of the net amount of the Joining Bonus and the Retention bonus paid to you.

#### Azentio Software Private Limited

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CIN: U72900MH2020PTC351458

**ANNEXURE 2**

[Code\\_of\\_Conduct.pdf \(azentio.com\)](#)

**Azentio Software Private Limited**

Registered Office: Aurum Q Parc, Unit No. 703, 7th Floor, Building Q2, Plot No. Gen 4/1, TTC Industrial Area, Thane Belapur Road, Ghansoli Navi Mumbai - 400710, India

A: Office #2, 4th Floor, Western Dallas Centre, Hyderabad Knowledge City, Survey #83/1, Raidurg, Serilingampally Mandal, RR District, Hyderabad - 500032, India

E: [contactus@azentio.com](mailto:contactus@azentio.com) | W: [www.azentio.com](http://www.azentio.com)

CIN: U72900MH2020PTC351458



## Letter of Offer

5<sup>th</sup> July 2023

Dear **Ms. Swathi Gara**,

### **Welcome to Brane Services Private Limited!**

We are delighted to extend this offer of employment to you for the position of “**Associate Process Leader Trainee**” at Brane Services Private Limited (hereinafter referred to as “Brane” or “Organization”)

We request you to read this Offer letter and return the enclosed duplicate copy or scanned copy by email in as an **acknowledgement of receipt of it and acceptance of the same on or before 6<sup>th</sup> July 2023**, failing which this Offer stands cancelled and withdrawn. Brane reserves the right to revoke, withdraw or modify this Offer letter at any time in its sole discretion. Your date of joining should be on or before **14<sup>th</sup> August 2023** failing which this Offer stands terminated.

Further, on joining Brane, you will be issued an Appointment Letter containing the terms and conditions of your employment with Brane and access to the Organizational policies and guidelines.

You will be working from the Hyderabad office location. However, you may be transferred to other office locations of Brane (or) to its affiliates or subsidiaries, either in India or abroad, as decided by Brane in its sole discretion. Your total C.T.C will be **Rs. 5,00,000/-** and the monthly emoluments before deductions will be **Rs. 39,065/-**. The detailed break up of emoluments and operational details are provided under Annexure-A.

In view of the Organizational needs or corporate restructuring or business considerations, your employment or services can be transferred or assigned by Brane to any of its subsidiaries, affiliate(s), joint venture, or group companies as may be deemed fit and proper by Brane. If, after issuing this Offer letter, there is any change in the Organizational or corporate set up of Brane, then your Appointment Letter may be issued in the name of any other group Organization of Brane referencing this Offer and it shall not be any surprise for you.

**Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi, TG-500081

## **Non-Conflict and Confidentiality Agreement**

The role, in which you join us, is a very important one which will entail dealing with confidential and sensitive data, information and records of the Organization. You will, therefore, be required to sign a “Code of Conduct, Non-Conflict and Confidentiality Agreement” of our Organization at the time of your joining the Organization. As part of your undertaking for the non-compete provision, you shall not take up any work or employment with the competitors of Brane for a period of two(2) years post expiry or earlier termination of your employment with Brane and also as part of your undertaking for non-solicitation provision you shall not solicit or offer employment either directly or indirectly to employees of Brane with any third party or under you for a period of eighteen(18) months post expiry or termination of your employment with Brane. This job requires your fulltime commitment and during your tenure of employment with us, you are not permitted to take up or participate in any other part time or full-time jobs or assignments or employment.

You shall abide by the rules and regulations, policies of the Organization as may be in force from time to time and if there is any breach or violation of them, it may result in disciplinary and legal actions.

## **Documentation**

You are required to furnish the following documents on the day of your joining:

- Proof of age
- Certificates supplementing your highest educational and professional qualification attainments
- Appointment & relieving letter of your previous employer, as applicable
- Two passport-sized photographs
- Form 16 or any other authenticated document supplementing your earnings and income tax declaration/paid in the current financial year
- Photocopy of your PAN card
- Any other documents as may be required by the Organization.

## **Probation**

You will be on probation for a period of six (6) months starting from Your joining date with Brane. At the end of the probation period, your performance will be tested and subject to finding it satisfactory, Brane may in its sole discretion confirm Your employment service with it. If you do not pass the test of confirmation, at the

### **Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi, TG-500081



discretion of Brane, your probationary period may be extended for an additional time period. You shall be deemed to be on probation until and unless your services are confirmed in writing by Brane. In the event you do not pass the test of confirmation, or your conduct and performance are found unsatisfactory either during initial probationary period or during extended probation period your services are liable to be terminated without any notice. Confirmation of Your services with Brane are not automatic and is not a matter of right for you.

### **Termination**

Your employment with the Organization can be terminated by either party:

- a) during probation, you may terminate by giving ninety (90) days prior written notice. The Organization may end your probation and consequently terminate your employment forthwith (or) by giving fifteen (15) days prior written notice.
- b) after confirmation of employment, you may choose to terminate your employment by giving ninety (90) days prior written notice informing Your intent to terminate. Brane may terminate your employment forthwith (or) terminate by giving one (1) month notice (or) by paying one (1) month gross salary in lieu thereof.
- c) Notwithstanding anything contained either in Offer letter or Appointment Letter, Brane reserves its right to terminate forthwith your probation or employment without any notice or without assigning any reasons if in its opinion your probation or continuing you in employment with it is not conducive or is detrimental to the good will or business interests of Brane.

### **Your Information**

For the purposes of the applicable data protection laws, you agree that personal data or information (including sensitive personal data or information) relating to you which has been or is in the future obtained by Brane may be held and processed by Brane or any of its group Organization either by computer or manually for all purposes relating to the performance of your contract of employment and for Brane's legitimate business needs and legal obligations including, but not limited to the following:

- i) Administering and maintaining Brane's personnel records.
- ii) Paying and reviewing salary and other remuneration and benefits.
- iii) Providing and administering benefits (including pension) and private medical health insurance(if any applicable).
- iv) Undertaking performance appraisals and reviews and setting performance targets.
- v) Maintaining sickness and other absence records.
- vi) Taking decisions as to your fitness for work.

#### **Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081



- vii) Providing references and information to future employers, and if necessary, governmental, and quasi-governmental bodies for social security, income tax, customs and other statutory or legal purposes.
- viii) Providing information to future purchasers of Brane or of the business in which you work; and
- ix) Transferring information concerning you to a country or territory outside India. You agree and consent that any personal data to which you have access in the course of your employment with Brane shall treat strictly in accordance with Brane policies and procedures and you shall not use any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

This Offer is based on the information furnished in your application for employment and during the interviews you had with us. This Offer of employment is subject to the positive feedback with respect to Background Verification in relation to the credentials submitted by You and is subject to You being found mentally and medically fit at the time of joining and at all times of your employment with Brane. Background verification will be done at any time during your tenure with Brane.

Notwithstanding any other terms and conditions stipulated herein at any stage during the tenure of your employment with us if it is found that any particulars or details furnished by you are incorrect and / or this Offer letter or Appointment Letter has been obtained by misrepresentation of facts, the Organization shall reserve the right to take necessary legal action in addition to termination of your employment forthwith without any notice..

If you have any queries regarding the Offer, feel free to clarify your doubts with [leadership@braneServices.com](mailto:leadership@braneServices.com)

We take this opportunity to welcome you into the family of Brane Services and look forward to your contribution to the growth of the Organization and yourself.

Thanking you,  
for **Brane Services Private Limited**

**Raghava Avvari**  
HR Head

**Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081



## **ANNEXURE-I**

### **1. Working hours and Work Timings:**

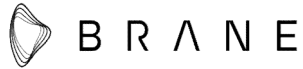
The general work timings for the office are from 9:15am to 6:45pm, within which the leaders are expected to work diligently for 9 hours. The punch in and punch out timings are taken from the biometric device affixed at the entrance of each premise. The organization shall observe a 5-day week from Monday to Friday.

### **2. Leaves:**

You shall be eligible for a total of 21 days leaves in a calendar year. The leaves shall accrue on a monthly basis.

### **3. Background Verification:**

All leaders will be deemed to have been appointed based on representations made and facts disclosed at the time of employment. BRANE has the right to conduct background verification anytime during the leader's employment with the organization. A leader is liable for appropriate action in case of any discrepancy between the claims made by the leader at the time of employment and the facts discovered thereafter.



CTC Per Annum	5,00,000
Monthly CTC	41,667

Annexure - A		
Name: Swathi Gara	DOJ: 14th August 2023	
Role: Associate Process Leader Trainee		
Location: Hyderabad		
<b>A) Monthly Salary Components</b>	<b>INR P.M.</b>	<b>INR P.A.</b>
Basic	16,667	2,00,004
House Rent Allowance	6,667	80,004
LTA	1,628	19,533
Special Allowance Per Month	14,103	1,69,240
<b>Monthly emoluments before deductions: (A)</b>	<b>39,065</b>	<b>4,68,780</b>
<b>B) Long term Benefits</b>		
Provident Fund (Employer Contribution)	1,800	21,600
Gratuity	802	9,620
<b>Total(B)</b>	<b>2,602</b>	<b>31,220</b>
<b>COST TO ORGANIZATION (A+B)</b>		<b>5,00,000</b>

\*Provident Fund(Employee Contribution) will be deducted from Monthly Gross Salary.  
\* Income Tax & Professional Tax will be deducted as per the Act.

For Brane Services Private Limited

Accepted

Name & Signature:


Authorized Signatory

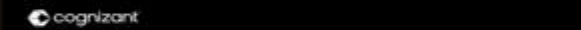
Date:

**Brane Services Private Limited**  
3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi TG-500081



# Intern Offer status update with Cognizant [3kcvpftb] ★

 CognizantTintAc... Oct 31  
to me 😊 ↩ ⋮



This e-mail and any files transmitted with it are for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient(s), please reply to the sender and destroy all copies of the original message. Any unauthorized review, use, disclosure, dissemination, forwarding, printing or copying of this email, and/or any action taken in reliance on the contents of this e-mail is strictly prohibited and may be unlawful. Where permitted by applicable law, this e-mail and other e-mail communications sent to and from Cognizant e-mail addresses may be monitored. This e-mail and any files transmitted with it are for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient(s), please reply to the sender and destroy all copies of the original message. Any unauthorized review, use, disclosure, dissemination, forwarding, printing or copying of this email, and/or any action taken in reliance on the contents of this e-mail is strictly prohibited and may be unlawful. Where permitted by applicable law, this e-mail and other e-mail communications sent to and from Cognizant e-mail addresses may be monitored.



**Private and Confidential – Offer of Employment**

July 12, 2023

Gole Akanksha

Dear Gole:

On behalf of SS CORP SVCS MUMBAI PVT LTD (the **"Company"**), a subsidiary/related corporation of State Street Corporation (**"State Street"**), we are excited to provide you with this full time offer of employment (the **"Offer of Employment"**), and we are delighted that you are considering joining our company! We look forward to having you on board.

The core mission of State Street is to help create better outcomes for the world's investors and the people they serve through leadership, innovation, and decisive action. Hiring talented employees like you is one critical step towards fulfilling our mission.

Your employment will be on the terms set out in this Offer of Employment and the associated Terms and Conditions document, together known as **"the Agreement"**.

**Position Details**

Your expected start date is August 28, 2023. You will be employed in the position of Alpha Application Engineer, Associate 2 with a Bank Title of Associate 2.

Your normal place of work is at Salarpuria Sattva Knowl City in Hyderabad and, from time to time, the home address you have on file. Your working pattern at these locations is subject to agreement with your line manager and may vary to accommodate the needs of our business. You may be required to travel to and work at such other locations as the Company may require from time to time. The Company reserves the right to change your principal place of work.

**Base Compensation**

You will be paid a base salary at the annual gross rate of ₹1,100,000.00.

You will be eligible for overtime.

**Incentive Compensation**

Akanksha

# STATE STREET®

You will have the opportunity to earn variable, discretionary incentive pay in addition to salary. Your incentive compensation will be determined based upon by the performance of the State Street consolidated group of companies, the individual business unit for which you work, and your individual performance. Your incentive compensation will be delivered in (1) immediate cash, or (2) amounts payable at a future date (i.e., "deferred awards") in cash and/or shares of State Street common stock. You will be eligible to participate in the State Street Corporation Incentive Compensation Program, ("the Plan").

Akansha

Page 2 of 3



## Acceptance and Acknowledgment

By signing and dating below, I represent and agree that I have read, understand and agree to the terms and conditions of the Offer of Employment as set forth above and the associated Terms and Conditions Document.

The acceptance must be received no later than 3 business days from the date reflected above or the offer will expire and be of no further force or effect.

I am delighted to extend this Offer of Employment to you on behalf of State Street and hope that you will choose to join our team.



*For and on behalf of the Company*  
Narasimhan SL, Global Head of Talent Acquisition

July 12, 2023

### Accepted and Agreed

Name: Gole Akanksha

Signed: Akanksha.....

Date: 13-07-2023.....

**Date: 09-Nov-2022**

Name: kusuma gonguluri

College: CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY, Proddatur

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear kusuma gonguluri,

Welcome to MINDTREE (hereinafter referred as the "Company"). Congratulations on being selected as a GRADUATE ENGINEER TRAINEE. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (refer annexure 1) and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25,000 pm.**
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as GRADUATE ENGINEER TRAINEE subject to you meeting the eligibility criteria as mentioned in Annexure-1. Your appointment is in accordance with the Apprentices Act, 1961.
4. Documents - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer Annexure-2).
5. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above terms and conditions are acceptable, kindly acknowledge this GRADUATE ENGINEER TRAINEE Offer Letter by digitally signing this offer within 7 days from the date of receipt of this mail and offer document.

If you do not digitally sign the offer letter within the above-mentioned period, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with MINDTREE will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Training Program assessments
- Unauthorized absence during the Training Program
- Integrity and other disciplinary expectations

9. All Annexures appended herewith shall form an integral part of this letter.

10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.

11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.

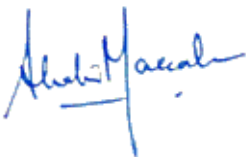
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.

14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.


We welcome you to the MINDTREE family and look forward to a long and fruitful association with you.

Yours faithfully,  
For MINDTREE Ltd.



**Shalini Macaden**  
**VICE PRESIDENT - PEOPLE FUNCTION**

I have read the letter and accept the same.

  
Kusuma Gonguluri (Nov 10, 2022 20:09 GMT+5.5)

**Nov 10, 2022**

**ANNEXURE-1**

Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on date of Offer	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No Year drop allowed.
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: * SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. * Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. * For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. * For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA  * For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered * Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results  Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)  Conversion from CGPA into Percentage must be calculated as per your respective University norms
Re-attempts/ATKTs/Backlogs/Arrears: (Diploma, Graduation, Post-Graduation)	* No active/live backlogs allowed at the time of the interview process * All backlogs (if any) must be cleared <u>with the final semester exams</u> . All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)  * Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. * This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. * Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full-Time courses Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization




Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery
----------------------------------	--



**Self-Declaration:**

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that this recruitment process is completely free of cost.
3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
4. I am flexible to work at any MINDTREE Development Center/ Customer Site/ Partner premise as per business requirement.
5. I am flexible to work in any technology/domain/work shift assigned to me based on the business requirement

Candidate Signature:

  
Kusuma Gonguluri (Nov 10, 2022 20:09 GMT+5.5)

Name: kusuma gonguluri

Institute Name: CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY

Mobile No: 8186862228

Date of interview process: 18-Sep-2022

ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the GRADUATE ENGINEER TRAINEE Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four-wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.





**ANNEXURE-3**

**Name : kusuma gonguluri**

**Salary Grade : C1**

**Date: 09-Nov-2022**

<b>Components</b>	<b>INR p.a.</b>	<b>INR p.m.</b>
Basic	180,000.00	15,000.00
Bouquet of Benefits*	161,040.00	13,420.00
Statutory Bonus	21,000.00	1,750.00
<b>A. Base Salary (p.a.)</b>	<b>362,040.00</b>	<b>30,170.00</b>
Annual Incentive (p.a.)	0.00	
<b>B. Total Variable (p.a.)</b>	<b>0.00</b>	
<b>C. TTC (p.a.)</b>	<b>362,040.00</b>	
Provident Fund (PF)	21,600.00	1,800.00
Gratuity	8,664.00	722.00
Mediclaime Premium	7,704.00	
<b>D. Retirals &amp; Other Benefits</b>	<b>37,968.00</b>	
<b>Cost to Company (CTC) C + D</b>	<b>400,008.00</b>	



**Medical Insurance Premium:**

The Group Mediciclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age). Coverage limits are as per company policy

You would also be eligible to be covered under the Group Term Life and Group Accident Insurance policy as per the company policy.

**Notes:**

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



# Code of Conduct

## **Summary:**

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

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

## **Objective:**

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

## **Eligibility/Applicability:**

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

## **Code of Conduct :**

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

### **1) Personal Interest v/s Mindtree's interest**

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

### **2) Use of proprietary or confidential information of third party**

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

### **3) Office for Profit**

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



#### 4) Vendor relationship

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

#### 5) Using Mindtree's time and assets

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

#### 6) Personal Relationship

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

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

#### 7) Equal Opportunity

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

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

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

#### 8) Dating/Romantic/Sexual Relationships

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



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

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

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

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

## 9) Personal Behavior

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

## 10) Breach of Discipline

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

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



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

## 11) Usage of Assets

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

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

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

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

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

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



## 12) Workplace Etiquettes

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

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

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

## 13) Information Disclosure

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

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

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

## 14) Information privacy

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

## Agreed and Accepted

Signature :   
Kusuma Gonguluri (Nov 10, 2022 20:09 GMT+5.5)

Name : Kusuma Gonguluri

Date : Nov 10, 2022





## Mindtree – LTI Amalgamation

Dear kusuma gonguluri

We deeply value your decision to consider joining Mindtree and look forward to collaborating with you on building a fast-paced, progressive career for you.

Thanks to our cutting-edge digital transformation work for a growing roster of customers, we have been reporting industry-leading growth for the past several quarters despite an environment of rapid business and technology shifts. Our success speaks to the strength of our business model and the relevance of our strategic direction as an enabler of superior competitive advantage, customer experiences, and business outcomes for some of the world's most pioneering enterprises. We are now ready to take a significant leap forward in further accelerating our industry-acclaimed growth journey with an eye on the future.

In May this year, Mindtree and LTI — both Larsen & Toubro Group companies — announced a merger that will see Mindtree and LTI join strengths to create an efficient and scaled-up IT services provider called **LTIMindtree** and exceeding \$3.5 billion. Mindtree and LTI have delivered market-leading financial performance and created tremendous value for shareholders. Given that recent industry shifts such as the prominence of large deals and preference for end-to-end offerings benefit at-scale players, the two companies have decided that the time is appropriate to combine the strengths of both organizations to serve customers better.

- Significant scale benefits are anticipated through Mindtree and LTI's complementary strengths, resulting in a more robust portfolio of offerings across verticals. Enhanced customer engagement and delivery model through the industrialization of delivery and streamlined value-enabling processes to improve large-deal capabilities. These opportunities will help build stronger partnerships with ecosystem players and, most notably, a more distinctive value proposition for you, including opportunities to take on exciting, new projects and reach greater heights in your career with LTIMindtree.

The transaction is awaiting shareholder and regulatory approvals, and the formal integration will begin after that. Until then, Mindtree and LTI will continue to operate as independent companies.

Thank you once again for considering the offer to join Mindtree. We are excited about the synergies this merger between Mindtree and LTI will help unlock for all our stakeholders. When you join, you will be a part of a dynamic workforce driven by a culture of innovation and growth. We are counting on you to provide further impetus to our industry-leading growth story.

We cannot wait to welcome you onboard.

Best Regards,

**Talent Acquisition Team**

**Mindtree**

Getting businesses +  
to the **future, faster.**






# Mindtree Offer Letter

Final Audit Report

2022-11-10

Created:	2022-11-09
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwSTBq8Vx3NfOcMGkc310r46UX12CMRA3

## "Mindtree Offer Letter" History

-  Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)  
2022-11-09 - 2:43:05 PM GMT- IP address: 20.44.36.221
-  Waiting for Signature by kusuma.gonguluri@gmail.com  
2022-11-09 - 2:43:09 PM GMT
-  Signer kusuma.gonguluri@gmail.com entered name at signing as Kusuma Gonguluri  
2022-11-10 - 2:39:24 PM GMT- IP address: 157.47.79.85
-  Document e-signed by Kusuma Gonguluri (kusuma.gonguluri@gmail.com)  
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)  
Signature Date: 2022-11-10 - 2:39:26 PM GMT - Time Source: server- IP address: 157.47.79.85
-  Agreement completed.  
2022-11-10 - 2:39:26 PM GMT



Date: 1-Sep-23

Dear Irshad Ahmad Wani,

**Offer Letter**

We are pleased to offer you the position of **CONTRACTOR** in our organisation **Ascent Staffing Solutions Private Limited**. You will be deputed at **Thomson Reuters International Services Private Limited**.

Your Contract will commence on **4-Sep-23** and ends on **30-Jun-24**. It may be terminated by yourself or by the Company on 30 Days written notice.

Your duties and responsibilities will be as set out in the job description to be sent to you at a later date or will be given to you by the reporting authority at your place of work.

Your annual Cost to company (CTC) at the commencement of your Contract will be **Rs. 650000/- (Rupees Six Lakh Fifty Thousand Only)** per annum payable monthly by bank credit transfer.

The commencement or continuation of your contract with the Company is contingent upon completion of your highest education.

Other terms of service will be spelt out in a separate **Contract of Service** to be issued upon your acceptance of this Offer Letter or joining the Organisation.

To accept this **Offer Letter**, please confirm by signing and returning one copy to the Ascent representative.

We do hope that you will accept this offer. In the meantime, if you wish to discuss any aspect of this offer, please do not hesitate to contact: the HR Department at your location or at Ascent Staffing Solutions.

Yours sincerely,

**For Ascent Staffing Solutions Pvt. Ltd,**

**Authorized Signatory**

Place : HYDERABAD

Date : 1-Sep-23

Signature : \_\_\_\_\_

Name : Irshad Ahmad Wani

**Annexure - B**

<b>Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic	21,667	260,004
House Rent Allowance	8,667	104,002
Interim Bonus	4,333	51,996
Special Allowance	16,900	202,800
<b>Gross Earnings</b>	<b>51,567</b>	<b>618,802</b>
Profession Tax	200	2,400
Employee Provident Fund	2,600	31,200
Gross Deduction	2,800	33,600
<b>Net Take Home</b>	<b>48,767</b>	<b>585,202</b>
Employer Provident Fund	2,600	31,200
<b>Cost To Company (CTC)</b>	<b>54,167</b>	<b>650,000</b>

**Additional Benefits**

GMC (Group Medi claim)	350,000 INR per annum
GTL (Group Term Life)	Sum cover : 2 Times of CTC
GPA (Group Personal Accident)	Total Sum cover : 5 Times of CTC

**For Ascent Staffing Solutions Pvt. Ltd,**



**Authorized Signatory**

Place : HYDERABAD  
Date : 1-Sep-23

Signature : \_\_\_\_\_  
Name : Irshad Ahmad Wani



**Ford Motor Private Limited**

**3 July 2023**

**Jaswinder Kaur**

4-9-294/A/3, Sikh Chowni',  
Kishan Bagh , Bahadurpura,  
Hyderabad, Telangana.

**Dear Jaswinder Kaur**

Congratulations!

We take immense pleasure on your appointment as **Junior Engineer** and welcoming you as a member in our ONE FORD family.

We are sure that you will find your career with Ford to be exciting. At Ford, we offer tremendous opportunities for you to make the best use and Go Further in the journey. Ford has always been a fun, safe and rewarding place to work. We encourage you to embrace yourself in our workplace initiatives to ensure we continue to be one of the great places to work in the country.

Wishing you all the best!

**Authorized Signatory**

HR Signature Name (**Ashok AC**)

**For Ford India Private Limited**



**Registered Address: Plot Nos. 13,15 and 16, Survey No. 602/3 Part, ELCOT IT/ITES SEZ,  
Sholinganallur, Chennai-600119, Tamil Nadu. Ph: +91-44-6474 1111, Fax: +91-44-6474 0647  
Corporate Identity Number: U74120TN1998PTCO41070**

## LETTER OF APPOINTMENT

3 July 2023

**Jaswinder Kaur**

4-9-294/A/3, Sikh Chowni',  
Kishan Bagh , Bahadurpura,  
Hyderabad, Telangana.

It gives us great pleasure to confirm to you our offer of employment and set out its terms and conditions with **Ford Motor Private Limited**. We extend this offer, along with the opportunities it represents, with full confidence in your capabilities.

We would like to welcome you aboard as a **Junior Engineer** in **SG04** position level and you will report to **Manager** within **Information Technology** or to such other person nominated by him / her in the Company. Your Manager will communicate details of your role and work responsibilities in the initial weeks of you joining the Company.

Your initial place of work will be at **Chennai**. However, it is expressly agreed that your services are transferable, and you can be seconded or deputed based on business contingencies by the company to any operations in India or abroad; whether existing as on date of your appointment or to be established under the management and/ or ownership of Ford Motor Company.

Although this offer remains in effect until and including **7<sup>th</sup> July 2023** we would appreciate being advised of your decision as soon as possible. Please review the Global Personal Identifier Data Collection and Use Statement found at this link. We will be sending you a request for your necessary personal information soon after acceptance of this letter. Your offer acceptance and provision to us of the information required to generate a GPID is your consent to this GPID Statement. Upon acceptance we will assign to you (if you don't already have one) a Global Personal Identifier (GPID) which will uniquely identify you and distinguish you from other individuals within Ford in a globally consistent manner. This GPID is used openly to identify individuals at Ford and to help control access to Ford systems, facilities and services. To generate a GPID, we will require you to provide your day, month and day of the week of birth. Your name and partial birthdate information will be retained in the GPID system which is located in the United States.

### COMPENSATION AND BENEFITS:

- Your remuneration will be as elaborated in Annexure A, which forms an integral part of this offer of employment. Your remuneration has been arrived at, based on your background and merit. You are expected to keep this information and any changes made therein from time to time as personal and strictly confidential. In case you have any queries, you may discuss the matter with your human resource representative. The company in accordance with its prevailing policy and practices will review your compensation periodically.
- Your remuneration will be subject to statutory and other deductions as per company policies and practices. You will be responsible for your tax liabilities and compliance under applicable tax laws and regulations.
- The company reserves the right to discontinue or modify any compensation, incentive, benefit, perquisite plan, program or practice. Moreover, the very brief summaries contained herein are subject to the actual terms and conditions of such plans, programs and practices.

- In addition, you will be reimbursed all official expenses incurred during the course of employment as per company policy, as laid down from time to time.

#### **WORKING HOURS:**

- The normal working hours will be for a duration of not exceeding 48 hours a week. Subject to the prevailing statutory provisions, the company may require you to work on any shift or public / weekly holidays based on business requirements.

#### **PROBATION:**

- You will be on probation for a **6 Month(s)** from the date of your commencing work. Unless notified to the contrary, you will be deemed to have been confirmed as a regular employee of the company on completion of the period of probation. This period may be extended at the absolute discretion of the company. During probation or at any time before confirmation, your services shall be liable to be terminated by either side giving one month's notice in writing or payment of salary in lieu thereof.

#### **TERMINATION:**

- Either party may terminate your employment at any time by giving to the other party **2 Month(s)** written notice or payment of salary in lieu thereof. The decision on waiver of notice period or accepting notice pay in lieu of notice period will be at the management's discretion.
- Notwithstanding the above, the company reserves the right at all times to terminate your employment forthwith, without notice or payment in lieu of notice, if you are involved in gross negligence, misrepresentation, misconduct or any criminal offense or any other moral breach of your responsibilities.

#### **RETIREMENT:**

- Upon attaining the retirement age, your employment with the company will terminate. The present retirement age for this position is 60 (SIXTY) years. However, the employment can be extended for maximum period of two years with a consent from the employer / employee.

#### **OTHER TERMS AND CONDITIONS:**

- You will be governed by the rules and regulations of the company as applicable, enforced, amended or altered from time to time during the course of your employment. You are expected to comply with all directions given to you by the company and faithfully observe all the rules, regulations and arrangements applicable to you.
- While in the employment of the company, you are in no way allowed to be employed by any other company on a permanent, temporary, full time or part-time basis or offer your services, with or without pay, to any physical person, legal entity or public authority or to be occupied in your own business without the prior knowledge and consent of the company.
- You are required to disclose fully to the company all your business interests whether or not they are similar to or in conflict with the business(es) or activities of the company, and all circumstances in respect of which there is, or there might be, a conflict of interest between the company and you or any immediate relatives.



## **CONFIDENTIALITY:**

- The terms of this offer is strictly confidential in nature and you shall not disclose to any unauthorized person, either during or after your employment with the company, for any reason, any information about the interest or business of the company or any affiliated Companies.
- You are not expected to disclose any information or documents, official or otherwise relating to the company without prior approval from the management in public papers, journals, pamphlets, leaflets and in virtual media.
- Any invention, development, discovery, formulae, plan, specification, program, design, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be subject matter of copyright whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of the company, in connection with or in any way affecting or relating to the business of the company or capable of being used or adapted for use therein or in connection therewith shall be disclosed to the company and shall belong to and be the absolute property of the company.
- Upon termination of your employment with the company, you will be required to return to the company, all the assets and property of the company (including any leased properties), documents, files, books, papers, memos or any other property of the company in your possession or under your control.

## **GENERAL:**

- Your employment is contingent on the results of a background check, which may include a personal history check and reference checks, and can include verification of education and work history. If the results of these investigations reveal information that is inconsistent with our standards, this offer may be cancelled or your employment with the company may be subject to immediate termination.
- This appointment will be contingent on you declaring your medical condition, which is deemed fit. Please submit your medical declaration to the company prior to you actually joining the services of the company.
- This offer letter, together with the annexures, constitutes the offer of employment, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the company or its affiliates.
- You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter at the earliest. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. In the event of us not hearing from you within a reasonable time period, it will be assumed that you have declined our offer of employment and the offer will automatically stand withdrawn.

We would like you to join the Company on or before **7/24/2023**. At the time of joining, it is mandatory for you to submit the documents mentioned in your welcome email.

We welcome you to our company and wish you a long-lasting and rewarding association with us

**ANNEXURE A**

<b>Name</b>	Jaswinder Kaur	
<b>Grade</b>	SG04	
<b>Designation</b>	Junior Engineer	
	<b>Monthly</b>	<b>Annually</b>
<b>Salary Break Up</b>	<b>Rs 40985</b>	<b>Rs 491823</b>
Base Salary	16394	196729
Flexible Benefit Allowance	24591	295094
<b>Total Cash (A)</b>	<b>40985</b>	<b>491823</b>
<b>Retirals (Employer Contribution) (B)</b>	<b>2756</b>	<b>33070</b>
Provident Fund	12% of Base Monthly Salary	12% of Base Annual Salary
Gratuity	4.81% of Base Monthly Salary	4.81% of Base Annual Salary
<b>Total Pay (A+B)</b>	<b>Rs 43741</b>	<b>Rs 524893</b>
	Sum of Monthly Base Salary + Flexible Benefit Allowance + Provident Fund + Gratuity	Sum of Annual Base Salary + Flexible Benefit Allowance + Provident Fund + Gratuity
<b>Performance based Variable Pay (C )</b>		<b>Rs 75132</b>
<b>Total Cost to the Company (A+B+C)</b>		<b>Rs 600025</b>

## ANNEXURE – B Additional Benefit Information

### A. Reimbursements and Allowances in the Flexible Benefits Plan:

1. **Telephone Reimbursement:** You can claim reimbursement of telephone expenses, at actuals, and subject to a maximum of INR 24,000/- per annum for SG01 to SG04, FCG; and INR 36,000/- per annum for SG05 to SG08
2. **National Pension Scheme (NPS):** NPS is a voluntary scheme introduced by the Government of India to enable individuals to save for their retirement. Employees can contribute towards NPS Corporate Model through FBA module in ADP with a minimum contribution of INR.500 per month and without any upper limit. Only up to maximum of 10% basic salary is tax exempted out of the amount contributed towards NPS Corporate Model. This tax exemption is over and above 80C limit of INR 150,000/-.
3. **Leave Travel Allowance:** You can claim reimbursement of your holiday travel expenses incurred for self, spouse, dependent children, siblings, and parents up to a maximum of INR 50,000 per annum for SG01 to SG04, FCG and INR 100,000/- per annum for other grades. As per the prevailing tax rules, leave travel allowance can be claimed twice in a block of four calendar years.
4. **Meal Allowance:** This is a voluntary program and is applicable to employees based in non-plant locations only. You can choose to allocate up to INR 26,400 per annum from your FBA to meal allowance, which will be subject to tax exemptions as per prevailing income tax rules.

All claims for reimbursement of expenses should be supported by appropriate bills/ receipts. Please note that these reimbursements/ allowances will be considered for tax calculations based on prevailing tax rules that may change from time to time. Retirement Benefits:

### B. Incentive or Performance Incentive:

You will be eligible for Performance Incentive and / or bonus only if you are an employee on the rolls of the company as on 31st December of the performance year for which the annual Performance Incentive and / or bonus is declared or as per the applicable statute. Further you will be eligible to receive this payment only if you are on the rolls of the Company on the date on which the annual performance incentive and / or bonus is notified. At target performance level, your bonus payout will be equivalent to 15% of the average total cash for your grade. Bonus payments are based on company and individual performance and will vary based on these parameters. In case of a grade change during the year, the target bonus will be pro-rated for the number of months worked in the prior salary grade. Any employee drawing monthly basic salary less than or up to INR 21,000 will be eligible for INR 16,800 Bonus per year as per Bonus legislation. Bonus will be paid to eligible employees on monthly basis, and this will be prorated based on working months/days. This will be part of FBA.

### C. Retirement Benefits:

1. **Provident Fund:** The Company will contribute 12% of your base salary towards PF. The company contribution to PF will be in line with and compliant with the prevailing statutory provisions.
2. **Gratuity:** The Company will make provision for payment of gratuity in accordance with the Payment of Gratuity Act. You will be eligible for gratuity on leaving the services of the company at the rate of 15 days of Base salary for every year of service. This will be capped to a maximum of INR 2,000,000 in case of employees joining on or after 1st October 2018.

**D. Life & Medical Insurance Benefits:**

- 1. Life Insurance:** You will be provided a life insurance cover based on your grade. The coverage available by grade is as below

Grade	Insurance coverage (Rs.)
GSR 1, 2 & 3	6,00,000
GSR 4, 5 & 6	7,50,000
GSR 7 & 8	10,00,000

- 1. Hospitalization Insurance:** You, your spouse and two dependent children; or You and your LGBTQ partner will be covered under the company's hospitalization insurance policy. The annual medical insurance cover is INR 350,000/- per family insured and an additional INR 50,000 if you have enrolled a third child. You can opt to cover your parents and a third child under our hospitalization insurance policy by paying the stipulated premium.
- 2. Personal Accident Insurance:** You will be provided a personal accident insurance cover for a sum equivalent to sixty times of your monthly basic salary
- 3. Employee Deposit Linked Insurance:** Sum insured INR 702,000
- 4. Dependent Benefit Scheme:** This is paid in the event of death of the employee enrolled in this scheme, due to any reason including accident. The amount paid to the beneficiary(ies) depends on the contribution from all employees who have enrolled in this scheme, which is further matched by Ford to a max of INR 500,000.
- 5. Gratuity Risk Cover:** Varies by Age and Tenure.

**E. Other Benefits:** (Please ensure Other Benefit is sequenced as E since we removed the above Paragraph

- 1. Long Service Awards** You are eligible to receive service awards on completion of five, ten and fifteen and twenty years of service.
- 2. AP Recognition Program** You are eligible to receive awards under this program. This program aims to recognize employees who have exhibited an enterprise view, displayed an innovation mindset, behaviours in line with our Ford+ Behaviours. You could refer to the AP recognition Policy in LifeatFord portal for

**3. Transport**

more details.

Depending on the location of work, you may have access to subsidized transportation facilities.

**4. Crèche**

Depending on the location of work, you may have access to the Crèche facility.

**5. Non-Standard Shift Allowance**

Depending on your work timings, you may be eligible for non-standard shift allowance of Rs.475/- per day.

**6. Variable Location allowance**

Depending on the location of work and grade, you may be provided with Variable Location Allowance.

Please refer to the policy documents or reach out to your HR representative for more details on the above allowances, reimbursements, and benefits.

The above-mentioned benefits are provided at this point of time and will be subject to revision from time to time based on Company's discretion.



PRIVATE AND CONFIDENTIAL

September 22, 2022

**Komireddy Manikanta**  
**Hyderabad**

Dear Manikanta,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **September 22, 2022** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

**Nature of Training:**

You will be undergoing training in our establishment in the area of "OSU" effective from **October 26, 2022** and during the course of training you shall be under the guidance of **Mustafa Syed**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

**Duration of Training:**

The duration of training will be from **October 26, 2022** for a period of 10 Months from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **August 25, 2023** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

**Stipend:**

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

**Date of Commencement of Training:**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **October 26, 2022**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.

**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

**Code of Conduct:**

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



**THOMSON REUTERS**

You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

**Thomson Reuters International Services Private Limited**  
**(A Thomson Reuters Company)**

A handwritten signature in black ink, appearing to read 'Catriona Mackness', with a horizontal line underneath.

**Catriona Mackness**  
**Director Regional HR, India**

**ENDORSEMENT**

I accept all the terms and conditions stipulated in this letter of engagement.  
I shall report to Training on **October 26, 2022**.

PLACE: Hyderabad

DATE: 22 September 2022  
SIGNATURE OF CANDIDATE: *Manikanta Komireddy*





### Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.

7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the



Company's policies for the time being in force.

**ACKNOWLEDGED AND AGREED**

Signature: *Manikanta Komireddy*

Name: Komireddy Manikanta

Title: Technology Intern

Date: 22 September 2022

1<sup>st</sup> October 2023

Sai Sagar Kondawar  
gowlidoddy opp reliance digital  
beside shree ram academy subha sk apartments  
Hyderabad  
Telangana -500032  
Re: Employment Agreement (“Agreement”)

Dear Sai Sagar Kondawar,

We are pleased to offer you employment as **Trainee**, at **Azentio Software Private Limited**, India (the “**Company**”). Your employment with the Company shall commence on and be governed by the terms and conditions as set out in this Agreement, your appointment will be effective on your joining date, **1<sup>st</sup> October 2023** (“**Joining Date**”) and shall continue until terminated in accordance with the terms of this Agreement. This appointment is subject to:

- (a) you having ceased employment with your previous employer and not being in breach of or party to any prior agreement, contract, or arrangement with any other person (including, but not limited to, any restrictive covenant arising out of employment with any previous employer) which prevents you from lawfully fulfilling your employment obligations to the Company; and
- (b) satisfactory verification by the Company of all information, background check, documents, and evidence that the Company may require you to furnish in relation to your employment with the Company.

In the event that any of the conditions set out above is not fulfilled by the Joining Date, the Company may, by written notice to you, immediately withdraw this offer of employment without any liability in your favor.

1. **Location:** You will be based in **HYDERABAD**. However, you will, from time to time and in connection with the performance of your duties, be required to travel to places, whether within or outside HYDERABAD, by such means and on such occasions as the Company may from time to time require at its sole and absolute discretion.
2. **Probation:** Your employment will be subject to a probationary period of 6 months (“**Probationary Period**”). If the performance is, in the opinion of the Company, found to be satisfactory during this period, then the Company shall confirm the appointment in writing. The Company may, at its sole discretion, extend the Probationary Period, by providing you prior written notice. Your employment remains subject to one (1) month notice of termination until you are notified in writing of the satisfactory completion of the Probationary Period.
3. **Deductions & Disclosures:** We will withhold and/or deduct from your compensation all such amounts as may be required by the prevailing Indian laws and deposit them with the local authorities. We shall also be disclosing confidential information, about you and your employment with us, to the authorities as may be required under the prevailing Indian laws. You are responsible for complying with tax regulations and for declaring taxable earnings as required by the prevailing Indian laws. You shall be solely responsible to pay all taxes which may be levied or assessed on any sum paid and/or other benefit provided to you by the Company.

**Azentio Software Private Limited**

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A: Office #2, 4th Floor, Western Dallas Centre, Hyderabad Knowledge City, Survey #83/1, Raidurg, Serilimgampally Mandal, RR District, Hyderabad - 500032, India

E: [contactus@azentio.com](mailto:contactus@azentio.com) | W: [www.azentio.com](http://www.azentio.com)

CIN: U72900MH2020PTC351458

4. **Duties and Responsibilities:** You will assume the position of **Trainee** of the company, or other such role of a like status as the Company considers appropriate and reasonable from time to time and have the duties and responsibilities attendant to such position. During your employment with the Company, you will:
- (a) devote your entire time, attention, and energy to the performance of your duties.
  - (b) adhere to all the rules, regulations, policies and/or guidelines laid down by the Company for its personnel or in respect of the services and the mode and manner of performance thereof.
  - (c) comply with Azentio's Codes of conduct (attached herewith as **Annexure 2**), Company Policies, rules or regulations under applicable laws, as set forth by all relevant regulatory agencies, exchanges and self-regulatory bodies relevant to you and/or the Company's business.
  - (d) not be engaged in any other business activity without the prior written approval of the Company, whether or not such business activity is pursued for gain, profit or other pecuniary advantage, except for your personal investment activities carried on for your own benefit and account, provided that such investment activities do not require any services on your part in any operations and do not in any manner interfere with the duties to be performed by you hereunder for the Company;
  - (e) not engage in any activities, which in the opinion of the Company are in conflict with the business objectives of the Company or the business objectives of the Company's related corporations.
  - (f) perform your duties and functions under this Agreement in a professional manner and in a manner satisfactory to the Company.
  - (g) where required, provide services and/or perform duties for the Company's affiliates, on behalf of the Company.
  - (h) use your best endeavours to promote and protect the interests and reputation of the Company and its related corporations.
  - (i) disclose any interests you may have in any transaction or proposed transaction with the Company or its related corporations.
  - (j) not at any time make improper use of any information which you may have acquired by virtue of your position within the Company to gain any advantage for yourself or for any other person, whether directly or indirectly; and
  - (k) not at any time allow yourself to be placed in a position where your personal interests might conflict with your duties and obligations to the Company, whether directly or indirectly.

In addition to the terms and conditions herein, your employment shall be subject to such instructions, guidelines, procedures, policies, and regulations which may from time to time be prescribed, introduced, varied and/or amended by the Company, and all applicable laws. In the event of a conflict between the terms of any such instructions, guidelines, procedures, policies and regulations, and the terms of this Agreement, the terms of this Agreement shall prevail.

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**5. Compensation, Benefits and Entitlements:**

- (a) **Total Fixed Compensation:** Your Total Fixed Compensation shall be as per **Annexure 1** of this Agreement.
- (b) **Target Bonus:** You are eligible to receive an annual incentive amount as per **Annexure 1** of this Agreement, subject to the achievement of the performance targets determined by the Company in its sole and absolute discretion and notified to you from time to time. The payment of such annual incentive amount is not apportionable for any part of a fiscal year served, and payment of any such annual incentive amount shall be conditional upon you remaining in service on the date when the Company pays bonuses to its employees and not having served notice of resignation or been served with notice of termination.
- (c) **Employees' Provident Fund:** Your contribution towards the Employees Provident Fund Scheme under the Employees' Provident Fund and Miscellaneous Provisions Act, 1952, as may be amended or replaced from time to time, will be deducted each month from your salary. You would be entitled to gratuity as per the Payment of Gratuity Act, 1972 as may be amended or replaced from time to time.
- (d) **Medical Benefits:** You will also be entitled to benefits under the Company's standard medical insurance policy.  
Please note that your salary and other benefits are confidential and are not to be disclosed to anyone. Such information is known only to our authorized staff who have been impressed with the need to maintain strict confidentiality.

6. **Leaves:** You shall be entitled to leaves in accordance with Company's policy, as amended from time to time. In the event you are prevented from performing your duties under this Agreement as a result of illness, injury or any other incapacity, you shall be required to give prior notice to the Company at the earliest possible opportunity.
7. **Other Benefits:** You shall be entitled to other benefits such as, benefits under the Employees' State Insurance Scheme under the Employees' State Insurance Act, 1948, as may be amended or replaced from time to time. You shall also be entitled to other benefits applicable to your level/grade within the organization as may be decided by the Company in its sole and absolute discretion from time to time. In accordance with applicable law, the Company shall be entitled to amend or vary the terms on which these benefits are provided, or withdraw any or all of them, as the Company sees fit.
8. **Expenses:** The Company shall reimburse you, in accordance with the prevailing policies of the Company, for all reasonable travel and business expenses incurred and paid by you (provided prior written approval has been obtained for such expenses) in the course of performing your duties, subject to your presentation of expense statements or vouchers and such other supporting information/evidence as the Company may from time-to-time request. Any expenses incurred in deviation from the said policies shall be reimbursed only if the Company has given its prior approval for such expenses.

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9. **Equipment and Property:** During your employment, you will be responsible for the safe upkeep of all equipment and property belonging to the Company that may be entrusted to you. In the event of the termination of your employment for any or no reason, you undertake to return all such equipment and property in good working condition immediately. In the event you fail to return the said equipment and property, the Company shall be entitled to recover the value of such equipment and property, by adjusting the same against the remuneration payable to you on termination, subject to and in accordance with applicable laws. In the event of such recoverable value being more than the remuneration payable to you on termination, you undertake to pay the difference within five (5) days after being notified of the same.
10. **Working Hours:** You will be expected to work such hours as may be required or desirable for the proper discharge of your duties, and you will not be entitled to be paid any additional compensation for work performed outside normal business hours. You shall not, without the prior written consent of the Company, devote less than all of your business time to the business and affairs of the Company (and such consent shall only be given in circumstances where the relevant role, position or other responsibility is performed by you in a non-executive capacity and without compensation of any kind other than any *de minimis* amounts received for reimbursement of costs and expenses).

#### 11. Restrictive Covenants:

You undertake with the Company that, except with the prior written consent of the Company (which consent will be withheld only insofar as may be reasonably necessary to protect the legitimate interests of the Company), during the term of your employment, you will not:

- (a) engage or be interested, directly or indirectly (otherwise than by virtue of your interests as a shareholder or employee of the Company), in any business within the Asia-Pacific region, Middle East and/or Africa regions, or any other location in which the Company or any of its affiliates is conducting business during your employment, similar to or competing with the business carried on by the Company or any of its affiliates (the “**Competing Business**”);
- (b) assist with technical advice any person, firm, company, or organization engaged, or about to be engaged, in the Competing Business.
- (c) either on your own account, or in conjunction with or on behalf of any other person, firm, company or organization, for the purposes of the Competing Business, solicit or entice away or attempt to solicit or entice away as a customer of the Company or any of its affiliates any person, firm or company who, at any time during the term of your employment with the Company, has been a customer or client of the Company or any of its affiliates;
- (d) either on your own account, or in conjunction with or on behalf of any other person, firm, company or organization, for the purposes of the Competing Business, interfere with the relationship between the Company or any of its affiliates and any person, firm or company who, at any time during the term of your employment with the Company, has been a prospective customer or other business relation of the Company or any of its affiliates; or
- (e) either on your own account, or in conjunction with or on behalf of any other person, firm, Company or organization, solicit or entice away or attempt to solicit or entice away from the Company, for the purposes of the Competing Business, any person who is an officer, manager or key employee of the Company, whether or not such person would commit a breach of his or her contract of employment by reason of leaving such employment, and provided, further, that this sub-clause (e) will also apply to any individual who previously was an officer, manager or key employee of the Company within the 12 (twelve) month period preceding the prohibited conduct.

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CIN: U72900MH2020PTC351458



- (f) You undertake with the Company that, except with the prior written consent of the Company (which consent will be withheld only insofar as may be reasonably necessary to protect the legitimate interests of the Company), for a period of 6 (six) months following the termination of your employment (“Restricted Period”) hereunder for any or no reason whatsoever, you will not:
- (i) engage or be interested, directly or indirectly, in any Competing Business in the Asia-Pacific, Middle East and/or Africa regions or any other location in which the Company or any of its affiliates is conducting or actively planning to conduct, business as of the time of your termination (each, a “Prohibited Territory”) as carried on by the Company during your employment (the “Protected Period”);
  - (ii) assist with technical advice any person, firm, company or organization engaged or about to be engaged in the Competing Business in any Prohibited Territory, as carried on by the Company during the Protected Period.
  - (iii) either on your own account, or in conjunction with or on behalf of any other person, firm, Company or organization, for the purposes of the Competing Business in a Prohibited Territory, solicit or entice away or attempt to solicit or entice away as a customer of the Company or any of its affiliates any person, firm or company who, at any time during the Protected Period, has been a customer or client of the Company or any of its affiliates;
  - (iv) either on your own account, or in conjunction with or on behalf of any other person, firm, company or organization, for the purposes of the Competing Business, interfere with the relationship between the Company or any of its affiliates and any person, firm or company who, at any time during the Protected Period, was a prospective customer or other business relation of the Company or any of its affiliates; or
  - (v) either on your own account, or in conjunction with or on behalf of any other person, firm, Company or organization, solicit or entice away or attempt to solicit or entice away from the Company, for the purposes of the Competing Business in a Prohibited Territory, any person who is an officer, manager or key employee of the Company with whom you had material dealings during the Protected Period, whether or not such person would commit a breach of his or her contract of employment by reason of leaving such employment, and provided, further, that this sub-clause (v) will also apply to any individual who previously was an officer, manager or key employee of the Company within the 12 (twelve) month period preceding the prohibited conduct.

You acknowledge that the covenants set forth herein are reasonable as to time, geography and scope and that the enforcement of the covenants set forth above will not prevent you from earning a livelihood.

**12. Non-Disclosure & Confidential Information:** In recognition of the special, unique, and highly confidential aspects of the Company’s business which you may in the course of your employment learn or be exposed to or become privy to or participate in, you hereby acknowledge and agree that:

- (a) all rights, title, and interest in and to all Proprietary Information, Proprietary Rights, Proprietary Proceeds or Proprietary Assets relating to the business or affairs of the Company shall belong to, vest in and remain at all times in the Company solely and absolutely. You hereby assign to the Company all such rights, title, and interest to which you are or may at any time after the date of this Agreement be entitled by virtue of or pursuant to any of the laws in force anywhere in the world, for the full period of the protection of such rights, title, and interest, including all renewals, reversions and extensions. You further agree that all materials, documents, or computer media containing, comprising or which are necessary for the use of such rights, title and interest are the property of the Company.

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CIN: U72900MH2020PTC351458

- (b) you will not, during or after the cessation of your employment for any or no reason, claim ownership use, possess, copy, disclose, transfer and/or otherwise deal with or make available to third party any Proprietary Information, Proprietary Rights, Proprietary Proceeds or Proprietary Assets relating to the business or affairs of the Company and its customers, partners and prospects for any purpose other than in the usual course of business of the Company for discharging your duties and responsibilities as envisaged in this Agreement.
- (c) for all purposes of this Agreement, the following terms have the meanings assigned to them as follows:
- (I) **“Proprietary Assets”** shall mean any and all Proprietary Proceeds wholly or partially created, completed and/or developed by you, acting alone or jointly with others at any time during your employment with the Company.
  - (II) **“Proprietary Information”** shall mean any and all sales data, internal procedures, future strategies, plans, automation strategies, organizations, inventions, research, designs, products, processes, formulae, know-how, customer lists, trade secrets and/or other non-public information or data (including financial, statistical, technical and personnel data) related, directly or indirectly, to the business of the Company or any of its affiliates and their respective customers, partners or prospects.
  - (III) **“Proprietary Proceeds”** shall mean all proceeds and products of any Proprietary Information and/or Proprietary Rights.
  - (IV) **“Proprietary Rights”** shall mean all rights, benefits, title or interest in or to any patents, trademarks, copyrights, trade names, web-site names, service marks, brands, trade secrets, permits, licenses, franchises, right of confidential information, rights of creators and/or similar rights and privileges, and all other intellectual property, proprietary information and knowledge, in any technology, computer systems, computer programs, computer software, devices, databases, formulae, including information in respect of any design, methodology, techniques and documentation thereof, whether domestic or foreign, statutory and /or common law, filed or not filed, perfected or unperfected; and
- (d) You represent and covenant that you are not presently and will not hereafter become a party to any contract or agreement that contravenes any of the terms, provisions, purposes, or intents of this Agreement. You agree not to disclose any third party any Proprietary Information, Proprietary Rights, Proprietary Proceeds or Proprietary Assets provided to you by the Company, unless such Proprietary Information, Proprietary Rights, Proprietary Proceeds or Proprietary Assets is or are:
- (I) as of the time of disclosure or thereafter, publicly available through a source other than the Company; or
  - (II) made known to you by third person and who does not impose any obligation of confidence or non-disclosure on you with respect to such information; or
  - (III) approved for disclosure by prior written consent of the Company; or
  - (IV) required to be disclosed pursuant to the governmental authority, law, regulation, duly authorized subpoena, court order or applicable professional requirements, whereupon you shall provide prior notice to the Company of such disclosure.

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### 13. Termination:

- (a) Either the Company or you may, at any time, terminate your employment by giving not less than 2 (two) months written notice of termination to the other party, provided that, in either case, either party may, by written notice to the other party, terminate your employment immediately or with such shorter period of notice than that stipulated above, in which case the Company will pay to you a payment in lieu of notice (or the remaining balance of the period of notice that is otherwise required to be given) (“**Payment in Lieu**”). You will have no right to receive a Payment in Lieu unless the Company has exercised its discretion. This Payment in Lieu will be equal to the basic salary (as at the date of termination) which you would have been entitled to receive under this Agreement during your notice period (or, if notice has already been given, during the remainder of the notice period) less deductions as per applicable law. For the avoidance of doubt, the Payment in Lieu shall not include any element in relation to:
- (I) any bonus or commission payments that might otherwise have been due during the period for which the Payment in Lieu is made.
  - (II) any payment in respect of benefits which you would have been entitled to receive during the period for which the Payment in Lieu is made; and
  - (III) any payment in respect of any holiday entitlement that would have accrued during the period for which the Payment in Lieu is made.
- (b) Notwithstanding anything contained herein, the Company shall be entitled to terminate your employment immediately by giving you written notice of termination and without any compensation whatsoever if:
- (I) you commit any act of dishonesty or fraud.
  - (II) you are indicted for, convicted of or plead guilty or no contest to any felony (or its foreign equivalent) or any crime of moral turpitude.
  - (III) you commit any breach of any of the terms and conditions in this Agreement, or any regulation or rule generally applying to the Company’s employees as may be introduced by the Company from time to time.
  - (IV) you commit any breach of any code of conduct, rule or regulation under applicable laws as set forth by all relevant regulatory agencies, exchanges, and self-regulatory bodies relevant to you and/or the Company’s business.
  - (V) you commit any breach of any code of conduct or similar policy maintained by the Company or any of its affiliates.
  - (VI) you are found to have committed any misconduct or neglect in the discharge of your duties hereunder.
  - (VII) you repeatedly fail or refuse to follow the lawful directives of the Board of Directors of the Company.
  - (VIII) you absent yourself from work without the Company’s permission for a period of at least two working days, and the reason for your absence is not related to Incapacity, nor such other reason that, in the opinion of the Company, could have been communicated to the Company by no later than the first day of absence.
- (c) You agree that if your employment is terminated, or if so, requested by the Company, you shall immediately and automatically resign from all offices held by you in the Company and/or any of its affiliates (including as a director or manager of the Company or any such related affiliate) (if applicable) without claim for compensation for loss of office. If you fail to do so, you hereby irrevocably authorise the Company to appoint any person in your name and on your behalf to sign and deliver such resignation or resignations to the Company and/or any of its affiliates.

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**14. Garden Leave:**

- (a) Nothing in this Agreement shall be construed as imposing on the Company any obligation to provide work to you or that you have the right to perform any work for the Company.
- (b) After notice of termination or resignation has been given pursuant to Clause h by either party, or if you purport to terminate your employment in breach of contract, the Company may, in its sole and absolute discretion, for all or part of the notice period (the “**Garden Leave Period**”):
  - (I) relieve you of any of your duties.
  - (II) assign to you reduced or alternative duties at such location (including your home) as the Company may decide.
  - (III) prohibit contact and/or dealings between you and clients, customers and/or such employees of the Company as the Company may in its sole and absolute discretion determine; and/or
  - (IV) exclude you from any office of the Company.
- (c) During the Garden Leave Period, you shall:
  - (I) continue to receive your basic salary and all contractual benefits in the usual way and subject to the terms of any benefit arrangement; and
  - (II) shall remain an employee of the Company and bound by the terms of this Agreement (including any implied duties of good faith and fidelity).
- (d) Such action taken by the Company as set out above shall not constitute a breach of this Agreement, nor shall you have any claim against the Company in respect of such action.
- (e) During the Garden Leave Period, you shall remain readily contactable and available for work. If so requested, you shall report for work at such time and place as the Company may require.

**15. Data Protection and Disclosure of Personal Information:**

- (a) You shall comply with the Company’s data protection policy when handling personal data in the course of employment including personal data relating to any employee, worker, contractor, customer, client, supplier, or agent of the Company. You will also comply with the Company's IT and communications systems policy.
- (b) Failure to comply with the privacy notice, data protection policy or any of the policies listed above at Clause h may be dealt with under the Company's disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- (c) You hereby consent to the Company collecting, processing, using and/or disclosing data (including any personal data) relating to you, at any time, for the following purposes:
  - (i) performing obligations under or in connection with this Agreement.
  - (ii) all administrative and human resources related matters within the Company, including administering payroll, granting access to the Company’s premises and computer systems, processing leave applications, administering your insurance and other benefits, processing your claims and expenses, investigating any acts or defaults (or suspected acts or defaults) and developing human resource policies.

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- (iii) managing and terminating the Company's employment relationship with you, including monitoring your internet access and your use of the Company's intranet email to investigate potential contraventions of the Company's internal or external compliance regulations, and resolving any employment-related grievances.
  - (iv) assessing and evaluating your suitability for employment/appointment or continued employment/appointment in any position within the Company.
  - (v) ensuring business continuity for the Company in the event that your employment with the Company is or will be terminated.
  - (vi) performing obligations under or in connection with the provision of the Company's goods or services to its clients.
  - (vii) facilitating any proposed or confirmed merger, acquisition or business asset transaction involving any part of the Company, or corporate restructuring process; and
  - (viii) facilitating the Company's compliance with any laws, customs and regulations which may be applicable to the Company.
- (d) You warrant that where you have disclosed personal data of third parties (e.g., next-of-kin, friends, or referees) to the Company in connection with the abovementioned purposes, you have obtained the prior consent of such third parties for the Company to collect, use and disclose such personal data for such purposes, in accordance with any applicable laws, regulations and/or guidelines. You agree to comply with all data protection laws applicable to you, and all rules, policies and procedures of the Company relating to data protection in force from time to time.
- (e) You also acknowledge and consent to the Company's disclosure of any data (including any personal data) relating to you to any of the Company's insurers, bankers, medical practitioners, service providers and/or any government or regulatory authority and/or potential purchasers of the Company (or any part thereof or business comprised therein) for any of the purposes described in Clause 13.
- (f) Under the Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules, 2011, you agree to give your consent for collecting your biometric data to be stored safely & securely on Company server for biometrics attendance system. The information collected from you shall only be used for the purpose for which it has been collected and will not be retained longer than it is required or is otherwise required under any other law for the time being in force. The information collected from you will not be shared with any third party without your consent except order as per the law for the time being in force.

**16. Collective Agreement:** There is no collective agreement which directly affects your employment with the Company.

**17. Disciplinary and Grievance procedures:**

- (a) You shall be subject to the Company's disciplinary and grievance procedures, copies of which are available on the Company's intranet. These procedures do not form part of your contract of employment.
- (b) If you want to raise a grievance, you may apply in writing to the Chief Operating Officer in accordance with the Company's grievance procedure available on the Company's intranet.
- (c) If you wish to appeal against a disciplinary decision you may apply in writing to the appeal officer in accordance with the Company's disciplinary procedure.

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- (d) The Company may suspend you from any or all of your duties for no longer than is necessary to investigate any disciplinary matter involving you or so long as is otherwise reasonable while any disciplinary procedure against you is outstanding.
- (e) During any period of suspension:
- (i) you shall continue to receive your basic salary and all contractual benefits in the usual way and subject to the terms of any benefit arrangement.
  - (ii) shall remain an employee of the Company and bound by the terms of this Agreement (including any implied duties of good faith and fidelity).
  - (iii) shall ensure the Company knows where you will be and how you can be contacted during each working day (except during any periods taken as holiday in the usual way).
  - (iv) the Company may exclude you from your place of work or any other premises of the Company; and
  - (v) the Company may require you not to contact or deal with (or attempt to contact or deal with) any officer, employee, consultant, client, customer, supplier, agent, distributor, shareholder, adviser, or other business contact of the Company.
18. **Address:** You will at all times keep the Company advised in writing of your local residential address in full, with unit number, apartment block, building name, street name and postal code, and forthwith notify the Company in writing of any change to such information.
19. **Injunctive relief:** You hereby acknowledge and agree that any breach by you of any provision of Clauses 11 and/or 12 is likely to cause irreparable harm to the Company and its interests. You accept that monetary damages are unlikely to adequately compensate the Company in such event, and hence, in the event of any actual or threatened breach of any provision of Clause 11 or 12, and notwithstanding anything contained herein, you agree that the Company shall be entitled to injunctive or other equitable relief from any court of competent jurisdiction to enjoin such breach, and you expressly submit to the jurisdiction of any such court for the purpose. You also consent to the issuance by such court of a temporary restraining order to maintain the status quo pending the outcome of any substantive proceedings.
20. **Waiver:** Whenever this Agreement requires or permits consent by or on behalf of any party, such consent shall be given in writing. Any provision of this Agreement may be waived if, and only if, such waiver is in writing and signed by the party against whom the waiver is to be effective. The rights and remedies herein provided shall be cumulative and not exclusive of any rights or remedies provided by law.
21. **Notices:** All notices, requests, demands and other communications required or permitted hereunder shall be in writing and all shall be deemed to have been duly given if delivered by hand or mailed by certified or registered mail with postage, prepaid and properly addressed to the other party at the last known address of such party.
22. **Dispute Resolution:** Any dispute or difference arising in connection with the interpretation or implementation or validity or otherwise of this Agreement or your employment by the Company or otherwise arising out of this Agreement or your employment by the Company, which cannot be resolved through friendly consultations between you and the Company within 30 (thirty) days from the date of commencement of discussions, may be referred to the courts of India for resolution.

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23. **Applicable Law:** This Agreement and your employment by the Company shall be governed and enforced in accordance with the laws of India. You and the Company agree to submit to the exclusive jurisdiction and venue of the courts of India in respect of all matters relating to this Agreement and your employment, including to resolve any disputes arising hereunder.
24. **Entire Agreement:** This Agreement constitutes the entire agreement between the parties hereto with respect to its subject matter and supersedes all other oral or written representations, understandings or agreements between the parties hereto relating to the subject matter hereof and may not be amended except by a written agreement signed by the parties. No variation or agreed termination of this Agreement shall be effective unless it is in writing and signed by the parties (or their authorized representatives).
25. **Survival:** All clauses in this Agreement relating to confidentiality, privacy, non-solicitation and waiver shall survive the termination of your employment hereunder, except to the extent that those obligations are terminated, replaced or varied by any subsequent contract, but shall, in the context of Clause 12, cease to apply to any information or knowledge which may come into the public domain other than by any breach of Clause 12.
26. **Third Party Rights:** A person who is not a party to this Agreement has no right under applicable law to enforce any term of this Agreement.
27. **Enforceability:** The invalidity or unenforceability of any provision of this Agreement shall not affect the validity, legality, or enforceability of the remainder of this Agreement in any way. In the event any of the provisions of this Agreement shall be held by a court or tribunal of competent jurisdiction to be unreasonable restraint of trade, void for public policy reasons or otherwise unenforceable, such provision shall be deemed to be severed from this Agreement and the remaining portion of this Agreement shall remain in full force and effect and shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein. It is intended that all rights and obligations of the parties hereunder shall be enforceable to the fullest extent permitted by law.
28. **Reconstruction and amalgamation:** If the appointment is terminated at any time by reason of any reconstruction or amalgamation of the Company, whether by winding up or otherwise, and you are offered employment with any concern or undertaking involved in or resulting from the reconstruction or amalgamation on terms which (considered in their entirety) are no less favorable to any material extent than the terms of this Agreement, you shall have no claim against the Company or any such undertaking arising out of or connected with the termination.

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29. **Warranty:** You warrant that:

- (a) you have voluntarily accepted the offer contained within this Agreement without any duress from the Company.
- (b) other than as set out in this Agreement, the Company has not made any promises, representations, or inducements to you to accept this Agreement.
- (c) you have had full opportunity to consult your legal advisers concerning the nature, effect and extend of this Agreement before accepting it.
- (d) all representations made by you in terms of your education, qualification, experience, personal/family, and health details for securing this Agreement are true, and you have neither held back any material information nor made any false representation; and
- (e) you are aware that the Company is relying on this warranty in connection with your employment.

The Company reserves the right to vary any of the terms and conditions of employment in accordance with the changes in its policies and practices by notice to you.

If you are agreeable to the above-mentioned terms and conditions, please confirm your acceptance of such terms and conditions by signing the acceptance clause as mentioned below within 7(seven) days of the date of this Agreement and returning the signed Agreement to us, failing which the offer made to you by this Agreement, shall, unless otherwise decided by the Company, be automatically revoked. This Agreement is issued to you in duplicate. Kindly have the same signed as a token of acceptance in duplicate. Thereafter, you should retain the original and return the duplicate copy.

Yours faithfully,

**For Azentio Software Private Limited**



**1<sup>st</sup> October 2023**

**By : Sathiyarayan K S**

**Title : Senior Director – Human Resources**

---

I have read the terms and conditions set out above and agree to accept employment on the terms and conditions mentioned above in this Agreement.

Name: Sai Sagar Kondawar

Signature:

Date:

---

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## ANNEXURE 1

Name : Sai Sagar Kondawar  
 Reporting Manager : Rapuru Bhargava Reddy  
 Career Level : T  
 Designation : Trainee  
 Work Location : HYDERABAD  
 Date of Joining : 1<sup>st</sup> October 2023

### A. COMPENSATION DETAILS

Components	INR Annual
Basic	1,60,000
Supplementary Allowance/Flexi Allowance	2,18,400
<b>Gross Pay</b>	<b>3,78,400</b>
PF Employer's Contribution	21,600
<b>Total Fixed Pay (TFP)</b>	<b>4,00,000</b>
Gratuity	7,696
<b>Total Target Compensation</b>	<b>4,07,696</b>

In addition to the salary and bonus mentioned in your employment agreement, you will be paid a

- Retention bonus of ₹ 25,000/- (Indian Rupees Twenty-Five Thousand only) along with your first month salary and ₹ 75,000/- (Indian Rupees Seventy-Five Thousand only) after completion of 1 Year and this retention bonus will be subject to applicable taxes and the terms and conditions given below.

In the event of, either party gives notice to the other to terminate your employment (for any reason) prior to the first 1.5 years of the Commencement Date, you will be required to repay to us an amount equal to 100 percent of the net amount of the Joining Bonus and the Retention bonus paid to you.

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**ANNEXURE 2**

[Code\\_of\\_Conduct.pdf \(azentio.com\)](#)

**Azentio Software Private Limited**

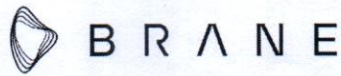
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## Letter of Offer

5<sup>th</sup> July 2023

Dear Ms. Kota Laskshmi Aparna,

### **Welcome to Brane Services Private Limited!**

We are delighted to extend this offer of employment to you for the position of "Associate Process Leader Trainee" at Brane Services Private Limited (hereinafter referred to as "Brane" or "Organization")

We request you to read this Offer letter and return the enclosed duplicate copy or scanned copy by email in as an acknowledgement of receipt of it and acceptance of the same on or before 6<sup>th</sup> July 2023, failing which this Offer stands cancelled and withdrawn. Brane reserves the right to revoke, withdraw or modify this Offer letter at any time in its sole discretion. Your date of joining should be on or before 14<sup>th</sup> August 2023 failing which this Offer stands terminated.

Further, on joining Brane, you will be issued an Appointment Letter containing the terms and conditions of your employment with Brane and access to the Organizational policies and guidelines.

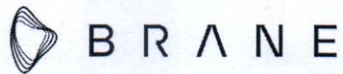
You will be working from the Hyderabad office location. However, you may be transferred to other office locations of Brane (or) to its affiliates or subsidiaries, either in India or abroad, as decided by Brane in its sole discretion. Your total C.T.C will be Rs. 5,00,000/- and the monthly emoluments before deductions will be Rs. 39,065/- The detailed break up of emoluments and operational details are provided under Annexure-A.

In view of the Organizational needs or corporate restructuring or business considerations, your employment or services can be transferred or assigned by Brane to any of its subsidiaries, affiliate(s), joint venture, or group companies as may be deemed fit and proper by Brane. If, after issuing this Offer letter, there is any change in the Organizational or corporate set up of Brane, then your Appointment Letter may be issued in the name of any other group Organization of Brane referencing this Offer and it shall not be any surprise for you.

**Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi, TG-500081





### **Non-Conflict and Confidentiality Agreement**

The role, in which you join us, is a very important one which will entail dealing with confidential and sensitive data, information and records of the Organization. You will, therefore, be required to sign a "Code of Conduct, Non-Conflict and Confidentiality Agreement" of our Organization at the time of your joining the Organization. As part of your undertaking for the non-compete provision, you shall not take up any work or employment with the competitors of Brane for a period of two(2) years post expiry or earlier termination of your employment with Brane and also as part of your undertaking for non-solicitation provision you shall not solicit or offer employment either directly or indirectly to employees of Brane with any third party or under you for a period of eighteen(18) months post expiry or termination of your employment with Brane. This job requires your fulltime commitment and during your tenure of employment with us, you are not permitted to take up or participate in any other part time or full-time jobs or assignments or employment.

You shall abide by the rules and regulations, policies of the Organization as may be in force from time to time and if there is any breach or violation of them, it may result in disciplinary and legal actions.

### **Documentation**

You are required to furnish the following documents on the day of your joining:

- Proof of age
- Certificates supplementing your highest educational and professional qualification attainments
- Appointment & relieving letter of your previous employer, as applicable
- Two passport-sized photographs
- Form 16 or any other authenticated document supplementing your earnings and income tax declaration/paid in the current financial year
- Photocopy of your PAN card
- Any other documents as may be required by the Organization.

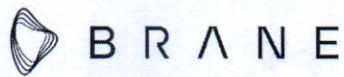
### **Probation**

You will be on probation for a period of six (6) months starting from Your joining date with Brane. At the end of the probation period, your performance will be tested and subject to finding it satisfactory, Brane may in its sole discretion confirm Your employment service with it. If you do not pass the test of confirmation, at the

#### **Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi, TG-500081





discretion of Brane, your probationary period may be extended for an additional time period. You shall be deemed to be on probation until and unless your services are confirmed in writing by Brane. In the event you do not pass the test of confirmation, or your conduct and performance are found unsatisfactory either during initial probationary period or during extended probation period your services are liable to be terminated without any notice. Confirmation of Your services with Brane are not automatic and is not a matter of right for you.

### **Termination**

Your employment with the Organization can be terminated by either party:

- a) during probation, you may terminate by giving ninety (90) days prior written notice. The Organization may end your probation and consequently terminate your employment forthwith (or) by giving fifteen (15) days prior written notice.
- b) after confirmation of employment, you may choose to terminate your employment by giving ninety (90) days prior written notice informing Your intent to terminate. Brane may terminate your employment forthwith (or) terminate by giving one (1) month notice (or) by paying one (1) month gross salary in lieu thereof.
- c) Notwithstanding anything contained either in Offer letter or Appointment Letter, Brane reserves its right to terminate forthwith your probation or employment without any notice or without assigning any reasons if in its opinion your probation or continuing you in employment with it is not conducive or is detrimental to the good will or business interests of Brane.

### **Your Information**

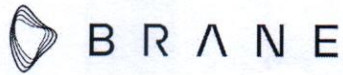
For the purposes of the applicable data protection laws, you agree that personal data or information (including sensitive personal data or information) relating to you which has been or is in the future obtained by Brane may be held and processed by Brane or any of its group Organization either by computer or manually for all purposes relating to the performance of your contract of employment and for Brane's legitimate business needs and legal obligations including, but not limited to the following:

- i) Administering and maintaining Brane's personnel records.
- ii) Paying and reviewing salary and other remuneration and benefits.
- iii) Providing and administering benefits (including pension) and private medical health insurance(if any applicable).
- iv) Undertaking performance appraisals and reviews and setting performance targets.
- v) Maintaining sickness and other absence records.
- vi) Taking decisions as to your fitness for work.

#### **Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi, TG-500081





- vii) Providing references and information to future employers, and if necessary, governmental, and quasi-governmental bodies for social security, income tax, customs and other statutory or legal purposes.
- viii) Providing information to future purchasers of Brane or of the business in which you work; and
- ix) Transferring information concerning you to a country or territory outside India. You agree and consent that any personal data to which you have access in the course of your employment with Brane shall treat strictly in accordance with Brane policies and procedures and you shall not use any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

This Offer is based on the information furnished in your application for employment and during the interviews you had with us. This Offer of employment is subject to the positive feedback with respect to Background Verification in relation to the credentials submitted by You and is subject to You being found mentally and medically fit at the time of joining and at all times of your employment with Brane. Background verification will be done at any time during your tenure with Brane.

Notwithstanding any other terms and conditions stipulated herein at any stage during the tenure of your employment with us if it is found that any particulars or details furnished by you are incorrect and / or this Offer letter or Appointment Letter has been obtained by misrepresentation of facts, the Organization shall reserve the right to take necessary legal action in addition to termination of your employment forthwith without any notice..

If you have any queries regarding the Offer, feel free to clarify your doubts with [leadership@braneServices.com](mailto:leadership@braneServices.com)

We take this opportunity to welcome you into the family of Brane Services and look forward to your contribution to the growth of the Organization and yourself.

Thanking you,  
for Brane Services Private Limited

Raghava Avvari  
HR Head

**Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi, TG-500081





## ANNEXURE-I

1. **Working hours and Work Timings:**

The general work timings for the office are from 9:15am to 6:45pm, within which the leaders are expected to work diligently for 9 hours. The punch in and punch out timings are taken from the biometric device affixed at the entrance of each premise. The organization shall observe a 5-day week from Monday to Friday.

2. **Leaves:**

You shall be eligible for a total of 21 days leaves in a calendar year. The leaves shall accrue on a monthly basis.

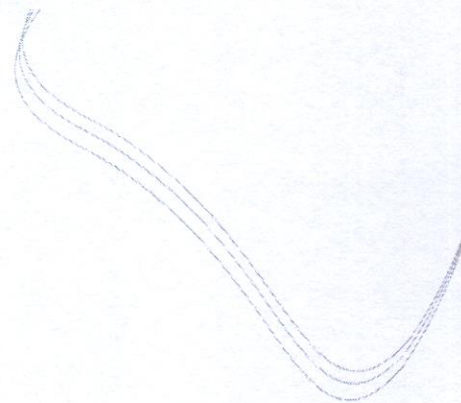
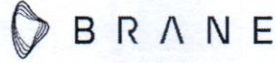
3. **Background Verification:**

All leaders will be deemed to have been appointed based on representations made and facts disclosed at the time of employment. BRANE has the right to conduct background verification anytime during the leader's employment with the organization. A leader is liable for appropriate action in case of any discrepancy between the claims made by the leader at the time of employment and the facts discovered thereafter.

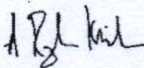
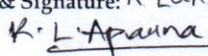
**Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi, TG-500081





CTC Per Annum	5,00,000
Monthly CTC	41,667

Annexure - A		
Name: Kota Laskshmi Aparna	DOJ: 14th August 2023	
Role: Associate Process Leader Trainee		
Location: Hyderabad		
<b>A) Monthly Salary Components</b>	<b>INR P.M.</b>	<b>INR P.A.</b>
Basic	16,667	2,00,004
House Rent Allowance	6,667	80,004
LTA	1,628	19,533
Special Allowance Per Month	14,103	1,69,240
<b>Monthly emoluments before deductions: (A)</b>	<b>39,065</b>	<b>4,68,780</b>
<b>B) Long term Benefits</b>		
Provident Fund (Employer Contribution)	1,800	21,600
Gratuity	802	9,620
<b>Total(B)</b>	<b>2,602</b>	<b>31,220</b>
<b>COST TO ORGANIZATION (A+B)</b>		<b>5,00,000</b>
*Provident Fund(Employee Contribution) will be deducted from Monthly Gross Salary. * Income Tax & Professional Tax will be deducted as per the Act.		
For Brane Services Private Limited	Accepted	
	Name & Signature: K. Lakshmi Aparna	
Authorized Signatory		
	Date: 07-07-2023	

Brane Services Private Limited  
3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi TG-500081



PRIVATE AND CONFIDENTIAL

September 8, 2022

**Kummari Pravalika**  
**Hyderabad**

Dear Pravalika,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **September 8, 2022** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

**Nature of Training:**

You will be undergoing training in our establishment in the area of "IDT" effective from **October 26, 2022** and during the course of training you shall be under the guidance of **Rajkumar Kusumanthi**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

**Duration of Training:**

The duration of training will be from **October 26, 2022** for a period of **9 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **August 25, 2023** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

**Stipend:**

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

**Date of Commencement of Training:**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **October 26, 2022**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.

**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

**Code of Conduct:**

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.





**THOMSON REUTERS**

You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

**Thomson Reuters International Services Private Limited  
(A Thomson Reuters Company)**

A handwritten signature in black ink that reads "Catriona Mackness".

**Catriona Mackness  
Director Regional HR, India**

**ENDORSEMENT**

I accept all the terms and conditions stipulated in this letter of engagement.  
I shall report to Training on **October 26, 2022**.

PLACE: Hyderabad

DATE: **09 September 2022**

SIGNATURE OF CANDIDATE:

A small, handwritten signature in blue ink, appearing to read "Prasanna".



### Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.

7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the



Company's policies for the time being in force.

**ACKNOWLEDGED AND AGREED**

Signature:

Name: Kummari Pravalika

Title: Technology Intern

Date: 09 september 2022



Date:21-Mar-23

To,

Mr. Ganesh Kusma,  
CBIT

Dear Ganesh Kusma,

Please refer to the interview and discussions you had with us recently. We are pleased to offer you the position of **Post Graduate Engineer Trainee** on the following terms and conditions:

1. You will receive a Basic Salary of **Rs. 22336/- per month**. All other allowances and benefits as applicable to you are detailed in Annexure - A
2. Your place of posting will be **Hyderabad** till the Company intimates you otherwise
3. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed at Annexure – B
4. You will be governed by and agree to abide by the provisions of the Tata Code of Conduct. Any breach of the provisions of Tata Code of Conduct shall constitute misconduct
5. Your appointment is subject to you being certified medically fit by a medical practitioner recognized by us, and on receipt of satisfactory references
6. You will be on training for a period of **12 Months** from the date of your joining the Company, subject to the conditions detailed in the General Terms & Conditions of Service
7. You will furnish to us copies of all the relevant certificates, including relieving certificate from your present employer at the time of joining. You will also submit to us 4 copies of your recent passport sized and 1 stamp sized photographs at the time of joining

Within 3 days of receipt of this letter, you are requested to sign and return the duplicate copy of this letter in token of your acceptance of the terms of appointment, including the General Terms & Conditions of Service and the provisions contained in the Tata Code of Conduct.

You are requested to join the services of the Company not later than **Date of Joining** failing which please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

*\*The joining dates (not later than August'2023) shall be intimated to you via your mail id*

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board.

Yours faithfully,

For TATA Advanced Systems Limited

I accept the offer of appointment

Authorized Signatory  
TATA Advanced Systems Limited

(Signature)

**TATA ADVANCED SYSTEMS LIMITED**

TSIIC Aerospace SEZ Plot T/ A SY No 656 Aditya Nagar Adibatla (V) Ibrahimpatnam (M) Ranga Reddy (D) Telangana 501510  
Registered Office : Hardware park Plot No 21 Sy No 1/1 Imarat Kanchar Raviryala Village Maheshwaram Mandal Hyderabad 501 218 Telangana India  
Tel 91 40 6644 8282 Fax 91 40 6644 7438 e-mail : email@tataadvancedsystems.com website : www.tataadvancedsystems.com CIN : U72900TG2006PLC077939

**Mr. Ganesh Kusma**  
Post Graduate Engineer Trainee

Particulars	Amount (Annual)
Basic	268032
House Rent Allowance	134016
Flexible Allowance Bucket	241229
<b>Gross salary total (A)</b>	<b>643277</b>
*Provident Fund	32164
**Gratuity	12892
<b>Retirals Total (B)</b>	<b>45056</b>
Total (C) = (A) + (B)	688333
Annual Performance Pay (D)	111680
<b>Cost To Company (E) = (C) + (D)</b>	<b>800013</b>

\* You shall participate in the Provident Fund Scheme applicable to you as per the Provident Fund and Miscellaneous Provisions Act 1952. Your PF contribution has been calculated on Annual PF Wages = **268032**

\*\* You will be entitled to gratuity in accordance with the rules governing such payment as per the Payment of Gratuity Act 1972.

\*\*\* You shall be entitled to benefits under ESIC applicable to you as per the Employee State Insurance Act, 1948.

# Performance Compensation is an indicative number. It is paid annually subject to individual performance rating and company performance. The company reserves the right to decide on the quantum of performance payouts each year.

For TATA Advanced Systems Limited

I accept the offer of appointment



Authorized Signatory  
TATA Advanced Systems Limited

(Signature)

## GENERAL TERMS AND CONDITIONS OF SERVICE

### 1. RESPONSIBILITIES

You will diligently and honestly discharge and perform all duties and responsibilities pertaining to your employment, as also such other duties and responsibilities, as may be entrusted to you by the TASL Group of Companies from time to time.

### 2. TRAINING

You will be on training for a period of **12 Months** from the date of your joining the company.

During the period of training, your performance and other behavioral factors such as team work, willingness to learn, customer focus, reliability etc. shall be assessed. In case during training period, your service is found to be unsatisfactory, the Company reserves the right to extend the period of training or terminate, as considered necessary in writing.

Subject to your service during the training period or extended period of training (if any), being found satisfactory in all respects, you will be confirmed in your position in writing. Until so confirmed in writing, you shall continue to be on training.

### 3. PLACE OF WORK

You will be required to work in any establishment of the Company within India or overseas, as per the instructions given to you from time to time. In case of transfer from one location of the Company to another, you will be automatically governed by the specific rules & regulations at the location of transfer and policies, as may be applicable to you.

### 4. TRANSFER OF SERVICE / DEPUTATION

Your services are liable to be transferred to any Subsidiary or Associate Company or parent company of TASL Group of Companies as existing or may be set up in future within or outside India. Your services are also liable to be transferred to any Company as existing or may be set up in future under the Tata Group within or outside India. In such cases, you will automatically be governed by the terms & conditions of service applicable to you in the transferee company. You can also be deputed to any of the companies mentioned above. The tenure and the terms and conditions of such deputation will be determined solely by the Company at its discretion and communicated to you.

### 5. HOURS OF WORK AND PAID HOLIDAYS

You will abide by the working hours, weekly offs and paid holidays of the department, office or establishment where you are posted.

In case of unforeseen events and/or workload, you may be required to work beyond the working hours or on weekly off days / holidays.

### 6. INCREMENT, ANNUAL PERFORMANCE AWARD & PROMOTION

Your increment, annual performance award & promotion(s) will be on the basis of your performance and contributions in the job and will be at the sole discretion of the Company. Similarly, promotion, if any, will be based on company policies and will also be at the sole discretion of the company.

### 7. RETIREMENT AGE

You shall retire from the services of Company upon completion of the age of 60 years. For the purpose of determining the retirement date, the last day of the month in which you attain the age of 60 years will be deemed to be your retirement date.

The Company's decision in regard to your date of birth as per Company's records shall be final. In case of any change in the retirement age of employees in the Company, the same shall apply to you without any written notice specifically addressed to you.





## 8. NOTICE OF TERMINATION

### a. During Training

During your training period, your services may be terminated by giving a month's notice at any time. Similarly, should you not wish to continue with the Company, you may do so by giving months' notice.

### b. After Confirmation

After confirmation of your services, the requirement in respect of notice will be 3 months on both sides. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the three months' notice period.

### c. General

The Company shall be entitled to terminate your services without any notice on the happening of any of the following events:

- i. In the reasonable judgment of the Company, any material breach of the terms of employment by you;
- ii. In the reasonable judgment of the Company, any gross negligence in the performance of your duties, intentional non-performance or miss-performance of such duties, or refusal to abide by the orders of superiors or refusal to comply with lawful directives of the Company or the Company's policies and procedures;
- iii. Any willful dishonesty, fraud, or misconduct by you with respect to the business or affairs of the Company, that in the reasonable judgment of the Company may materially and adversely affect the operations or reputation of the Company;
- iv. Your conviction in any crime involving moral turpitude; or
- v. Your abuse of alcohol or drugs (legal or illegal) that, in the Company's reasonable judgment, materially impairs your ability to perform your duties.

## 9. SEPARATION

Upon your separation from the Company for any reason whatsoever, you shall not later than the effective date of separation:

- a. Handover charge to such person or persons as may be nominated by the Company in that behalf, and
- b. Surrender to the management of the Company or any person nominated/authorized by it, all original and copies of business documents, blueprints, reproductions or any data, tables, calculations, books, identity/ attendance/access cards and correspondence received by you for and on behalf on the Company and all Company property (i.e. company leased residential accommodation, keys, software, computer, vehicle, mobile phone, documents, electronic devices, data storage media etc., as applicable) owned by the Company and in your possession or custody pertaining to or connected with the business of the Company or any subsidiary, associate or affiliate of the Company.
- c. The Company reserves the right to recover/deduct the actual expenditure, if any, incurred on you at the time of joining the Company on various accounts viz. notice period paid to your previous employer, travel cost, training cost if any, accommodation charges and the cost of transfer of belongings, in case you resign from the services within one year from the date of your joining.

## 10. CONFIDENTIALITY, INVENTIONS & INTELLECTUAL PROPERTY

In consideration of the employment with the Company, you agree to and will abide with the following:

- a. You shall not without the Company's prior written permission, either directly or indirectly disclose to any person, firm, company or other body corporate for any purpose or use, or permit any person to examine or make copies of, any documents, materials or records that contain or are derived from any Confidential Information (as defined below) of the Company other than for the Company's business, both during and after your employment with the Company.
- b. You will comply with, and do all things necessary to permit the Company to safeguard its Confidential Information (as defined below).

*"Confidential Information" means any and all information provided by the Company to you or to which you have access owing to your relationship with the Company, including but not limited to (i) Intellectual Property information; (ii) trade secrets; (iii) proprietary information related to the current, future, and proposed products and services of the Company including, without limitation, ideas, samples, media, techniques, sketches, drawings, works of authorship, models, inventions, know-how, processes, apparatuses, equipment, algorithms, software programs, software source documents and formulae, its information concerning research, experimental work, development, design details and specifications, engineering, financials, procurement requirements, purchasing, customer lists, investors, employees, business and contractual relationships, business forecasts, sales and merchandising, marketing plans, and any such information you have access to regarding third parties; (iv) information relating to salary structures, perquisites and/or other terms and conditions of employment; and (v) such other information which by its nature or the circumstances of its disclosure is confidential.*

## TATA ADVANCED SYSTEMS LIMITED

TSIC Aerospace SEZ Plot 1/ A SY No 656 Aditya Nagar Adibatla (V) Ibrahimpatnam (M) Ranga Reddy (D) Telangana 501510  
Registered Office : Hardware park Plot No 21, Sy No 1/1 Imarat Kancha Raviryala Village Maheshwaram Mandal Hyderabad 501 218 Telangana India  
Tel 91 40 6644 8282 Fax: 91 40 6644 7438 e-mail : email@tataadvancedsystems.com website : www.tataadvancedsystems.com CIN : U72900TG2006PLC077939



- c. You expressly agree to and undertake that at any time during and after your employment with the Company, you shall have no proprietary interest in any Developments (as defined below).

*“Developments” shall mean any idea, invention, design, technical or business innovation, computer program and related documentation, or any other work product developed, conceived, or used by you, in whole or in part that arises out of your employment with the Company, or that are otherwise made through the use of the Company’s time and materials.*

- d. You acknowledge and agree that all Developments and Employee Intellectual Property (as defined below) are and shall be the sole property of the Company and that the Company shall not be required to designate you as the author thereof. You undertake to promptly disclose all Developments and Employee Intellectual Property to the Company and shall, at the Company’s request and at the cost of the Company, do all things that may be necessary and appropriate to establish the Company’s ownership of the Developments and Employee Intellectual Property including, but not limited to, the execution of the appropriate applications or assignments, production of documents and evidence to the appropriate authorities etc. You further acknowledge and agree that these General Terms & Conditions of Service shall operate as a perpetual, written assignment in favour of the Company of any right, title or interest that you may have in respect of the Employee Intellectual Property and/or Developments. The Company shall have the perpetual and exclusive right to use, exploit or deal with the Employee Intellectual Property and Developments in its sole discretion.

*“Employee Intellectual Property” shall mean any Intellectual Property (as defined below) obtained by you individually or on behalf of the Company in relation to the work carried on, discovered, invented, designed and/or authored by you during his term of office as an employee of the Company. “Intellectual Property” means (i) all inventions (whether patentable or un-patentable and whether or not reduced to practice), all improvements thereto, and all patents, patent applications, and patent disclosures, together with all re-issuances, continuations, continuations-in-part, revisions, extensions and re-examinations thereof; (ii) all trademarks, service marks, logos, trade names and corporate names, together with all translations, adaptations, derivations and combinations thereof, including all goodwill associated therewith and all applications, registrations and renewals in connection therewith; (iii) all copyrightable works, all copyrights and all applications, registrations and renewals in connection therewith; (iv) all computer software (including data and related documentation), code, machine code, source code, related documentation, graphics, images, designs, logos, programs, layouts and specifications; (v) all other proprietary rights of whatsoever description whether or not protected and whether or not capable of protection, and (vi) all copies and tangible embodiments thereof regardless of form and medium.*

Nothing contained above shall prevent you from sharing information with another employee of the Company as may be genuinely required for the due performance of your or such other employees’ duties.

## 11. GENERAL

- a. The Company reserves the right to withdraw the offer of appointment or terminate your employment with the Company without notice, in case it is found that the information/details/documentation provided by you in connection with your employment with the Company are found to be false, incorrect or forged.
- b. You will be responsible for the safe keeping, proper use and return in good condition and order of all property such as tools, equipment’s, instruments, books, computers, telecommunication devices etc., which may be in your custody, use, care, or charge. The Company shall have the right to deduct the money value of all such things from your dues and take such action as the Company deems proper in the event of your failure to account for such property to our satisfaction. You shall not use or permit the use of any of the property, facilities and/or services (including but not limited to e-mail and internet facilities) made available to you as an employee of the Company, for the personal use, benefit or advantage of yourself or of any third party, unless specifically authorized by the Company.
- c. You will keep the Company informed of any change in your residential address, contact details and any changes in your individual status such as marital status, family status etc. You will also keep the Company informed in case your spouse/children are employed with the competitors (i.e. any other Defence and Aerospace companies) in India.

**TATA ADVANCED SYSTEMS LIMITED**

TSIIC Aerospace SEZ Plot 1/ A SY No 656 Aditya Nagar Adibatla (V) Ibrahimpatnam (M) Ranga Reddy (D) Telangana 501510  
Registered Office : Hardware park Plot No 21 Sy No 1/1 Imarat Kancha Raviryala Village Maheshwaram Mandal Hyderabad 501 218 Telangana India  
Tel 91 40 6644 8282 Fax: 91 40 6644 7438 e-mail : email@tataadvancedsystems.com website : www.tataadvancedsystems.com CIN : U72900TG2006PLC077939



- d. You will abide by the Company policies, rules and regulations applicable to you that are in force for the time being or may be framed from time to time.

In the event of there being any inconsistency or repugnancy between the provisions contained in the Company policies, rules & regulations and the terms of your appointment, the provisions contained in the Company policies, rules & regulations shall prevail.

Your appointment shall also be subject to such statutes and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

- e. You will not without the Company's previous written permission carry on any business, trade, profession or vocation or utilize any part of your time in any capacity the services of or be employed by any other firm, company or person, directly or indirectly and for gainful purpose or otherwise, unless otherwise approved by the Company in writing. You will devote your whole time and attention to your duties to promote the interests of the Company.
- f. You will not disclose or discuss your compensation package with any other employee, vendor, customer or business associate of the Company. Any deviation from maintaining confidentiality on your part would be viewed seriously and could lead to disciplinary action.
- g. Any commitment made to you by the Company (prior to or after your joining the services of the Company) regarding your terms & conditions of service, including compensation, shall be in writing and signed by a duly authorized employee of the Human Resource Department of the Company; and the Company will not be obliged to honour any verbal commitment/assurance given to you by any employee of the Company.
- h. You will immediately upon your acquiring the knowledge, inform the Company of any act of dishonesty and/or any action prejudicial to the interests of the Company on the part of any other employee of the Company.
- i. Company may require you to undergo medical examination by a medical practitioner nominated by the company, as and when necessary.
- j. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India as per Company records.
- k. You may be required to undertake travel on Company work as & when required. In case of travel on Company Business, you will be entitled to reimbursement of such travel expenses / allowances as per Company's policies in force from time to time.
- l. Without prejudice to the Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments, the amount of any claims, if any, which the Company may have against you.
- m. You will not accept any commissions, benefits or gifts in connection with business activities of the Company without the written permission of the Company or as per the prescribed policies in this regard
- n. Any differences or disputes arising in connection with your employment in the Company leading to litigation shall be decided by the Courts located in Hyderabad, India.

## 12. MODIFICATION OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions of service and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

I accept the terms and conditions

(Signature)



07-Apr-2023

Candidate ID: 17025902

**Anantha Lakshmi L**  
**MCA (2 Year) Computer Science**  
**Chaitanya Bharathi Institute of Technology, Hyderabad**

Dear **Anantha Lakshmi L,**

Further to our Letter of Intent for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an internship on premises with us for **a period of 3 to 6 months**. Your internship on-boarding will be scheduled based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of **INR 12,000** per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Though Cognizant Internship is a pre-requisite skill and capability development program, it does not guarantee employment and there is no employer – employee relationship during the course of this internship program. However, the successful completion of internship will form a critical part of your eligibility for employment with Cognizant if an opportunity arises in future.

You will be provided a learning curriculum as per the skill track assigned to you. The learning design would expect you to drive your learning through hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

*Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. Upon successful completion of internship, you will be part of the batch available for on-boarding **as a full-time employee with Cognizant between July 2023 to August 2024**. In the event of unsatisfactory performance during the Internship or non-completion of the Internship, no Internship Completion Certificate shall be issued by Cognizant. Cognizant reserves rights at its sole discretion to revoke its Letter of Intent.*

#### **Section A: Terms and Conditions:**

1. The Internship timings would be for 10 hours per day from Monday through Friday aligned to the working timings followed in Cognizant which based on the need could also be operated on a shift model. Attendance is mandatory on all the days to stay active in the Internship Program. The Intern Offer would be cancelled if the mandatory requirement of minimum 85% attendance at office is not met in a month.
2. Interns are covered under Cognizant's calendar holidays of the respective location of internship, and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program and internship would be cancelled if leaves are availed without prior approvals.
3. You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions failing which your internship would be cancelled.

4. The Technical skills track mapped could change at the start or mid-way or even later during the program depending on business demand changes and you would be required to be flexible for this change failing which your internship would be cancelled.
5. After successful completion of your internship if there is a business demand which expects you to get enabled on a different skill, you would be provided opportunity to get on-boarded into the CSD (Certified Skill Development) Program for training, failing which your Letter of Intent will be revoked.
6. Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion. Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.
7. There would be zero tolerance to plagiarisms and misconduct during the internship. Adherence to Cognizant Internship policies and guidelines is mandatory and any breach of incident reported will lead to immediate cancellation of Internship without any notice. You would be required to complete Cognizant mandatory training's such as Code of Conduct and AUP within the given timelines.
8. During the course of your Internship and at all times, you shall be governed by Cognizant's Social Media Policy and shall, refrain from posting malicious, libelous, defamatory, false, obscene, political, anti-social, abusive, and threatening messages/statements or disparaging the Company, clients, associates, competitors, or suppliers or any third parties, irrespective of whether any such statements are likely to cause damage to any such entity or person. Any breach of this section would lead to immediate cancellation of the Internship.
9. Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
10. It is hereby clarified that participation in this Internship shall not constitute you to be an employee of Cognizant nor obligates Cognizant for any purpose whatsoever. The scope of this Internship does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this document.
11. Cognizant holds all rights to cancel this Internship Offer due to non-conformance of performance benchmark or moral code of conduct or in case of you failing to participate in the Internship within the given date/timeline or for such other any reasons upon providing written communication of the same to you. Upon such cancellation of this Internship Offer, your access and participation in the Internship shall stand cancelled.
12. At the time of your reporting for the internship, you will be required to sign a Non – Disclosure Agreement with the company. During the course of your internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.
13. This offer from Cognizant shall be active and **valid for only 3 calendar days** and hence you are expected to accept or decline the offer through the company's online portal within the said time-period of 3 calendar days and you will also be required to submit the mandatory documents at least **7 days** before your Internship Onboarding Date as part of your Pre-joining & Background Verification (BGV) process. In case you don't comply to the above timelines, this Offer shall stand withdrawn and will be considered as cancelled. Any official written extension to the offer validity and the above-mentioned timelines will be at the sole discretion of Cognizant.
14. For avoidance of doubt, it is herewith stated that the Internship shall stand cancelled on the below scenarios as well:
  - a. In the event of you accepting this Internship Offer but not joining into the Internship on the specified date and at specified location of on-boarding.
  - b. In the event of you not accepting this Internship Offer or failing to communicate acceptance within 3 calendar days as stated above, you would be provided with the CSD (Certified Skill Development) Offer



which you would need to take it up and complete the training, failing which your Letter of Intent will be revoked.

c. For such other operational, regulatory reasons including breach of terms herein.

Thereupon, your access shall also stand revoked, and Cognizant shall not be obligated to extend nor be liable for any claims due to cancellation of this Internship Offer.

On any of the above-mentioned scenarios (Refer to **Section A: Terms and Conditions**), if your Internship Offer has been cancelled then your Letter of Intent would also be revoked.

Below are the **mandatory documents** to be submitted as part of your **Background Verification**:

- Your Pan Card
- Letter of Authorization (LOA) which should be downloaded from the BGV application hand signed with your name and date and re-uploaded back to the application

Below are the **mandatory documents** to be submitted as part of your **Pre- joining formalities**:

- 2 Passport sized Photographs preferably with a Grey / White background
- Personal individual bank account from a nationalized bank for processing stipend

In case of additional queries or concerns, you can raise a query at <https://campus2cognizant.cognizant.com/Pages/PreLogin>

We wish you good luck.

Yours sincerely,  
For **Cognizant Technology Solutions India Pvt. Ltd.**,



Maya Sreekumar  
**Vice President - Human Resources**

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

**Signature:**

**Date:**



Ref No: JR00004838 - 51174063

28-06-2023

Sravani M  
8-2-456 Kummariguda Secunderabad,  
Hyderabad, Near Regional Passport Office  
Secunderabad, Telangana - 500003  
India

Dear Sravani M,

Please refer to the interview and discussions you had with us recently. We are pleased to offer you the position of Post Graduate Engineer Trainee-Aspire, MT & GET -CORP - TASL on the following terms and conditions:

1. You will receive a Basic Salary of Rs. 22,336/- per month. All other allowances and benefits as applicable to you are detailed in Annexure - A
2. Your place of posting will be Hyderabad till the Company intimates you otherwise
3. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed at Annexure – B
4. You will be governed by and agree to abide by the provisions of the Tata Code of Conduct. Any breach of the provisions of Tata Code of Conduct shall constitute misconduct
5. Your appointment is subject to you being certified medically fit by a medical practitioner recognized by us, and on receipt of satisfactory references
6. You will be on probation for a period of 12 month/s from the date of your joining the Company, subject to the conditions detailed in the General Terms & Conditions of Service
7. You will furnish to us copies of all the relevant certificates, including relieving certificate from your present employer at the time of joining. You will also submit to us 4 copies of your recent passport sized and 1 stamp sized photographs at the time of joining

Within 3 days of receipt of this letter, you are requested to sign and return the duplicate copy of this letter in token of your acceptance of the terms of appointment, including the General Terms & Conditions of Service and the provisions contained in the Tata Code of Conduct.

You are requested to join the services of the Company not later than 03-07-2023 failing which please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board.

Yours faithfully,

For TATA Advanced Systems Limited

I accept the offer of appointment

Kalyan Chakravarthy  
Senior Manager, HR

(Signature)

**TATA ADVANCED SYSTEMS LIMITED**

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Annexure –A

Sravani M

Post Graduate Engineer Trainee-Aspire, MT & GET -CORP - TASL

Particulars	Amount (Annual)
Basic	268,032
House Rent Allowance	134,016
Flexible Allowance Bucket	241,229
Other Special Allowance	0
Other Incentive	0
Gross salary total (A)	643,277
*Provident Fund	32,164
**Gratuity	12,892
***ESIC	0
Retirals Total (B)	45,056
Total (C) = (A) + (B)	688,333
Target Performance Pay# (D)	111,680
Cost To Company (E) = (C) + (D)	800,013

\* You shall participate in the Provident Fund Scheme applicable to you as per the Provident Fund and Miscellaneous Provisions Act 1952. Your PF contribution has been calculated on PF Wages = 268,032

\*\* You will be entitled to gratuity in accordance with the rules governing such payment as per the Payment of Gratuity Act 1972.

\*\*\* You shall be entitled to benefits under ESIC applicable to you as per the Employee State Insurance Act, 1948.

# Performance Pay is payable in accordance with the Organizational, Business Unit and Individual Performance as per applicable Performance Payout matrix.

For TATA Advanced Systems Limited

Kalyan Chakravarthy  
Senior Manager, HR

I accept the offer of appointment

(Signature)

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## Annexure - B

### GENERAL TERMS AND CONDITIONS OF SERVICE

#### 1. RESPONSIBILITIES

You will diligently and honestly discharge and perform all duties and responsibilities pertaining to your employment, as also such other duties and responsibilities, as may be entrusted to you by the TASL Group of Companies from time to time.

#### 2. PROBATION

You will be on probation for a period of 12 month/s from the date of your joining the company.

During the period of probation, your performance and other behavioral factors such as team work, willingness to learn, customer focus, reliability etc. shall be assessed. In case during probationary period, your service is found to be unsatisfactory, the Company reserves the right to extend the period of probation or terminate, as considered necessary in writing.

Subject to your service during the probationary period or extended period of probation (if any), being found satisfactory in all respects, you will be confirmed in your position in writing. Until so confirmed in writing, you shall continue to be on probation.

#### 3. PLACE OF WORK

You will be required to work in any establishment of the Company within India or overseas, as per the instructions given to you from time to time. In case of transfer from one location of the Company to another, you will be automatically governed by the specific rules & regulations at the location of transfer and policies, as may be applicable to you.

#### 4. TRANSFER OF SERVICE / DEPUTATION

Your services are liable to be transferred to any Subsidiary or Associate Company or parent company of TASL Group of Companies as existing or may be set up in future within or outside India. Your services are also liable to be transferred to any Company as existing or may be set up in future under the Tata Group within or outside India. In such cases, you will automatically be governed by the terms & conditions of service applicable to you in the transferee company. You can also be deputed to any of the companies mentioned above. The tenure and the terms and conditions of such deputation will be determined solely by the Company at its discretion and communicated to you.

#### 5. HOURS OF WORK AND PAID HOLIDAYS

You will abide by the working hours, weekly offs and paid holidays of the department, office or establishment where you are posted.

In case of unforeseen events and/or workload, you may be required to work beyond the working hours or on weekly off days / holidays.

#### 6. INCREMENT, ANNUAL PERFORMANCE AWARD & PROMOTION

Your increment, annual performance award & promotion(s) will be on the basis of your performance and contributions in the job and will be at the sole discretion of the Company. Similarly, promotion, if any, will be based on company policies and will also be at the sole discretion of the company.

#### 7. RETIREMENT AGE

You shall retire from the services of Company upon completion of the age of 60 years. For the purpose of determining the retirement date, the last day of the month in which you attain the age of 60 years will be deemed to be your retirement date.

The Company's decision in regard to your date of birth as per Company's records shall be final. In case of any change in the retirement age of employees in the Company, the same shall apply to you without any written notice specifically addressed to you.

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## 8. NOTICE OF TERMINATION

### a. During Probation

During your probation period, your services may be terminated by giving a month's notice at any time. Similarly, should you not wish to continue with the Company, you may do so by giving months' notice.

### b. After Confirmation

After confirmation of your services, the requirement in respect of notice will be 3 months on both sides. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the three months' notice period.

### c. General

The Company shall be entitled to terminate your services without any notice on the happening of any of the following events:

- i. In the reasonable judgment of the Company, any material breach of the terms of employment by you;
- ii. In the reasonable judgment of the Company, any gross negligence in the performance of your duties, intentional non-performance or miss-performance of such duties, or refusal to abide by the orders of superiors or refusal to comply with lawful directives of the Company or the Company's policies and procedures;
- iii. Any willful dishonesty, fraud, or misconduct by you with respect to the business or affairs of the Company, that in the reasonable judgment of the Company may materially and adversely affects the operations or reputation of the Company;
- iv. Your conviction in any crime involving moral turpitude; or
- v. Your abuse of alcohol or drugs (legal or illegal) that, in the Company's reasonable judgment, materially impairs your ability to perform your duties.

## 9. SEPARATION

Upon your separation from the Company for any reason whatsoever, you shall not later than the effective date of separation:

- a. Handover charge to such person or persons as may be nominated by the Company in that behalf, and
- b. Surrender to the management of the Company or any person nominated/authorized by it, all original and copies of business documents, blueprints, reproductions or any data, tables, calculations, books, identity/ attendance/access cards and correspondence received by you for and on behalf on the Company and all Company property (i.e. company leased residential accommodation, keys, software, computer, vehicle, mobile phone, documents, electronic devices, data storage media etc., as applicable) owned by the Company and in your possession or custody pertaining to or connected with the business of the Company or any subsidiary, associate or affiliate of the Company.
- c. The Company reserves the right to recover/deduct the actual expenditure, if any, incurred on you at the time of Joining the Company on various accounts viz. notice period paid to your previous employer, travel cost, training cost if any, accommodation charges and the cost of transfer of belongings, in case you resign from the services within one year from the date of your joining.

## 10. CONFIDENTIALITY, INVENTIONS & INTELLECTUAL PROPERTY

In consideration of the employment with the Company, you agree to and will abide with the following:

- a. You shall not without the Company's prior written permission, either directly or indirectly disclose to any person, firm, company or other body corporate for any purpose or use, or permit any person to examine or make copies of, any documents, materials or records that contain or are derived from any Confidential Information (as defined below) of the Company other than for the Company's business, both during and after your employment with the Company.
- b. You will comply with, and do all things necessary to permit the Company to safeguard its Confidential Information (as defined below).

"Confidential Information" means any and all information provided by the Company to you or to which you have access owing to your relationship with the Company, including but not limited to (i) Intellectual Property information; (ii) trade secrets; (iii) proprietary information related to the current, future, and proposed products and services of the Company including, without limitation, ideas, samples, media, techniques, sketches, drawings, works of authorship, models, inventions, know-how, processes, apparatuses, equipment, algorithms, software programs, software source documents and formulae, its information concerning research, experimental work, development, design details and specifications, engineering, financials, procurement requirements, purchasing, customer lists, investors, employees, business and contractual relationships, business forecasts, sales and merchandising, marketing plans, and any such information you have access to regarding third parties; (iv) information relating to salary structures, perquisites and/or other terms and conditions of employment; and (iv) such other information which by its nature or the circumstances of its disclosure is confidential.

### TATA ADVANCED SYSTEMS LIMITED



- c. You expressly agree to and undertake that at any time during and after your employment with the Company, you shall have no proprietary interest in any Developments (as defined below).

“Developments” shall mean any idea, invention, design, technical or business innovation, computer program and related documentation, or any other work product developed, conceived, or used by you, in whole or in part that arises out of your employment with the Company, or that are otherwise made through the use of the Company’s time and materials.

- d. You acknowledge and agree that all Developments and Employee Intellectual Property (as defined below) are and shall be the sole property of the Company and that the Company shall not be required to designate you as the author thereof. You undertake to promptly disclose all Developments and Employee Intellectual Property to the Company and shall, at the Company’s request and at the cost of the Company, do all things that may be necessary and appropriate to establish the Company’s ownership of the Developments and Employee Intellectual Property including, but not limited to, the execution of the appropriate applications or assignments, production of documents and evidence to the appropriate authorities etc. You further acknowledge and agree that these General Terms & Conditions of Service shall operate as a perpetual, written assignment in favour of the Company of any right, title or interest that you may have in respect of the Employee Intellectual Property and/or Developments. The Company shall have the perpetual and exclusive right to use, exploit or deal with the Employee Intellectual Property and Developments in its sole discretion.

“Employee Intellectual Property” shall mean any Intellectual Property (as defined below) obtained by you individually or on behalf of the Company in relation to the work carried on, discovered, invented, designed and/or authored by you during his term of office as an employee of the Company. “Intellectual Property” means (i) all inventions (whether patentable or unpatentable and whether or not reduced to practice), all improvements thereto, and all patents, patent applications, and patent disclosures, together with all re-issuances, continuations, continuations-in-part, revisions, extensions and re-examinations thereof; (ii) all trademarks, service marks, logos, trade names and corporate names, together with all translations, adaptations, derivations and combinations thereof, including all goodwill associated therewith and all applications, registrations and renewals in connection therewith; (iii) all copyrightable works, all copyrights and all applications, registrations and renewals in connection therewith; (iv) all computer software (including data and related documentation), code, machine code, source code, related documentation, graphics, images, designs, logos, programs, layouts and specifications; (v) all other proprietary rights of whatsoever description whether or not protected and whether or not capable of protection, and (vi) all copies and tangible embodiments thereof regardless of form and medium.

Nothing contained above shall prevent you from sharing information with another employee of the Company as may be genuinely required for the due performance of your or such other employees’ duties.

#### 11. GENERAL

- a. The Company reserves the right to withdraw the offer of appointment or terminate your employment with the Company without notice, in case it is found that the information/details/documentation provided by you in connection with your employment with the Company are found to be false, incorrect or forged.
- b. You will be responsible for the safe keeping, proper use and return in good condition and order of all property such as tools, equipment’s, instruments, books, computers, telecommunication devices etc., which may be in your custody, use, care, or charge. The Company shall have the right to deduct the money value of all such things from your dues and take such action as the Company deems proper in the event of your failure to account for such property to our satisfaction. You shall not use or permit the use of any of the property, facilities and/or services (including but not limited to e-mail and internet facilities) made available to you as an employee of the Company, for the personal use, benefit or advantage of yourself or of any third party, unless specifically authorized by the Company.
- c. You will keep the Company informed of any change in your residential address, contact details and any changes in your individual status such as marital status, family status etc. You will also keep the Company informed in case your spouse/children are employed with the competitors (i.e. any other Defence and Aerospace companies) in India.

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- d. You will abide by the Company policies, rules and regulations applicable to you that are in force for the time being or may be framed from time to time.

In the event of there being any inconsistency or repugnancy between the provisions contained in the Company policies, rules & regulations and the terms of your appointment, the provisions contained in the Company policies, rules & regulations shall prevail.

Your appointment shall also be subject to such statutes and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

- e. You will not without the Company's previous written permission carry on any business, trade, profession or vocation or utilize any part of your time in any capacity the services of or be employed by any other firm, company or person, directly or indirectly and for gainful purpose or otherwise, unless otherwise approved by the Company in writing. You will devote your whole time and attention to your duties to promote the interests of the Company.
- f. You will not disclose or discuss your compensation package with any other employee, vendor, customer or business associate of the Company. Any deviation from maintaining confidentiality on your part would be viewed seriously and could lead to disciplinary action.
- g. Any commitment made to you by the Company (prior to or after your joining the services of the Company) regarding your terms & conditions of service, including compensation, shall be in writing and signed by a duly authorized employee of the Human Resource Department of the Company; and the Company will not be obliged to honour any verbal commitment/assurance given to you by any employee of the Company.
- h. You will immediately upon your acquiring the knowledge, inform the Company of any act of dishonesty and/or any action prejudicial to the interests of the Company on the part of any other employee of the Company.
- i. Company may require you to undergo medical examination by a medical practitioner nominated by the company, as and when necessary.
- j. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India as per Company records.
- k. You may be required to undertake travel on Company work as & when required. In case of travel on Company Business, you will be entitled to reimbursement of such travel expenses / allowances as per Company's policies in force from time to time.
- l. Without prejudice to the Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments, the amount of any claims, if any, which the Company may have against you.
- m. You will not accept any commissions, benefits or gifts in connection with business activities of the Company without the written permission of the Company or as per the prescribed policies in this regard
- n. Any differences or disputes arising in connection with your employment in the Company leading to litigation shall be decided by the Courts located in Hyderabad, India.

## 12. MODIFICATION OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions of service and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

I accept the terms and conditions

(Signature)

### TATA ADVANCED SYSTEMS LIMITED

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December 02, 2022

**PRIVATE AND CONFIDENTIAL**

Mucharla Vinitha Reddy

Dear Mucharla Vinitha Reddy,

We are pleased to offer you (hereinafter also referred to as, the "Trainee") a position in StateStreet Corporate Services Mumbai Private Limited ("the Company"), a company incorporated under the laws of India and having its principal place of business at Hyderabad, commencing 09-January-2023 to 03-July-2023 under the following terms and conditions.

This offer is subject to verification of your credentials for employment by the Company. Please ensure that you read and understand all terms and conditions. While you are required to execute and return all documents prior to commencing in your role, in the event that you commence before doing so, your commencement will be deemed acceptance of all terms and conditions.

**POSITION AND REPORTING LINE**

You will be employed in the position of Trainee, Charles River Development reporting to Raghavendra Rao Sivalenka, Assistant Manager. The Company may also, from time to time, change your duties as required by the Company's operational requirements.

**OFFICE LOCATION**

Your normal place of work will be based in Hyderabad. However you may be required to work at any other premises which the Company currently has or may later acquire in India.

**SECURITY/ BACKGROUND CHECK**

This offer of internship (and your continuing internship if relevant) is subject to the Company receiving satisfactory responses to the reference and background checks you are required to undertake. These checks include verification of your professional experience and education credentials, fingerprinting and a review of your criminal and credit background.

As it is the Company's expectation that all background checks will be initiated prior to the internship commencing, the Company may terminate this contract immediately (without notice) and the internship will not commence if in the Company's opinion an unsatisfactory reference and/or background check is obtained. You also will be required to complete in a timely manner State Street's on-line Standard of Conduct (and Code of Ethics where applicable) certification and learning assessment upon commencement of internship, as a condition of continued internship.



## **REMUNERATION**

Subject to the due compliance of the Trainee's obligations stated herein, you will be entitled to consolidated lump sum remuneration (hereinafter also referred to as Stipend) of INR 30,000.00 per month and no other amounts or prerequisites whatsoever. The stipend amount shall be credited to your bank account on the last working day of each month. You will not be covered or entitled to any of State Street's benefit plans.

The Company shall be entitled at any time during your internship, and in any event on termination, howsoever arising, to deduct from your stipend any monies due from you to the Company including but not limited to any amounts required to be withheld by the Company under any applicable taxation statute or when directed to do so by a government authority, or any outstanding loans.

The Company shall also reimburse any reasonable business expenses incurred by you on behalf of the Company, during your internship and arising out of the fulfilment of your responsibilities and duties.

## **HOURS OF WORK**

You will be required to work 45 hours per week under this training program, your hours of work will be communicated to you by your manager. The requirements of your internship do call for some flexibility and you will be expected to work such hours as may be necessary for the proper and satisfactory performance of your duties without additional stipend. You agree that you will not be entitled to any overtime compensation for additional hours devoted to your internship with the Company.

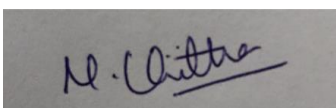
## **TERMINATION WITH NOTICE**

As a trainee either you or the Company may terminate your internship for any reason and at any time by giving to the other fifteen (15) days written notice.

Irrespective of who provides notice or initiates the termination, the Company may elect in its absolute discretion to make a payment in lieu of the whole or part of any notice period. The payment in lieu of notice will be calculated by reference to the amount the Company would have become liable to pay you if you had remained in internship and worked your ordinary hours until the end of the notice period.

During the whole or part of any notice period, the Company may direct you:

- (a) not to attend the workplace;
- (b) not to contact or have any communication with its clients or customers;
- (c) not to contact or have any communication with any employee, contractor, consultant or officer of the Company;
- (d) not to perform the duties of your position or become involved in any aspect of the Company's business;
- (e) to perform duties which are not otherwise part of your position, provided such duties are capable of being performed by you;
- (f) to perform any duties from home;
- (g) to perform any tasks to assist the Company arrange a proper handover of your duties, including clients, customers and business; or
- (h) to cease your access to the Company's computer system and confidential or business sensitive information;
- (i) to return any or all company property; or
- (j) any combination of the above.

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## **TERMINATION WITHOUT NOTICE**

Despite any other provision in these Standard terms and conditions, or any other term or condition of your internship the Company may terminate your internship at any time without prior notice if in its opinion you:

- (a) commit any serious or persistent breach of your employment or any Company policy or procedure; or
- (b) are guilty of any serious misconduct or wilful neglect in the discharge of your employment duties; or
- (c) refuse to carry out any lawful and reasonable directions of the Company; are grossly negligent or otherwise incompetent in the performance of your duties;
- (d) engage in wilful or negligent conduct which poses a serious risk to health and safety;
- (e) are repeatedly absent from work or absent from work for a period of 5 consecutive days without proper explanation from you or without the consent of the Company;
- (f) become bankrupt or make any arrangement or composition with your creditors; or
- (g) engage in any conduct of a criminal nature (including but not limited to assault, theft and fraud) other than conduct which in the reasonable opinion of the Company does not affect your position as a trainee;
- (h) fail to substantially or satisfactorily perform your duties as a result of physical or mental incapacity (Disability), where the Disability continues for more than three (3) consecutive months or an aggregate of more than five (5) months in any calendar year (Permanent Disability).

If termination is due to death of the trainee or you suffer from a permanent disability while employed, the Company shall not be liable to make any payment as trainees are not part of retiral benefits. The internship will be terminated with immediate effect in case of death.

## **LEAVE ENTITLEMENTS**

You will be entitled to 1.5 days of leave for every month of the internship. Leave should be arranged after the approval from your manager. Leaves will be lapsed at the end of the internship if they are not utilized and there will be no encashment of leave.

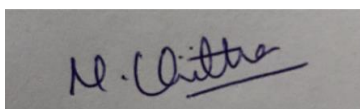
You will be entitled to take the public holidays as applicable in the state and city of Hyderabad, Telangana and such number of additional holidays as may be decided, from time to time, by the Company.

For further general guidance regarding leave entitlements, please refer to the Company's corporate policies on leave which are available on the Company's corporate policy centre site.

## **DUTIES AND RESPONSIBILITIES**

During working hours, you are expected to direct your working time and attention honestly, diligently and faithfully to your internship with the Company. You are not permitted to engage in any other internship without the prior written consent of the Company. You must also not engage in any other business activity, whether paid or unpaid, which may conflict with your duties as a trainee of the Company or the interests of the Company. You must use your best efforts to protect and promote the Company's interests and welfare and to at all times act in the Company's best interests. During the term of your internship, you must exercise and carry out all duties and observe all lawful directions and comply with State Street's Standard of Conduct.

By accepting internship with the Company, you agree that your position, duties, role and levels of responsibility may be varied from time to time to suit the needs of the Company's business. Irrespective of such variations, the remaining terms and conditions of this Agreement will continue to apply unless otherwise agreed in writing.



## **POLICIES AND PROCEDURES**

During your internship you must at all times comply with any and all policies and/or procedures published by the Company from time to time. These policies and procedures do not form part of the terms and conditions of your internship contract. Instead, they constitute written directions to you with which you must comply.

The Company reserves the right to amend, repeal and implement new policies and procedures from time to time. By accepting internship with the Company, you agree to keep yourself familiar with our policies and procedures (including any amendments, repeals and new procedures).

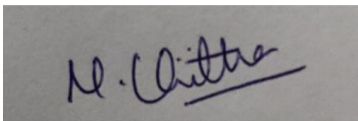
## **PERSONAL INVESTMENTS**

You will be subject to State Street's Personal Investments Policy. This policy is in place to prevent employees dealing from giving rise to actual or perceived conflicts with the interests of the Company or its clients. The Personal Investments Policy requires you to obtain approval prior to dealing in a number of investment products by you or a range of associated parties.

## **CONFIDENTIALITY**

You must treat any information you gain in the course of your internship as confidential both whilst you remain a trainee and in the future. As an ongoing condition of your internship, you must also accept, sign and comply with any additional confidentiality and non-disclosure agreement which the Company requires you to enter into relating to your internship with the Company.

Without limiting your obligations of confidentiality to the Company, you must treat any information you gain in the course of your internship as confidential both whilst you remain a trainee and in the future. Other than as required in the proper performance of your duties, you must be discreet and not use, discuss or disclose information on the financial administration, product or management structure of or its related bodies corporate, or client information to those not entitled to it including fellow employees. Nor are you able to use this information for your own gain.

A rectangular box containing a handwritten signature in blue ink. The signature appears to be "M. Wittke" with a horizontal line underneath the name.

## **INTELLECTUAL PROPERTY**

IP Work means any invention, discovery, design, improvement, formula, process, technique, literary or artistic work, or any other item in which intellectual property rights subsist or are capable of subsisting and is wholly or partly created, made or discovered by you either:

- (a) in the course of your internship with the Company; or
- (b) otherwise using the facilities, resources, time or any other opportunity provided by the Company.

Intellectual property rights means all existing and future rights which are capable of protection by copyright, patent, design, trademark or other registration or other forms of protection available in India or elsewhere.

The IP Work and all intellectual property rights in the IP Work will belong absolutely to the Company, and you agree to do all things necessary and execute any document required to give effect to this ownership. You must immediately and fully communicate to the Company any IP Work created, made or discovered by you.

You consent to the use of all existing and future IP Works made by you in the course of your internship, and agree to waive any moral rights you may have in them, and to consent to any act which amounts to an infringement of any such moral right, in favour of the Company. "Moral rights" includes the right to be identified as the author of the work, the right not to have any other person identified as the author of the work and the right not to have the work subjected to any derogatory treatment.

## **NON SOLICITATION**

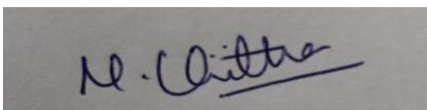
Either during your internship or for a period of 6 months following the termination of your internship for any reason, you must not, without the prior fully informed and written consent of the Company, directly or indirectly and either on your own account or for any other person endeavor to:

- (a) entice away from the Company or any related bodies corporate, any officer, employee, trainee, consultant or contractor, or otherwise interfere with the relationship which the Company or any related bodies corporate maintains with such officer, employee, trainee, consultant or contractor; or canvass or solicit orders, custom or business from any person who was a customer, client of or supplier to the Company and with whom you had contact within the last 12 months of your internship.

## **DEALINGS WITH MEDIA**

During your internship, unless it is an inherent requirement of your position and expressly stated within your position description, you must not without the Company's prior, fully informed written consent:

- (a) publish to a member of the media or through any form of social media, any information relating to the Company, its related bodies corporate or any of its clients; or
- (b) Communicate with any person with the intention of disclosing that information to the media or through any form of social media, or in circumstances where it could be reasonably be believed, anticipated or expected that information may be disclosed to the media or through social media.

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## **PRIVACY**

You acknowledge and consent to the Company collecting, storing, using and disclosing your personal information (including but not limited to health, medical and other sensitive information) as reasonably required as a direct or indirect consequence of your internship.

You agree that if you are required to collect, store, use or disclose personal information during the course of your internship, that you will do so in strict compliance with the requirements of all privacy legislation and State Street's privacy policy.

## **OBLIGATIONS**

This offer and your internship with the Company is at all times conditional upon:

- (a) you obtaining, retaining and informing the Company of all necessary visas, work permits, business registrations or memberships to enable you to lawfully reside and work in India and fulfil the duties of your position;
- (b) you completing and obtaining a response which is satisfactory to the Company, in respect of any declarations, background and internship checks which the Company may require.

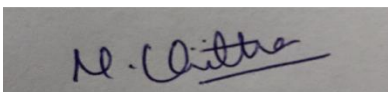
By accepting these Standard Terms and Conditions, you also warrant to the Company that:

- (a) you are competent to properly carry out the duties of your position and that any representations as to qualifications, skills, experience, industry knowledge, business influence, client contacts and employment history made by you are true and accurate; and
- (b) you are not subject to any direct or indirect restrictions on your ability to fully perform the duties of your position and will not be breaching any obligation to a third party by entering into this contract.

## **DISPUTE RESOLUTION**

Any dispute or controversy arising out of or relating to this internship agreement shall be settled by arbitration to be held in Bangalore, India in accordance with the Arbitration and Conciliation Act, 1996 (the "Arbitration Act"), as then existing, in the English language, and shall be heard and determined by an arbitral tribunal composed of a sole arbitrator appointed by agreement between the parties hereto. If the Parties fail to reach an agreement with respect to the appointment of an arbitrator within 30 (thirty) calendar days of any Party's notice to the other Party of the existence of a dispute, the arbitrator shall be selected according to the Arbitration Act.

The decision of the arbitrator shall be final, conclusive and binding on the Parties. Notwithstanding the foregoing, nothing contained herein shall be deemed to prevent either Party from seeking and obtaining injunctive and equitable relief from any court of competent jurisdiction without the posting of any bond or other security.

A rectangular box containing a handwritten signature in blue ink that reads "N. Chitra".

## **ENTIRE AGREEMENT**

This agreement contains the entire agreement and understanding between the parties on everything connected with the internship, and it supersedes any prior agreement, or understanding connected with the internship.

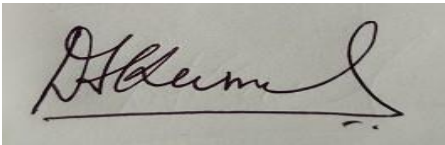
You specifically agree that in entering this agreement (or by commencing internship) that you are not relying on any representation by any person in respect of any matter.

It is your responsibility to ensure that you keep the terms of this letter and your compensation confidential.

If you have any questions regarding your Contract please contact the Global Employee Onboarding Team by email on [Onboarding\\_India@StateStreet.com](mailto:Onboarding_India@StateStreet.com) .

If you accept these terms and conditions, would you please sign the acknowledgment at the end of this letter and return signed copies to us, within 5 days, signifying your acceptance. We look forward to welcoming you to the State Street India Team.

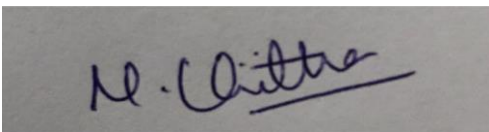
Yours sincerely,  
For and on behalf of  
StateStreet Corporate Services Mumbai Private Limited



**Shailendra Kumar Dasika**  
**Managing Director**  
**Head – Global Payroll and HR Operations**  
**Date: December 02, 2022**

## **Acknowledgment**

By signing this acknowledgement, I agree that I have read and understand the contents of my contract of employment and my obligations to the Company.



**Signature**  
**Name: Mucharla Vinitha Reddy**  
**Date: 04-12-2022**





**Deloitte Consulting India Private Limited**  
**Deloitte Tower, Survey No. 41, Gachibowli Village,**  
**Ranga Reddy District, Hyderabad - 500032, Telangana,**  
**India**

**Tel: +91 040 67621000**  
**www.deloitte.com**

Aug 28, 2023

**Ms. Madyala Chandana**  
**Gandipet, Srinagar Colony, Ranga Reddy,**  
**Hyderabad, 500075**  
**India**

**Subject: Offer of Employment**

**Dear Madyala Chandana:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **September 4, 2023**.

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

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **September 4, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

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

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **September 4, 2023**, or an alternative mutually agreed upon date.

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

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within **pre-defined** boundary if their shift timings are between 8:30 p.m. - 6:00 a.m. in Hyderabad, 9:00 p.m. - 6:00 a.m. in Mumbai, Pune; 7:00 p.m. - 6:00 a.m. in Gurugram, 8:00 p.m. - 6:00 a.m. in Bengaluru, Chennai, and Kolkata.

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

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

Sincerely,

**For Deloitte Consulting India Private Limited**

Best regards,

DocuSigned by:  
*Pooja Madhavi*  
A3B26FE226924C0...  
By: \_\_\_\_\_  
Signature

**Authorized Signatory**

**Acceptance**

I, **Madyala Chandana**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:  
*Madyala Chandana*  
0BAEEF94134C41A...  
Signature

Aug 28, 2023  
Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10  
Sealed Time: 2023.08.28 11:44:23 -07:00

**Annexure A****Ms. Madyala Chandana****Analyst**

<b>Description</b>	<b>Monthly (Rs. per month)</b>	<b>Annual (Rs. per Annum)</b>
Basic Pay	<b>17,500</b>	<b>210,000</b>
House Rent Allowance (HRA)	<b>8,750</b>	<b>105,000</b>
Special Allowance <sup>1a &amp; 1b</sup>	<b>11,867</b>	<b>142,404</b>
Leave Travel Allowance <sup>2</sup>	<b>1,750</b>	<b>21,000</b>
Differential Allowance	<b>5,833</b>	<b>69,996</b>
Meal Card <sup>3</sup>	<b>2,200</b>	<b>26,400</b>
Employer's contribution to PF	<b>2,100</b>	<b>25,200</b>
<b>Total Salary (in Rs.)</b>	<b>50,000</b>	<b>600,000</b>
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	<b>3,014</b>	<b>36,167</b>

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

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

Contd/-....

Annexure A

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

**Employee Level - Analyst**<sup>1a</sup>Communication Expenses<sup>1b</sup>Fuel Expenses

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Petrol / Driver / Insurance / Repairs & Maintenance

**Rs./₹3,000/-** per month

**Rs./₹7,500/-** per month

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

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

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

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

<sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>4</sup> Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

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

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

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

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

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



Madyala Chandana

Hyderabad

### Annexure B

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

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office **Deloitte Tower, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad - 500032, Telangana, India** (the "Employer") as **Analyst** and other valuable consideration, I acknowledge and agree that:

#### **PRELIMINARY MATTERS**

**1. Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.

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

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

**3. Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing on **Exhibit C** to this Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.

**4. Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

**5. Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any confidential information or intellectual property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.

**6. Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.

**7. Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial

interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

**8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the Systems. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

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

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

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

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

**10. Ownership of Works.**

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

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

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

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

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



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

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

**11. Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

**12. Post- Employment Restrictions re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, during the period of my *Employment* and for a period of one year thereafter, I will not, directly or indirectly, solicit or provide services to any existing client of a *Deloitte Entity* with which I had personal contact and provided services during the two-year period prior to termination of my *Employment*.

**13. Exceptions to Post- Employment Restrictions re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.

**14. Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities* remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

**15. Restrictions re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring or of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention, would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated; (b) participate in the hiring or admission of any *Personnel*; or (c) cause a contractor of a *Deloitte Entity* to cease providing

services to, with, or on behalf of the *Deloitte Entity*.

**16. Post- Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

#### OTHER POST- EMPLOYMENT OBLIGATIONS

**17. Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.

**18. Notification of Post- Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.

**19. Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15 and 16 of this Agreement.

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

**20. Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 9, 10, 12, 14, 15 or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

**21. Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

**22. Liquidated Damages: Compensation.** I agree that the precise amount of damages flowing from a breach under Paragraph 15 would be impracticable or extremely difficult to ascertain in an actual amount. Therefore, I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by or owed to any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

**23. Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

**MISCELLANEOUS**

**24. Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **Hyderabad, Telangana, India** and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

**25. Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.

**26. Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

**27. Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefore another provision that is legal and enforceable and that achieves the same objective.

**28. Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.

**29. Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.

**30. Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19 and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

**31. Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

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

DocuSigned by:  
For **Deloitte Consulting India Private Limited**

*Pooja Madnani*

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Pooja Madnani

**Talent**

**Authorized Signatory**

Effective as of **September 4, 2023**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

*Madyala Chandana*  
0BAEEF94134C41A...

Madyala Chandana

Signature

Name



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10  
Sealed Time: 2023.08.28 11:44:23 -07:00

**EXHIBIT A**

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

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

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

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

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

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

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

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

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

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

**Independence** – National Office (Independence) of Deloitte LLP.

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

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

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

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

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

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

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

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

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

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

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

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

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

**EXHIBIT B**


**Pre-existing Creations; Pre-existing Agreements or Arrangements**

I understand and agree that the Employer makes no attempt to verify my claim of ownership to any of the *Pre-existing Creations* listed, and makes no admission that any *Pre-existing Creations* listed are owned by me.

[If yes, please enter details below]

- Yes, I do have *Pre-existing Creations, Pre-existing Agreements or Arrangements*
- No, I do not have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

<u>Title</u>	<u>Date</u>	<u>Brief Description</u>
--------------	-------------	--------------------------

<p>DocuSigned by:    <small>0BAEEF94134C41A...</small></p> <hr/> <p>Signature</p>	<p>Aug 28, 2023</p> <hr/> <p>Date</p>
--	---------------------------------------

Madyala Chandana

---

Name (Print)

ACCEPTED AND AGREED TO:  
**Deloitte Consulting India Private Limited**

<p>DocuSigned by:    <small>A3B26FE226924C0...</small></p> <p>Pooja Madhani  <b>Talent</b></p> <p>Its: <i>Authorized Signatory</i></p>	<p>Aug 28, 2023</p> <hr/> <p>Date</p>
---	---------------------------------------



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10  
 Sealed Time: 2023.08.28 11:44:24 -07:00

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



**EXHIBIT C**

**Proceedings**

[none, unless otherwise specified]

Yes, I do have *Proceedings* to report  
 No, I do not have *Proceedings* to report

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

DocuSigned by:  
*Madyala Chandana*  
0BAEEF94134C41A...  
\_\_\_\_\_  
Signature

Madyala Chandana  
\_\_\_\_\_  
Name

Aug 28, 2023  
\_\_\_\_\_  
Date

**EXHIBIT D**

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

[none, unless otherwise specified]

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

- Yes, I do have Post-Employment Restrictions re: Clients
- No, I do not have Post-Employment Restrictions re: Clients

<u>Name of Client</u>	<u>Specified Kind of Services(s) Permitted</u>
-----------------------	--

ACCEPTED AND AGREED TO:

\_\_\_\_\_

**Deloitte Consulting India Private Limited**


DocuSigned by:  
  
 A3B26FE226924C0...

Pooja Madnani

**Talent**

Its: Authorized Signatory	Aug 28, 2023
	_____ Date

I have read and understood the above policy terms.

DocuSigned by:  
  
 0BAEEF94134C41A...

Signature

Madyala Chandana  
 \_\_\_\_\_  
 Name

Aug 28, 2023  
 \_\_\_\_\_  
 Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10

Sealed Time: 2023.08.28.11:44:24 -07:00

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

## Terms and Conditions of Service

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

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

### Terms of Service

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

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

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

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

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

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

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

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

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#### 3. HARRASSMENT POLICY

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

accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining Deloitte U.S. India.

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

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

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

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

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#### **5. RETIREMENT AGE**

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

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#### **6. TRANSFERS**

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

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#### **7. NOTICE PERIOD FOR TERMINATION OF SERVICES**

The notice period for termination of your services is **90 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

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

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

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

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#### **8. MISCONDUCT**

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment

Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.

- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) ([https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218\\_OutsideEmploymentActivities\\_US.aspx](https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx)).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.
- Excessive personal use of the Employer’s telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer’s policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)’s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer’s Intranet site i.e.

<https://deloittenet.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **September 4, 2023**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

  
0BAEEF94134C41A...

Signature

Madyala Chandana

Name



Aug 28, 2023

**Ms. Madyala Chandana**  
**Gandipet, Srinagar Colony, Ranga Reddy,**  
**Hyderabad, 500075**  
**India**

**Training Agreement**

**Dear Madyala Chandana:**

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Analyst** pursuant to the terms and conditions of your offer letter dated **September 4, 2023**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company.

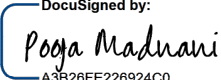
As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company.

As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

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

Sincerely,

For **Deloitte Consulting India Private Limited**

DocuSigned by:  
  
A3B26FE226924C0...  
By: \_\_\_\_\_  
Signature

**Authorized Signatory**



PRIVATE AND CONFIDENTIAL

September 22, 2022

**Marudi Amareshwara Reddy**  
**Hyderabad**

Dear Amareshwara Reddy,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **September 22, 2022** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

**Nature of Training:**

You will be undergoing training in our establishment in the area of "OIC" effective from **October 26, 2022** and during the course of training you shall be under the guidance of **Mustafa Syed**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

**Duration of Training:**

The duration of training will be from **October 26, 2022** for a period of 10 Months from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **August 25, 2023** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

**Stipend:**

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

**Date of Commencement of Training:**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **October 26, 2022**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.





**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

**Code of Conduct:**

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

**Thomson Reuters International Services Private Limited**  
**(A Thomson Reuters Company)**

**Catriona Mackness**  
**Director Regional HR, India**

**ENDORSEMENT**

I accept all the terms and conditions stipulated in this letter of engagement.  
I shall report to Training on **October 26, 2022**.

PLACE: Hyderabad

DATE:

SIGNATURE OF CANDIDATE:



### Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.

7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the



Company's policies for the time being in force.

**ACKNOWLEDGED AND AGREED**

Signature:

Name: Marudi Amareshwara Reddy

Title: Technology Intern

Date:



PRIVATE AND CONFIDENTIAL

November 7, 2022

**Mohammed Imran Shareef**  
**Hyderabad**

Dear Imran,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **November 7, 2022** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

**Nature of Training:**

You will be undergoing training in our establishment in the area of "DTXT" effective from **November 21, 2022** and during the course of training you shall be under the guidance of **Praveena Injamuri**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

**Duration of Training:**

The duration of training will be from **November 21, 2022** for a period of **10 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **September 21, 2023** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

**Stipend:**

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

**Date of Commencement of Training:**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **November 21, 2022**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.



**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

**Code of Conduct:**

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

**Thomson Reuters International Services Private Limited**  
**(A Thomson Reuters Company)**

**Catriona Mackness**  
**Director Regional HR, India**

**ENDORSEMENT**

I accept all the terms and conditions stipulated in this letter of engagement.

I shall report to Training on **November 21, 2022**.

PLACE: Hyderabad

DATE:

SIGNATURE OF CANDIDATE:





### Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.

7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the



Company's policies for the time being in force.

**ACKNOWLEDGED AND AGREED**

Signature:

Name: Mohammed Imran Shareef

Title: Technology Intern

Date:

---

**Thomson Reuters - Internship Opportunity**

2 messages

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**Ramayapalli, Nikhila (TR People)** <nikhila.ramayapalli@thomsonreuters.com> Thu, Nov 3, 2022 at 6:28 PM  
To: "TR SPOC @ CBIT" <faiyaz28571@gmail.com>, "imranshareef017@gmail.com" <imranshareef017@gmail.com>  
Cc: Placements HEAD <placements@cbit.ac.in>, "pnvprasad236@gmail.com" <pnvprasad236@gmail.com>

Hi Shareef,

Congratulations on being selected for Intern role under DTXT team Hyderabad.

Please share us your full Aadhar card and confirm if you have valid passport which will help us to initiate the offer process.

Use the below link and apply for the role (upload your resume)

[https://thomsonreuters.wd5.myworkdayjobs.com/External\\_Career\\_Site/job/IND-Hyderabad-Raheja-Mindspace/Technology-Intern\\_JREQ161272](https://thomsonreuters.wd5.myworkdayjobs.com/External_Career_Site/job/IND-Hyderabad-Raheja-Mindspace/Technology-Intern_JREQ161272)

.....

**Nikhila Reddy**

Talent Acquisition Analyst

Pronouns - She/Her/Hers

Phone - +91 8790605533

**Thomson Reuters**

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Thomson Reuters is "Great Place to Work" certified in India(March 2020 – February 2021)

**INFORM THE WAY FORWARD** .

.....

**Interested in joining Thomson Reuters?**

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This e-mail is for the sole use of the intended recipient and contains information that may be privileged and/or confidential. If you are not an intended recipient, please notify the sender by return e-mail and delete this e-mail and



## Letter of Offer

5<sup>th</sup> July 2023

Dear **Mr. Srikanth Noone**,

### **Welcome to Brane Services Private Limited!**

We are delighted to extend this offer of employment to you for the position of “**Associate Process Leader Trainee**” at Brane Services Private Limited (hereinafter referred to as “Brane” or “Organization”)

We request you to read this Offer letter and return the enclosed duplicate copy or scanned copy by email in as an **acknowledgement of receipt of it and acceptance of the same on or before 6<sup>th</sup> July 2023**, failing which this Offer stands cancelled and withdrawn. Brane reserves the right to revoke, withdraw or modify this Offer letter at any time in its sole discretion. Your date of joining should be on or before **14<sup>th</sup> August 2023** failing which this Offer stands terminated.

Further, on joining Brane, you will be issued an Appointment Letter containing the terms and conditions of your employment with Brane and access to the Organizational policies and guidelines.

You will be working from the Hyderabad office location. However, you may be transferred to other office locations of Brane (or) to its affiliates or subsidiaries, either in India or abroad, as decided by Brane in its sole discretion. Your total C.T.C will be **Rs. 5,00,000/-** and the monthly emoluments before deductions will be **Rs. 39,065/-** The detailed break up of emoluments and operational details are provided under Annexure-A.

In view of the Organizational needs or corporate restructuring or business considerations, your employment or services can be transferred or assigned by Brane to any of its subsidiaries, affiliate(s), joint venture, or group companies as may be deemed fit and proper by Brane. If, after issuing this Offer letter, there is any change in the Organizational or corporate set up of Brane, then your Appointment Letter may be issued in the name of any other group Organization of Brane referencing this Offer and it shall not be any surprise for you.

**Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi, TG-500081

## **Non-Conflict and Confidentiality Agreement**

The role, in which you join us, is a very important one which will entail dealing with confidential and sensitive data, information and records of the Organization. You will, therefore, be required to sign a “Code of Conduct, Non-Conflict and Confidentiality Agreement” of our Organization at the time of your joining the Organization. As part of your undertaking for the non-compete provision, you shall not take up any work or employment with the competitors of Brane for a period of two(2) years post expiry or earlier termination of your employment with Brane and also as part of your undertaking for non-solicitation provision you shall not solicit or offer employment either directly or indirectly to employees of Brane with any third party or under you for a period of eighteen(18) months post expiry or termination of your employment with Brane. This job requires your fulltime commitment and during your tenure of employment with us, you are not permitted to take up or participate in any other part time or full-time jobs or assignments or employment.

You shall abide by the rules and regulations, policies of the Organization as may be in force from time to time and if there is any breach or violation of them, it may result in disciplinary and legal actions.

## **Documentation**

You are required to furnish the following documents on the day of your joining:

- Proof of age
- Certificates supplementing your highest educational and professional qualification attainments
- Appointment & relieving letter of your previous employer, as applicable
- Two passport-sized photographs
- Form 16 or any other authenticated document supplementing your earnings and income tax declaration/paid in the current financial year
- Photocopy of your PAN card
- Any other documents as may be required by the Organization.

## **Probation**

You will be on probation for a period of six (6) months starting from Your joining date with Brane. At the end of the probation period, your performance will be tested and subject to finding it satisfactory, Brane may in its sole discretion confirm Your employment service with it. If you do not pass the test of confirmation, at the

### **Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi, TG-500081



discretion of Brane, your probationary period may be extended for an additional time period. You shall be deemed to be on probation until and unless your services are confirmed in writing by Brane. In the event you do not pass the test of confirmation, or your conduct and performance are found unsatisfactory either during initial probationary period or during extended probation period your services are liable to be terminated without any notice. Confirmation of Your services with Brane are not automatic and is not a matter of right for you.

### **Termination**

Your employment with the Organization can be terminated by either party:

- a) during probation, you may terminate by giving ninety (90) days prior written notice. The Organization may end your probation and consequently terminate your employment forthwith (or) by giving fifteen (15) days prior written notice.
- b) after confirmation of employment, you may choose to terminate your employment by giving ninety (90) days prior written notice informing Your intent to terminate. Brane may terminate your employment forthwith (or) terminate by giving one (1) month notice (or) by paying one (1) month gross salary in lieu thereof.
- c) Notwithstanding anything contained either in Offer letter or Appointment Letter, Brane reserves its right to terminate forthwith your probation or employment without any notice or without assigning any reasons if in its opinion your probation or continuing you in employment with it is not conducive or is detrimental to the good will or business interests of Brane.

### **Your Information**

For the purposes of the applicable data protection laws, you agree that personal data or information (including sensitive personal data or information) relating to you which has been or is in the future obtained by Brane may be held and processed by Brane or any of its group Organization either by computer or manually for all purposes relating to the performance of your contract of employment and for Brane's legitimate business needs and legal obligations including, but not limited to the following:

- i) Administering and maintaining Brane's personnel records.
- ii) Paying and reviewing salary and other remuneration and benefits.
- iii) Providing and administering benefits (including pension) and private medical health insurance(if any applicable).
- iv) Undertaking performance appraisals and reviews and setting performance targets.
- v) Maintaining sickness and other absence records.
- vi) Taking decisions as to your fitness for work.

#### **Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081



- vii) Providing references and information to future employers, and if necessary, governmental, and quasi-governmental bodies for social security, income tax, customs and other statutory or legal purposes.
- viii) Providing information to future purchasers of Brane or of the business in which you work; and
- ix) Transferring information concerning you to a country or territory outside India. You agree and consent that any personal data to which you have access in the course of your employment with Brane shall treat strictly in accordance with Brane policies and procedures and you shall not use any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

This Offer is based on the information furnished in your application for employment and during the interviews you had with us. This Offer of employment is subject to the positive feedback with respect to Background Verification in relation to the credentials submitted by You and is subject to You being found mentally and medically fit at the time of joining and at all times of your employment with Brane. Background verification will be done at any time during your tenure with Brane.

Notwithstanding any other terms and conditions stipulated herein at any stage during the tenure of your employment with us if it is found that any particulars or details furnished by you are incorrect and / or this Offer letter or Appointment Letter has been obtained by misrepresentation of facts, the Organization shall reserve the right to take necessary legal action in addition to termination of your employment forthwith without any notice..

If you have any queries regarding the Offer, feel free to clarify your doubts with [leadership@braneServices.com](mailto:leadership@braneServices.com)

We take this opportunity to welcome you into the family of Brane Services and look forward to your contribution to the growth of the Organization and yourself.

Thanking you,  
for **Brane Services Private Limited**

**Raghava Avvari**  
HR Head

**Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081





## **ANNEXURE-I**

### **1. Working hours and Work Timings:**

The general work timings for the office are from 9:15am to 6:45pm, within which the leaders are expected to work diligently for 9 hours. The punch in and punch out timings are taken from the biometric device affixed at the entrance of each premise. The organization shall observe a 5-day week from Monday to Friday.

### **2. Leaves:**

You shall be eligible for a total of 21 days leaves in a calendar year. The leaves shall accrue on a monthly basis.

### **3. Background Verification:**

All leaders will be deemed to have been appointed based on representations made and facts disclosed at the time of employment. BRANE has the right to conduct background verification anytime during the leader's employment with the organization. A leader is liable for appropriate action in case of any discrepancy between the claims made by the leader at the time of employment and the facts discovered thereafter.



CTC Per Annum	5,00,000
Monthly CTC	41,667

Annexure - A		
Name: Srikanth Noone	DOJ: 14th August 2023	
Role: Associate Process Leader Trainee		
Location: Hyderabad		
<b>A) Monthly Salary Components</b>	<b>INR P.M.</b>	<b>INR P.A.</b>
Basic	16,667	2,00,004
House Rent Allowance	6,667	80,004
LTA	1,628	19,533
Special Allowance Per Month	14,103	1,69,240
<b>Monthly emoluments before deductions: (A)</b>	<b>39,065</b>	<b>4,68,780</b>
<b>B) Long term Benefits</b>		
Provident Fund (Employer Contribution)	1,800	21,600
Gratuity	802	9,620
<b>Total(B)</b>	<b>2,602</b>	<b>31,220</b>
<b>COST TO ORGANIZATION (A+B)</b>		<b>5,00,000</b>

\*Provident Fund(Employee Contribution) will be deducted from Monthly Gross Salary.  
\* Income Tax & Professional Tax will be deducted as per the Act.

For Brane Services Private Limited

Accepted

Name & Signature:

Authorized Signatory

Date:

**Brane Services Private Limited**  
3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi TG-500081



## Letter of Offer

5<sup>th</sup> July 2023

Dear **Mr. Rithesh Kumar Pallela**,

### **Welcome to Brane Services Private Limited!**

We are delighted to extend this offer of employment to you for the position of “**Associate Process Leader Trainee**” at Brane Services Private Limited (hereinafter referred to as “Brane” or “Organization”)

We request you to read this Offer letter and return the enclosed duplicate copy or scanned copy by email in as an **acknowledgement of receipt of it and acceptance of the same on or before 6<sup>th</sup> July 2023**, failing which this Offer stands cancelled and withdrawn. Brane reserves the right to revoke, withdraw or modify this Offer letter at any time in its sole discretion. Your date of joining should be on or before **14<sup>th</sup> August 2023** failing which this Offer stands terminated.

Further, on joining Brane, you will be issued an Appointment Letter containing the terms and conditions of your employment with Brane and access to the Organizational policies and guidelines.

You will be working from the Hyderabad office location. However, you may be transferred to other office locations of Brane (or) to its affiliates or subsidiaries, either in India or abroad, as decided by Brane in its sole discretion. Your total C.T.C will be **Rs. 5,00,000/-** and the monthly emoluments before deductions will be **Rs. 39,065/-** The detailed break up of emoluments and operational details are provided under Annexure-A.

In view of the Organizational needs or corporate restructuring or business considerations, your employment or services can be transferred or assigned by Brane to any of its subsidiaries, affiliate(s), joint venture, or group companies as may be deemed fit and proper by Brane. If, after issuing this Offer letter, there is any change in the Organizational or corporate set up of Brane, then your Appointment Letter may be issued in the name of any other group Organization of Brane referencing this Offer and it shall not be any surprise for you.

**Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi, TG-500081

## **Non-Conflict and Confidentiality Agreement**

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### **Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi, TG-500081

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- v) Maintaining sickness and other absence records.
- vi) Taking decisions as to your fitness for work.

#### **Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081



- vii) Providing references and information to future employers, and if necessary, governmental, and quasi-governmental bodies for social security, income tax, customs and other statutory or legal purposes.
- viii) Providing information to future purchasers of Brane or of the business in which you work; and
- ix) Transferring information concerning you to a country or territory outside India. You agree and consent that any personal data to which you have access in the course of your employment with Brane shall treat strictly in accordance with Brane policies and procedures and you shall not use any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

This Offer is based on the information furnished in your application for employment and during the interviews you had with us. This Offer of employment is subject to the positive feedback with respect to Background Verification in relation to the credentials submitted by You and is subject to You being found mentally and medically fit at the time of joining and at all times of your employment with Brane. Background verification will be done at any time during your tenure with Brane.

Notwithstanding any other terms and conditions stipulated herein at any stage during the tenure of your employment with us if it is found that any particulars or details furnished by you are incorrect and / or this Offer letter or Appointment Letter has been obtained by misrepresentation of facts, the Organization shall reserve the right to take necessary legal action in addition to termination of your employment forthwith without any notice..

If you have any queries regarding the Offer, feel free to clarify your doubts with [leadership@braneServices.com](mailto:leadership@braneServices.com)

We take this opportunity to welcome you into the family of Brane Services and look forward to your contribution to the growth of the Organization and yourself.

Thanking you,  
for **Brane Services Private Limited**

**Raghava Avvari**  
HR Head

**Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081



## **ANNEXURE-I**

### **1. Working hours and Work Timings:**

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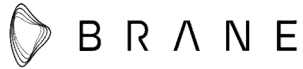
### **2. Leaves:**

You shall be eligible for a total of 21 days leaves in a calendar year. The leaves shall accrue on a monthly basis.

### **3. Background Verification:**

All leaders will be deemed to have been appointed based on representations made and facts disclosed at the time of employment. BRANE has the right to conduct background verification anytime during the leader's employment with the organization. A leader is liable for appropriate action in case of any discrepancy between the claims made by the leader at the time of employment and the facts discovered thereafter.





CTC Per Annum	5,00,000
Monthly CTC	41,667

Annexure - A		
Name: Rithesh Kumar Pallela	DOJ: 14th August 2023	
Role: Associate Process Leader Trainee		
Location: Hyderabad		
<b>A) Monthly Salary Components</b>	<b>INR P.M.</b>	<b>INR P.A.</b>
Basic	16,667	2,00,004
House Rent Allowance	6,667	80,004
LTA	1,628	19,533
Special Allowance Per Month	14,103	1,69,240
<b>Monthly emoluments before deductions: (A)</b>	<b>39,065</b>	<b>4,68,780</b>
<b>B) Long term Benefits</b>		
Provident Fund (Employer Contribution)	1,800	21,600
Gratuity	802	9,620
<b>Total(B)</b>	<b>2,602</b>	<b>31,220</b>
<b>COST TO ORGANIZATION (A+B)</b>		<b>5,00,000</b>

\*Provident Fund(Employee Contribution) will be deducted from Monthly Gross Salary.  
\* Income Tax & Professional Tax will be deducted as per the Act.

For Brane Services Private Limited

Accepted

Name & Signature:

Authorized Signatory

Date:

**Brane Services Private Limited**  
3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi TG-500081



24016623



**TARUN GOUD  
PALAMURU**





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## Offer letter

1 message

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**Sai, Koushik (Corporates)** <koushik.sai@thomsonreuters.com>  
To: Sai Koushik <koushiksai1610@gmail.com>

Tue, Aug 22, 2023 at 15:29

This e-mail is for the sole use of the intended recipient and contains information that may be privileged and/or confidential. If you are not an intended recipient, please notify the sender by return e-mail and delete this e-mail and any attachments. Certain required legal entity disclosures can be accessed on our website: <https://www.thomsonreuters.com/en/resources/disclosures.html>

**Date: 05-Nov-2022**

Name: Alekhya Rayala

College: CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY, Proddatur

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Alekhya Rayala,

Welcome to MINDTREE (hereinafter referred as the "Company"). Congratulations on being selected as a GRADUATE ENGINEER TRAINEE. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (refer annexure 1) and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25,000 pm.**
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as GRADUATE ENGINEER TRAINEE subject to you meeting the eligibility criteria as mentioned in Annexure-1. Your appointment is in accordance with the Apprentices Act, 1961.
4. Documents - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer Annexure-2).
5. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above terms and conditions are acceptable, kindly acknowledge this GRADUATE ENGINEER TRAINEE Offer Letter by digitally signing this offer within 7 days from the date of receipt of this mail and offer document.

If you do not digitally sign the offer letter within the above-mentioned period, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with MINDTREE will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Training Program assessments
- Unauthorized absence during the Training Program
- Integrity and other disciplinary expectations

9. All Annexures appended herewith shall form an integral part of this letter.

10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.

11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.

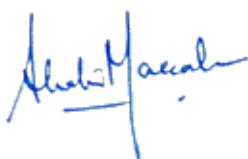
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.

14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the MINDTREE family and look forward to a long and fruitful association with you.

Yours faithfully,  
For MINDTREE Ltd.



**Shalini Macaden**  
**VICE PRESIDENT - PEOPLE FUNCTION**

I have read the letter and accept the same.

**ANNEXURE-1**

Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on date of Offer	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No Year drop allowed.
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: * SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. * Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. * For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. * For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA  * For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered * Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results  Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)  Conversion from CGPA into Percentage must be calculated as per your respective University norms
Re-attempts/ATKTs/Backlogs/Arrears: (Diploma, Graduation, Post-Graduation)	* No active/live backlogs allowed at the time of the interview process * All backlogs (if any) must be cleared <u>with the final semester exams</u> . All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)  * Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. * This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. * Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full-Time courses Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization



Mindtree

A Larsen & Toubro Group Company

Eligibility for Maternity Leave:

As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery





**Self-Declaration:**

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that this recruitment process is completely free of cost.
3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
4. I am flexible to work at any MINDTREE Development Center/ Customer Site/ Partner premise as per business requirement.
5. I am flexible to work in any technology/domain/work shift assigned to me based on the business requirement

Candidate Signature:



Name: Alekhya Rayala

Institute Name: CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY

Mobile No: 9182950531

Date of interview process: 18-Sep-2022

**ANNEXURE-2**

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the GRADUATE ENGINEER TRAINEE Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four-wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

**ANNEXURE-3****Name : Alekhya Rayala****Salary Grade : C1****Date: 05-Nov-2022**

<b>Components</b>	<b>INR p.a.</b>	<b>INR p.m.</b>
Basic	180,000.00	15,000.00
Bouquet of Benefits*	161,040.00	13,420.00
Statutory Bonus	21,000.00	1,750.00
<b>A. Base Salary (p.a.)</b>	<b>362,040.00</b>	<b>30,170.00</b>
Annual Incentive (p.a.)	0.00	
<b>B. Total Variable (p.a.)</b>	<b>0.00</b>	
<b>C. TTC (p.a.)</b>	<b>362,040.00</b>	
Provident Fund (PF)	21,600.00	1,800.00
Gratuity	8,664.00	722.00
Mediclaime Premium	7,704.00	
<b>D. Retirals &amp; Other Benefits</b>	<b>37,968.00</b>	
<b>Cost to Company (CTC) C + D</b>	<b>400,008.00</b>	



**Medical Insurance Premium:**

The Group Mediciclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age). Coverage limits are as per company policy

You would also be eligible to be covered under the Group Term Life and Group Accident Insurance policy as per the company policy.

**Notes:**

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



# Code of Conduct

## **Summary:**

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

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

## **Objective:**

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

## **Eligibility/Applicability:**

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

## **Code of Conduct :**

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

### **1) Personal Interest v/s Mindtree's interest**

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

### **2) Use of proprietary or confidential information of third party**

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

### **3) Office for Profit**

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

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Mindtree Ltd., Global Village	T +91 80 6706 4000
RVCE Post, Mysore Road	F +91 80 6706 4100
Bangalore 560 059, India	W <a href="http://www.mindtree.com">www.mindtree.com</a>



## 4) Vendor relationship

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

## 5) Using Mindtree's time and assets

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

## 6) Personal Relationship

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

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

## 7) Equal Opportunity

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

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

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

## 8) Dating/Romantic/Sexual Relationships

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



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

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

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

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

## 9) Personal Behavior

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

## 10) Breach of Discipline

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

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





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

## 11) Usage of Assets

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

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

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

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

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

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



## 12) Workplace Etiquettes

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

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

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

## 13) Information Disclosure

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

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

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

## 14) Information privacy

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

## Agreed and Accepted

**Signature :**

**Name :**

**Date :**



## Mindtree – LTI Amalgamation

Dear Alekhya Rayala

We deeply value your decision to consider joining Mindtree and look forward to collaborating with you on building a fast-paced, progressive career for you.

Thanks to our cutting-edge digital transformation work for a growing roster of customers, we have been reporting industry-leading growth for the past several quarters despite an environment of rapid business and technology shifts. Our success speaks to the strength of our business model and the relevance of our strategic direction as an enabler of superior competitive advantage, customer experiences, and business outcomes for some of the world's most pioneering enterprises. We are now ready to take a significant leap forward in further accelerating our industry-acclaimed growth journey with an eye on the future.

In May this year, Mindtree and LTI — both Larsen & Toubro Group companies — announced a merger that will see Mindtree and LTI join strengths to create an efficient and scaled-up IT services provider called **LTIMindtree** and exceeding \$3.5 billion. Mindtree and LTI have delivered market-leading financial performance and created tremendous value for shareholders. Given that recent industry shifts such as the prominence of large deals and preference for end-to-end offerings benefit at-scale players, the two companies have decided that the time is appropriate to combine the strengths of both organizations to serve customers better.

- Significant scale benefits are anticipated through Mindtree and LTI's complementary strengths, resulting in a more robust portfolio of offerings across verticals. Enhanced customer engagement and delivery model through the industrialization of delivery and streamlined value-enabling processes to improve large-deal capabilities. These opportunities will help build stronger partnerships with ecosystem players and, most notably, a more distinctive value proposition for you, including opportunities to take on exciting, new projects and reach greater heights in your career with LTIMindtree.

The transaction is awaiting shareholder and regulatory approvals, and the formal integration will begin after that. Until then, Mindtree and LTI will continue to operate as independent companies.

Thank you once again for considering the offer to join Mindtree. We are excited about the synergies this merger between Mindtree and LTI will help unlock for all our stakeholders. When you join, you will be a part of a dynamic workforce driven by a culture of innovation and growth. We are counting on you to provide further impetus to our industry-leading growth story.

We cannot wait to welcome you onboard.

Best Regards,

**Talent Acquisition Team**

**Mindtree**

Getting businesses +  
to the **future, faster.**



PRIVATE AND CONFIDENTIAL

September 8, 2022

**Saklain Mustaque**  
**Hyderabad**

Dear Saklain,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **September 8, 2022** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

**Nature of Training:**

You will be undergoing training in our establishment in the area of "**Research Product**" effective from **October 26, 2022** and during the course of training you shall be under the guidance of **Vijayakumara Narapureddy**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

**Duration of Training:**

The duration of training will be from **October 26, 2022** for a period of **9 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **August 25, 2023** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

**Stipend:**

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

**Date of Commencement of Training:**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **October 26, 2022**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.

**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

**Code of Conduct:**

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

**Thomson Reuters International Services Private Limited**  
**(A Thomson Reuters Company)**

A handwritten signature in black ink that reads "Catriona Mackness".

**Catriona Mackness**  
**Director Regional HR, India**

**ENDORSEMENT**

I accept all the terms and conditions stipulated in this letter of engagement.  
I shall report to Training on **October 26, 2022**.

PLACE: Hyderabad

DATE: 08 September 2022

SIGNATURE OF CANDIDATE: *Saklain Mustaque*



### Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.

7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the





Company's policies for the time being in force.

**ACKNOWLEDGED AND AGREED**

Signature: *Saklain Mustaque*

Name: Saklain Mustaque

Title: Technology Intern

Date: 08 September 2022



madhan.p@byjus.co... 2 Sep 2023



to me ▾



Dear Candidate,

We are delighted to inform you of your successful completion of **Byju's** workshop (sales grooming and development program).

The next step in your journey is to participate in an office tour followed by 23 days of on-the-job training. During this period, you will receive a stipend of 10000 INR which will be on a pro-rata basis based on the number of days you have worked.

Upon successful completion of the 23 days of on-the-job training, you will be offered the role of Business Development Associate (BDA). Initially, your monthly salary for the first three months will be 16000 INR, and starting from the fourth month, your annual package will be 4 LPA + 3 LPA (incentives).

Furthermore, an additional amount of 18000 will be rewarded if and only if you achieve 2 valid sales and 6 valid conduction during the on-the-job training period (23 days).

Before joining, it is mandatory to complete the office tour, as it is an essential part of the onboarding process, along with completing the necessary documentation. Once the office tour is completed on Sunday, you will receive a separate email from the onboarding team detailing the onboarding process.



PRIVATE AND CONFIDENTIAL

September 23, 2022

**Sriram Nikhitha**  
**Hyderabad**

Dear Nikhitha,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **September 23, 2022** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

**Nature of Training:**

You will be undergoing training in our establishment in the area of "OIC" effective from **October 26, 2022** and during the course of training you shall be under the guidance of **Mustafa Syed**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

**Duration of Training:**

The duration of training will be from **October 26, 2022** for a period of **10 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **August 25, 2023** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

**Stipend:**

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

**Date of Commencement of Training:**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **October 26, 2022**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.



**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

**Code of Conduct:**

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

**Thomson Reuters International Services Private Limited**  
**(A Thomson Reuters Company)**

**Catriona Mackness**  
**Director Regional HR, India**

**ENDORSEMENT**

I accept all the terms and conditions stipulated in this letter of engagement.  
I shall report to Training on **October 26, 2022**.

PLACE: Hyderabad

DATE:

SIGNATURE OF CANDIDATE:



### Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.

7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the



Company's policies for the time being in force.

**ACKNOWLEDGED AND AGREED**

Signature:

Name: Sriram Nikhitha

Title: Technology Intern

Date:



**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date: 04/11/2023**

**Meghana Suthari**

**C11884775**

**NextGen Luxury Hostel for Women, Indira Nagar, Gachibowli, Hyderabad**

**9014774702**

Dear **Meghana Suthari**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case may be") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' 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 and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 11.0 Apr-2023

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Candidate's Signature \_\_\_\_\_

Reference Id: 9fdfd14c-fb18-4ce9-8422-ad4e52de1059\_1  
Signed By: MAHESH VASUDEO ZURALE

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration 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 provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that 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 shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

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.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000 provided new joiner is employed with the company for minimum three months.

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 Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture 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 Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

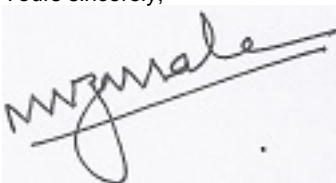
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

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**Meghana Suthari**

## ANNEXURE I

### COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
<b>(A) Annual Fixed Compensation</b>	3,83,000/-
<b>(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)</b>	32,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	4,15,500/-
<b>(C) Joining Bonus</b>	
<b>Joining Bonus (Refer to the section C)</b>	INR 25,000/-
<b>(D)# Additional Notional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 14,300/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)</b>	<b>INR 461200/-</b>

<b>(E)##Additional Discretionary Reimbursements</b>	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

<b>(F)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

#### **(A) Annual Fixed Compensation**

Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

#### **(B) Individual Performance Bonus (IPB)**

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your

indicative pay-out can range from **0%** to **8.5%** 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 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.

**(C)Joining Bonus:**

You would receive a discretionary joining bonus of INR **25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the full amount of joining bonus amount shall become payable by you and shall be repaid on termination of your employment/separation from the Company. You agree that any dues payable by you on termination/separation from the Company as aforesaid shall be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you agree to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

**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/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

**Benefits applicable for current Company financial year:**

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

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

**1. Medical:**

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

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

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

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

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

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

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

4. #(D) 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.

#(D) 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 anytime at company's discretion.

##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (E) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

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.

a) 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

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.



**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 II

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Certification Completion Document (as mentioned in the eligibility criteria)
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

**ANNEXURE IV - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with 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 employment 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 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:

\_\_\_\_\_  
**Meghana Suthari**

Date:

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."

**Date: 09-Nov-2022**

Name: Ramyapriya Thathapudi

College: CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY, Proddatur

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Ramyapriya Thathapudi,

Welcome to MINDTREE (hereinafter referred as the "Company"). Congratulations on being selected as a GRADUATE ENGINEER TRAINEE. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (refer annexure 1) and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25,000 pm.**
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as GRADUATE ENGINEER TRAINEE subject to you meeting the eligibility criteria as mentioned in Annexure-1. Your appointment is in accordance with the Apprentices Act, 1961.
4. Documents - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer Annexure-2).
5. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above terms and conditions are acceptable, kindly acknowledge this GRADUATE ENGINEER TRAINEE Offer Letter by digitally signing this offer within 7 days from the date of receipt of this mail and offer document.

If you do not digitally sign the offer letter within the above-mentioned period, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with MINDTREE will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Training Program assessments
- Unauthorized absence during the Training Program
- Integrity and other disciplinary expectations

9. All Annexures appended herewith shall form an integral part of this letter.

10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.

11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.

12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.

14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the MINDTREE family and look forward to a long and fruitful association with you.

Yours faithfully,  
For MINDTREE Ltd.



**Shalini Macaden**  
**VICE PRESIDENT - PEOPLE FUNCTION**

I have read the letter and accept the same.

T.Ramyapriya  
T.Ramyapriya (Nov 13, 2022 08:21 GMT+5.5)

**Nov 13, 2022**

**ANNEXURE-1**

Qualification	B.E./B.Tech.
Branches:	All Branches
Age Criteria: As on date of Offer	Less than 24 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No Year drop allowed.
Course must complete in:	4 years
SSC, HSC/Diploma (if applicable) Percentages / CGPA:	60% & Above OR Equivalent CGPA  NOTE: * SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. * Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. * For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. * For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA  * For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered * Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results  Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)  Conversion from CGPA into Percentage must be calculated as per your respective University norms
Re-attempts/ATKTs/Backlogs/Arrears: (Diploma, Graduation, Post-Graduation)	* No active/live backlogs allowed at the time of the interview process * All backlogs (if any) must be cleared <u>with the final semester exams</u> . All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)  * Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. * This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. * Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.
Nature of Course:	All Full-Time courses Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Training phase:	The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization



Mindtree

A Larsen & Toubro Group Company

Eligibility for Maternity Leave:

As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery





## Self-Declaration:

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that this recruitment process is completely free of cost.
3. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
4. I am flexible to work at any MINDTREE Development Center/ Customer Site/ Partner premise as per business requirement.
5. I am flexible to work in any technology/domain/work shift assigned to me based on the business requirement

Candidate Signature:

T.Ramyapriya  
T.Ramyapriya (Nov 13, 2022 08:21 GMT+5.5)

Name:

Ramyapriya Thathapudi

Institute Name:

CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY

Mobile No:

6300585911

Date of interview process:

18-Sep-2022

**ANNEXURE-2**

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the GRADUATE ENGINEER TRAINEE Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

Attested copies of the following are required:

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four-wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

ANNEXURE-3

Name : Ramyapriya Thathapudi

Salary Grade : C1

Date: 09-Nov-2022

Components	INR p.a.	INR p.m.
Basic	180,000.00	15,000.00
Bouquet of Benefits*	161,040.00	13,420.00
Statutory Bonus	21,000.00	1,750.00
<b>A. Base Salary (p.a.)</b>	<b>362,040.00</b>	<b>30,170.00</b>
Annual Incentive (p.a.)	0.00	
<b>B. Total Variable (p.a.)</b>	<b>0.00</b>	
<b>C. TTC (p.a.)</b>	<b>362,040.00</b>	
Provident Fund (PF)	21,600.00	1,800.00
Gratuity	8,664.00	722.00
Mediclaime Premium	7,704.00	
<b>D. Retirals &amp; Other Benefits</b>	<b>37,968.00</b>	
<b>Cost to Company (CTC) C + D</b>	<b>400,008.00</b>	



**Medical Insurance Premium:**

The Group Mediciclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age). Coverage limits are as per company policy

You would also be eligible to be covered under the Group Term Life and Group Accident Insurance policy as per the company policy.

**Notes:**

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



# Code of Conduct

## **Summary:**

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

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

## **Objective:**

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

## **Eligibility/Applicability:**

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

## **Code of Conduct :**

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

### **1) Personal Interest v/s Mindtree's interest**

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

### **2) Use of proprietary or confidential information of third party**

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

### **3) Office for Profit**

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



## 4) Vendor relationship

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

## 5) Using Mindtree's time and assets

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

## 6) Personal Relationship

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

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

## 7) Equal Opportunity

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

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

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

## 8) Dating/Romantic/Sexual Relationships

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



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

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

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

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

## 9) Personal Behavior

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

## 10) Breach of Discipline

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

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





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

## 11) Usage of Assets

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

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

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

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

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

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



## 12) Workplace Etiquettes

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

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

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

## 13) Information Disclosure

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

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

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

## 14) Information privacy

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

## Agreed and Accepted

Signature :   
T.Ramyapriya (Nov 13, 2022 08:21 GMT+5:30)

Name : T Ramyapriya

Date : Nov 13, 2022



## Mindtree – LTI Amalgamation

Dear Ramyapriya Thathapudi

We deeply value your decision to consider joining Mindtree and look forward to collaborating with you on building a fast-paced, progressive career for you.

Thanks to our cutting-edge digital transformation work for a growing roster of customers, we have been reporting industry-leading growth for the past several quarters despite an environment of rapid business and technology shifts. Our success speaks to the strength of our business model and the relevance of our strategic direction as an enabler of superior competitive advantage, customer experiences, and business outcomes for some of the world's most pioneering enterprises. We are now ready to take a significant leap forward in further accelerating our industry-acclaimed growth journey with an eye on the future.

In May this year, Mindtree and LTI — both Larsen & Toubro Group companies — announced a merger that will see Mindtree and LTI join strengths to create an efficient and scaled-up IT services provider called **LTIMindtree** and exceeding \$3.5 billion. Mindtree and LTI have delivered market-leading financial performance and created tremendous value for shareholders. Given that recent industry shifts such as the prominence of large deals and preference for end-to-end offerings benefit at-scale players, the two companies have decided that the time is appropriate to combine the strengths of both organizations to serve customers better.

- Significant scale benefits are anticipated through Mindtree and LTI's complementary strengths, resulting in a more robust portfolio of offerings across verticals. Enhanced customer engagement and delivery model through the industrialization of delivery and streamlined value-enabling processes to improve large-deal capabilities. These opportunities will help build stronger partnerships with ecosystem players and, most notably, a more distinctive value proposition for you, including opportunities to take on exciting, new projects and reach greater heights in your career with LTIMindtree.

The transaction is awaiting shareholder and regulatory approvals, and the formal integration will begin after that. Until then, Mindtree and LTI will continue to operate as independent companies.

Thank you once again for considering the offer to join Mindtree. We are excited about the synergies this merger between Mindtree and LTI will help unlock for all our stakeholders. When you join, you will be a part of a dynamic workforce driven by a culture of innovation and growth. We are counting on you to provide further impetus to our industry-leading growth story.

We cannot wait to welcome you onboard.

Best Regards,

**Talent Acquisition Team**

**Mindtree**

Getting businesses +  
to the **future, faster.**






# Mindtree Offer Letter

Final Audit Report

2022-11-13

Created:	2022-11-09
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAnZ1ng0AbzZ3-6j_QosrdeMISP8A00Cj1

## "Mindtree Offer Letter" History

-  Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)  
2022-11-09 - 2:51:23 PM GMT- IP address: 20.44.36.220
-  Waiting for Signature by Thathapudi Ramyapriya (ramyapriyathathapudi@gmail.com)  
2022-11-09 - 2:51:27 PM GMT
-  Signer Thathapudi Ramyapriya (ramyapriyathathapudi@gmail.com) entered name at signing as T.Ramyapriya  
2022-11-13 - 2:51:18 AM GMT- IP address: 49.37.133.181
-  Document e-signed by T.Ramyapriya (ramyapriyathathapudi@gmail.com)  
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)  
Signature Date: 2022-11-13 - 2:51:20 AM GMT - Time Source: server- IP address: 49.37.133.181
-  Agreement completed.  
2022-11-13 - 2:51:20 AM GMT



## Letter of Offer

5<sup>th</sup> July 2023

Dear **Mr. Naga Praveen Reddy Tadi**,

### **Welcome to Brane Services Private Limited!**

We are delighted to extend this offer of employment to you for the position of “**Associate Process Leader Trainee**” at Brane Services Private Limited (hereinafter referred to as “Brane” or “Organization”)

We request you to read this Offer letter and return the enclosed duplicate copy or scanned copy by email in as an **acknowledgement of receipt of it and acceptance of the same on or before 6<sup>th</sup> July 2023**, failing which this Offer stands cancelled and withdrawn. Brane reserves the right to revoke, withdraw or modify this Offer letter at any time in its sole discretion. Your date of joining should be on or before **14<sup>th</sup> August 2023** failing which this Offer stands terminated.

Further, on joining Brane, you will be issued an Appointment Letter containing the terms and conditions of your employment with Brane and access to the Organizational policies and guidelines.

You will be working from the Hyderabad office location. However, you may be transferred to other office locations of Brane (or) to its affiliates or subsidiaries, either in India or abroad, as decided by Brane in its sole discretion. Your total C.T.C will be **Rs. 5,00,000/-** and the monthly emoluments before deductions will be **Rs. 39,065/-** The detailed break up of emoluments and operational details are provided under Annexure-A.

In view of the Organizational needs or corporate restructuring or business considerations, your employment or services can be transferred or assigned by Brane to any of its subsidiaries, affiliate(s), joint venture, or group companies as may be deemed fit and proper by Brane. If, after issuing this Offer letter, there is any change in the Organizational or corporate set up of Brane, then your Appointment Letter may be issued in the name of any other group Organization of Brane referencing this Offer and it shall not be any surprise for you.

**Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi, TG-500081

## **Non-Conflict and Confidentiality Agreement**

The role, in which you join us, is a very important one which will entail dealing with confidential and sensitive data, information and records of the Organization. You will, therefore, be required to sign a “Code of Conduct, Non-Conflict and Confidentiality Agreement” of our Organization at the time of your joining the Organization. As part of your undertaking for the non-compete provision, you shall not take up any work or employment with the competitors of Brane for a period of two(2) years post expiry or earlier termination of your employment with Brane and also as part of your undertaking for non-solicitation provision you shall not solicit or offer employment either directly or indirectly to employees of Brane with any third party or under you for a period of eighteen(18) months post expiry or termination of your employment with Brane. This job requires your fulltime commitment and during your tenure of employment with us, you are not permitted to take up or participate in any other part time or full-time jobs or assignments or employment.

You shall abide by the rules and regulations, policies of the Organization as may be in force from time to time and if there is any breach or violation of them, it may result in disciplinary and legal actions.

## **Documentation**

You are required to furnish the following documents on the day of your joining:

- Proof of age
- Certificates supplementing your highest educational and professional qualification attainments
- Appointment & relieving letter of your previous employer, as applicable
- Two passport-sized photographs
- Form 16 or any other authenticated document supplementing your earnings and income tax declaration/paid in the current financial year
- Photocopy of your PAN card
- Any other documents as may be required by the Organization.

## **Probation**

You will be on probation for a period of six (6) months starting from Your joining date with Brane. At the end of the probation period, your performance will be tested and subject to finding it satisfactory, Brane may in its sole discretion confirm Your employment service with it. If you do not pass the test of confirmation, at the

### **Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi, TG-500081

discretion of Brane, your probationary period may be extended for an additional time period. You shall be deemed to be on probation until and unless your services are confirmed in writing by Brane. In the event you do not pass the test of confirmation, or your conduct and performance are found unsatisfactory either during initial probationary period or during extended probation period your services are liable to be terminated without any notice. Confirmation of Your services with Brane are not automatic and is not a matter of right for you.

### **Termination**

Your employment with the Organization can be terminated by either party:

- a) during probation, you may terminate by giving ninety (90) days prior written notice. The Organization may end your probation and consequently terminate your employment forthwith (or) by giving fifteen (15) days prior written notice.
- b) after confirmation of employment, you may choose to terminate your employment by giving ninety (90) days prior written notice informing Your intent to terminate. Brane may terminate your employment forthwith (or) terminate by giving one (1) month notice (or) by paying one (1) month gross salary in lieu thereof.
- c) Notwithstanding anything contained either in Offer letter or Appointment Letter, Brane reserves its right to terminate forthwith your probation or employment without any notice or without assigning any reasons if in its opinion your probation or continuing you in employment with it is not conducive or is detrimental to the good will or business interests of Brane.

### **Your Information**

For the purposes of the applicable data protection laws, you agree that personal data or information (including sensitive personal data or information) relating to you which has been or is in the future obtained by Brane may be held and processed by Brane or any of its group Organization either by computer or manually for all purposes relating to the performance of your contract of employment and for Brane's legitimate business needs and legal obligations including, but not limited to the following:

- i) Administering and maintaining Brane's personnel records.
- ii) Paying and reviewing salary and other remuneration and benefits.
- iii) Providing and administering benefits (including pension) and private medical health insurance(if any applicable).
- iv) Undertaking performance appraisals and reviews and setting performance targets.
- v) Maintaining sickness and other absence records.
- vi) Taking decisions as to your fitness for work.

#### **Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081





- vii) Providing references and information to future employers, and if necessary, governmental, and quasi-governmental bodies for social security, income tax, customs and other statutory or legal purposes.
- viii) Providing information to future purchasers of Brane or of the business in which you work; and
- ix) Transferring information concerning you to a country or territory outside India. You agree and consent that any personal data to which you have access in the course of your employment with Brane shall treat strictly in accordance with Brane policies and procedures and you shall not use any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

This Offer is based on the information furnished in your application for employment and during the interviews you had with us. This Offer of employment is subject to the positive feedback with respect to Background Verification in relation to the credentials submitted by You and is subject to You being found mentally and medically fit at the time of joining and at all times of your employment with Brane. Background verification will be done at any time during your tenure with Brane.

Notwithstanding any other terms and conditions stipulated herein at any stage during the tenure of your employment with us if it is found that any particulars or details furnished by you are incorrect and / or this Offer letter or Appointment Letter has been obtained by misrepresentation of facts, the Organization shall reserve the right to take necessary legal action in addition to termination of your employment forthwith without any notice..

If you have any queries regarding the Offer, feel free to clarify your doubts with [leadership@braneServices.com](mailto:leadership@braneServices.com)

We take this opportunity to welcome you into the family of Brane Services and look forward to your contribution to the growth of the Organization and yourself.

Thanking you,  
for **Brane Services Private Limited**

**Raghava Avvari**  
HR Head

**Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081



## **ANNEXURE-I**

### **1. Working hours and Work Timings:**

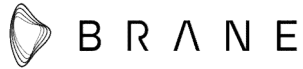
The general work timings for the office are from 9:15am to 6:45pm, within which the leaders are expected to work diligently for 9 hours. The punch in and punch out timings are taken from the biometric device affixed at the entrance of each premise. The organization shall observe a 5-day week from Monday to Friday.

### **2. Leaves:**

You shall be eligible for a total of 21 days leaves in a calendar year. The leaves shall accrue on a monthly basis.

### **3. Background Verification:**

All leaders will be deemed to have been appointed based on representations made and facts disclosed at the time of employment. BRANE has the right to conduct background verification anytime during the leader's employment with the organization. A leader is liable for appropriate action in case of any discrepancy between the claims made by the leader at the time of employment and the facts discovered thereafter.



CTC Per Annum	5,00,000
Monthly CTC	41,667

Annexure - A		
Name: Naga Praveen Reddy Tadi	DOJ: 14th August 2023	
Role: Associate Process Leader Trainee		
Location: Hyderabad		
<b>A) Monthly Salary Components</b>	<b>INR P.M.</b>	<b>INR P.A.</b>
Basic	16,667	2,00,004
House Rent Allowance	6,667	80,004
LTA	1,628	19,533
Special Allowance Per Month	14,103	1,69,240
<b>Monthly emoluments before deductions: (A)</b>	<b>39,065</b>	<b>4,68,780</b>
<b>B) Long term Benefits</b>		
Provident Fund (Employer Contribution)	1,800	21,600
Gratuity	802	9,620
<b>Total(B)</b>	<b>2,602</b>	<b>31,220</b>
<b>COST TO ORGANIZATION (A+B)</b>		<b>5,00,000</b>

\*Provident Fund(Employee Contribution) will be deducted from Monthly Gross Salary.  
 \* Income Tax & Professional Tax will be deducted as per the Act.

For Brane Services Private Limited

Accepted

Name & Signature:

Authorized Signatory

Date:

**Brane Services Private Limited**  
 3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
 Rangareddi TG-500081



## Letter of Offer

5<sup>th</sup> July 2023

Dear **Mr. Saikumar Thalishetti**,

### **Welcome to Brane Services Private Limited!**

We are delighted to extend this offer of employment to you for the position of “**Associate Process Leader Trainee**” at Brane Services Private Limited (hereinafter referred to as “Brane” or “Organization”)

We request you to read this Offer letter and return the enclosed duplicate copy or scanned copy by email in as an **acknowledgement of receipt of it and acceptance of the same on or before 6<sup>th</sup> July 2023**, failing which this Offer stands cancelled and withdrawn. Brane reserves the right to revoke, withdraw or modify this Offer letter at any time in its sole discretion. Your date of joining should be on or before **14<sup>th</sup> August 2023** failing which this Offer stands terminated.

Further, on joining Brane, you will be issued an Appointment Letter containing the terms and conditions of your employment with Brane and access to the Organizational policies and guidelines.

You will be working from the Hyderabad office location. However, you may be transferred to other office locations of Brane (or) to its affiliates or subsidiaries, either in India or abroad, as decided by Brane in its sole discretion. Your total C.T.C will be **Rs. 5,00,000/-** and the monthly emoluments before deductions will be **Rs. 39,065/-** The detailed break up of emoluments and operational details are provided under Annexure-A.

In view of the Organizational needs or corporate restructuring or business considerations, your employment or services can be transferred or assigned by Brane to any of its subsidiaries, affiliate(s), joint venture, or group companies as may be deemed fit and proper by Brane. If, after issuing this Offer letter, there is any change in the Organizational or corporate set up of Brane, then your Appointment Letter may be issued in the name of any other group Organization of Brane referencing this Offer and it shall not be any surprise for you.

**Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi, TG-500081

## **Non-Conflict and Confidentiality Agreement**

The role, in which you join us, is a very important one which will entail dealing with confidential and sensitive data, information and records of the Organization. You will, therefore, be required to sign a “Code of Conduct, Non-Conflict and Confidentiality Agreement” of our Organization at the time of your joining the Organization. As part of your undertaking for the non-compete provision, you shall not take up any work or employment with the competitors of Brane for a period of two(2) years post expiry or earlier termination of your employment with Brane and also as part of your undertaking for non-solicitation provision you shall not solicit or offer employment either directly or indirectly to employees of Brane with any third party or under you for a period of eighteen(18) months post expiry or termination of your employment with Brane. This job requires your fulltime commitment and during your tenure of employment with us, you are not permitted to take up or participate in any other part time or full-time jobs or assignments or employment.

You shall abide by the rules and regulations, policies of the Organization as may be in force from time to time and if there is any breach or violation of them, it may result in disciplinary and legal actions.

## **Documentation**

You are required to furnish the following documents on the day of your joining:

- Proof of age
- Certificates supplementing your highest educational and professional qualification attainments
- Appointment & relieving letter of your previous employer, as applicable
- Two passport-sized photographs
- Form 16 or any other authenticated document supplementing your earnings and income tax declaration/paid in the current financial year
- Photocopy of your PAN card
- Any other documents as may be required by the Organization.

## **Probation**

You will be on probation for a period of six (6) months starting from Your joining date with Brane. At the end of the probation period, your performance will be tested and subject to finding it satisfactory, Brane may in its sole discretion confirm Your employment service with it. If you do not pass the test of confirmation, at the

### **Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi, TG-500081

discretion of Brane, your probationary period may be extended for an additional time period. You shall be deemed to be on probation until and unless your services are confirmed in writing by Brane. In the event you do not pass the test of confirmation, or your conduct and performance are found unsatisfactory either during initial probationary period or during extended probation period your services are liable to be terminated without any notice. Confirmation of Your services with Brane are not automatic and is not a matter of right for you.

### **Termination**

Your employment with the Organization can be terminated by either party:

- a) during probation, you may terminate by giving ninety (90) days prior written notice. The Organization may end your probation and consequently terminate your employment forthwith (or) by giving fifteen (15) days prior written notice.
- b) after confirmation of employment, you may choose to terminate your employment by giving ninety (90) days prior written notice informing Your intent to terminate. Brane may terminate your employment forthwith (or) terminate by giving one (1) month notice (or) by paying one (1) month gross salary in lieu thereof.
- c) Notwithstanding anything contained either in Offer letter or Appointment Letter, Brane reserves its right to terminate forthwith your probation or employment without any notice or without assigning any reasons if in its opinion your probation or continuing you in employment with it is not conducive or is detrimental to the good will or business interests of Brane.

### **Your Information**

For the purposes of the applicable data protection laws, you agree that personal data or information (including sensitive personal data or information) relating to you which has been or is in the future obtained by Brane may be held and processed by Brane or any of its group Organization either by computer or manually for all purposes relating to the performance of your contract of employment and for Brane's legitimate business needs and legal obligations including, but not limited to the following:

- i) Administering and maintaining Brane's personnel records.
- ii) Paying and reviewing salary and other remuneration and benefits.
- iii) Providing and administering benefits (including pension) and private medical health insurance(if any applicable).
- iv) Undertaking performance appraisals and reviews and setting performance targets.
- v) Maintaining sickness and other absence records.
- vi) Taking decisions as to your fitness for work.

#### **Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081



- vii) Providing references and information to future employers, and if necessary, governmental, and quasi-governmental bodies for social security, income tax, customs and other statutory or legal purposes.
- viii) Providing information to future purchasers of Brane or of the business in which you work; and
- ix) Transferring information concerning you to a country or territory outside India. You agree and consent that any personal data to which you have access in the course of your employment with Brane shall treat strictly in accordance with Brane policies and procedures and you shall not use any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

This Offer is based on the information furnished in your application for employment and during the interviews you had with us. This Offer of employment is subject to the positive feedback with respect to Background Verification in relation to the credentials submitted by You and is subject to You being found mentally and medically fit at the time of joining and at all times of your employment with Brane. Background verification will be done at any time during your tenure with Brane.

Notwithstanding any other terms and conditions stipulated herein at any stage during the tenure of your employment with us if it is found that any particulars or details furnished by you are incorrect and / or this Offer letter or Appointment Letter has been obtained by misrepresentation of facts, the Organization shall reserve the right to take necessary legal action in addition to termination of your employment forthwith without any notice..

If you have any queries regarding the Offer, feel free to clarify your doubts with [leadership@braneServices.com](mailto:leadership@braneServices.com)

We take this opportunity to welcome you into the family of Brane Services and look forward to your contribution to the growth of the Organization and yourself.

Thanking you,  
for **Brane Services Private Limited**

**Raghava Avvari**  
HR Head

**Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081





## **ANNEXURE-I**

### **1. Working hours and Work Timings:**

The general work timings for the office are from 9:15am to 6:45pm, within which the leaders are expected to work diligently for 9 hours. The punch in and punch out timings are taken from the biometric device affixed at the entrance of each premise. The organization shall observe a 5-day week from Monday to Friday.

### **2. Leaves:**

You shall be eligible for a total of 21 days leaves in a calendar year. The leaves shall accrue on a monthly basis.

### **3. Background Verification:**

All leaders will be deemed to have been appointed based on representations made and facts disclosed at the time of employment. BRANE has the right to conduct background verification anytime during the leader's employment with the organization. A leader is liable for appropriate action in case of any discrepancy between the claims made by the leader at the time of employment and the facts discovered thereafter.



CTC Per Annum	5,00,000
Monthly CTC	41,667

Annexure - A		
Name: Saikumar Thalishetti	DOJ: 14th August 2023	
Role: Associate Process Leader Trainee		
Location: Hyderabad		
<b>A) Monthly Salary Components</b>	<b>INR P.M.</b>	<b>INR P.A.</b>
Basic	16,667	2,00,004
House Rent Allowance	6,667	80,004
LTA	1,628	19,533
Special Allowance Per Month	14,103	1,69,240
<b>Monthly emoluments before deductions: (A)</b>	<b>39,065</b>	<b>4,68,780</b>
<b>B) Long term Benefits</b>		
Provident Fund (Employer Contribution)	1,800	21,600
Gratuity	802	9,620
<b>Total(B)</b>	<b>2,602</b>	<b>31,220</b>
<b>COST TO ORGANIZATION (A+B)</b>		<b>5,00,000</b>

\*Provident Fund(Employee Contribution) will be deducted from Monthly Gross Salary.  
\* Income Tax & Professional Tax will be deducted as per the Act.

For Brane Services Private Limited

Accepted

Name & Signature:

Authorized Signatory

Date:

**Brane Services Private Limited**  
3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi TG-500081



Date:21-Mar-23

To,

Mr. Vadiyavath Prashanth,  
CBIT

Dear Vadiyavath Prashanth,

Please refer to the interview and discussions you had with us recently. We are pleased to offer you the position of **Post Graduate Engineer Trainee** on the following terms and conditions:

1. You will receive a Basic Salary of **Rs. 22336/- per month**. All other allowances and benefits as applicable to you are detailed in Annexure - A
2. Your place of posting will be **Hyderabad** till the Company intimates you otherwise
3. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed at Annexure - B
4. You will be governed by and agree to abide by the provisions of the Tata Code of Conduct. Any breach of the provisions of Tata Code of Conduct shall constitute misconduct
5. Your appointment is subject to you being certified medically fit by a medical practitioner recognized by us, and on receipt of satisfactory references
6. You will be on training for a period of **12 Months** from the date of your joining the Company, subject to the conditions detailed in the General Terms & Conditions of Service
7. You will furnish to us copies of all the relevant certificates, including relieving certificate from your present employer at the time of joining. You will also submit to us 4 copies of your recent passport sized and 1 stamp sized photographs at the time of joining

Within 3 days of receipt of this letter, you are requested to sign and return the duplicate copy of this letter in token of your acceptance of the terms of appointment, including the General Terms & Conditions of Service and the provisions contained in the Tata Code of Conduct.

You are requested to join the services of the Company not later than **Date of Joining** failing which please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

*\*The joining dates (not later than August'2023) shall be intimated to you via your mail id*

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board.

Yours faithfully,

For TATA Advanced Systems Limited

I accept the offer of appointment

Authorized Signatory  
TATA Advanced Systems Limited

(Signature)

**TATA ADVANCED SYSTEMS LIMITED**

TSIIC Aerospace SEZ Plot T/ A SY No 656 Aditya Nagar Adibatla (V) Ibrahimpatnam (M) Ranga Reddy (D) Telangana 501510  
Registered Office : Hardware park Plot No 21 Sy No 1/1 Imarat Kanchar Raviryala Village Maheshwaram Mandal Hyderabad 501 218 Telangana India  
Tel 91 40 6644 8282 Fax 91 40 6644 7438 e-mail : email@tataadvancedsystems.com website : www.tataadvancedsystems.com CIN : U72900TG2006PLC077939

**Mr. Vadiyavath Prashanth**  
Post Graduate Engineer Trainee

Particulars	Amount (Annual)
Basic	268032
House Rent Allowance	134016
Flexible Allowance Bucket	241229
<b>Gross salary total (A)</b>	<b>643277</b>
*Provident Fund	32164
**Gratuity	12892
<b>Retirals Total (B)</b>	<b>45056</b>
Total (C) = (A) + (B)	688333
Annual Performance Pay (D)	111680
<b>Cost To Company (E) = (C) + (D)</b>	<b>800013</b>

\* You shall participate in the Provident Fund Scheme applicable to you as per the Provident Fund and Miscellaneous Provisions Act 1952. Your PF contribution has been calculated on Annual PF Wages = **268032**

\*\* You will be entitled to gratuity in accordance with the rules governing such payment as per the Payment of Gratuity Act 1972.

\*\*\* You shall be entitled to benefits under ESIC applicable to you as per the Employee State Insurance Act, 1948.

# Performance Compensation is an indicative number. It is paid annually subject to individual performance rating and company performance. The company reserves the right to decide on the quantum of performance payouts each year.

For TATA Advanced Systems Limited

I accept the offer of appointment



Authorized Signatory  
TATA Advanced Systems Limited

(Signature)



## GENERAL TERMS AND CONDITIONS OF SERVICE

### 1. RESPONSIBILITIES

You will diligently and honestly discharge and perform all duties and responsibilities pertaining to your employment, as also such other duties and responsibilities, as may be entrusted to you by the TASL Group of Companies from time to time.

### 2. TRAINING

You will be on training for a period of **12 Months** from the date of your joining the company.

During the period of training, your performance and other behavioral factors such as team work, willingness to learn, customer focus, reliability etc. shall be assessed. In case during training period, your service is found to be unsatisfactory, the Company reserves the right to extend the period of training or terminate, as considered necessary in writing.

Subject to your service during the training period or extended period of training (if any), being found satisfactory in all respects, you will be confirmed in your position in writing. Until so confirmed in writing, you shall continue to be on training.

### 3. PLACE OF WORK

You will be required to work in any establishment of the Company within India or overseas, as per the instructions given to you from time to time. In case of transfer from one location of the Company to another, you will be automatically governed by the specific rules & regulations at the location of transfer and policies, as may be applicable to you.

### 4. TRANSFER OF SERVICE / DEPUTATION

Your services are liable to be transferred to any Subsidiary or Associate Company or parent company of TASL Group of Companies as existing or may be set up in future within or outside India. Your services are also liable to be transferred to any Company as existing or may be set up in future under the Tata Group within or outside India. In such cases, you will automatically be governed by the terms & conditions of service applicable to you in the transferee company. You can also be deputed to any of the companies mentioned above. The tenure and the terms and conditions of such deputation will be determined solely by the Company at its discretion and communicated to you.

### 5. HOURS OF WORK AND PAID HOLIDAYS

You will abide by the working hours, weekly offs and paid holidays of the department, office or establishment where you are posted.

In case of unforeseen events and/or workload, you may be required to work beyond the working hours or on weekly off days / holidays.

### 6. INCREMENT, ANNUAL PERFORMANCE AWARD & PROMOTION

Your increment, annual performance award & promotion(s) will be on the basis of your performance and contributions in the job and will be at the sole discretion of the Company. Similarly, promotion, if any, will be based on company policies and will also be at the sole discretion of the company.

### 7. RETIREMENT AGE

You shall retire from the services of Company upon completion of the age of 60 years. For the purpose of determining the retirement date, the last day of the month in which you attain the age of 60 years will be deemed to be your retirement date.

The Company's decision in regard to your date of birth as per Company's records shall be final. In case of any change in the retirement age of employees in the Company, the same shall apply to you without any written notice specifically addressed to you.



## 8. NOTICE OF TERMINATION

### a. During Training

During your training period, your services may be terminated by giving a month's notice at any time. Similarly, should you not wish to continue with the Company, you may do so by giving months' notice.

### b. After Confirmation

After confirmation of your services, the requirement in respect of notice will be 3 months on both sides. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the three months' notice period.

### c. General

The Company shall be entitled to terminate your services without any notice on the happening of any of the following events:

- i. In the reasonable judgment of the Company, any material breach of the terms of employment by you;
- ii. In the reasonable judgment of the Company, any gross negligence in the performance of your duties, intentional non-performance or miss-performance of such duties, or refusal to abide by the orders of superiors or refusal to comply with lawful directives of the Company or the Company's policies and procedures;
- iii. Any willful dishonesty, fraud, or misconduct by you with respect to the business or affairs of the Company, that in the reasonable judgment of the Company may materially and adversely affects the operations or reputation of the Company;
- iv. Your conviction in any crime involving moral turpitude; or
- v. Your abuse of alcohol or drugs (legal or illegal) that, in the Company's reasonable judgment, materially impairs your ability to perform your duties.

## 9. SEPARATION

Upon your separation from the Company for any reason whatsoever, you shall not later than the effective date of separation:

- a. Handover charge to such person or persons as may be nominated by the Company in that behalf, and
- b. Surrender to the management of the Company or any person nominated/authorized by it, all original and copies of business documents, blueprints, reproductions or any data, tables, calculations, books, identity/ attendance/access cards and correspondence received by you for and on behalf on the Company and all Company property (i.e. company leased residential accommodation, keys, software, computer, vehicle, mobile phone, documents, electronic devices, data storage media etc., as applicable) owned by the Company and in your possession or custody pertaining to or connected with the business of the Company or any subsidiary, associate or affiliate of the Company.
- c. The Company reserves the right to recover/deduct the actual expenditure, if any, incurred on you at the time of joining the Company on various accounts viz. notice period paid to your previous employer, travel cost, training cost if any, accommodation charges and the cost of transfer of belongings, in case you resign from the services within one year from the date of your joining.

## 10. CONFIDENTIALITY, INVENTIONS & INTELLECTUAL PROPERTY

In consideration of the employment with the Company, you agree to and will abide with the following:

- a. You shall not without the Company's prior written permission, either directly or indirectly disclose to any person, firm, company or other body corporate for any purpose or use, or permit any person to examine or make copies of, any documents, materials or records that contain or are derived from any Confidential Information (as defined below) of the Company other than for the Company's business, both during and after your employment with the Company.
- b. You will comply with, and do all things necessary to permit the Company to safeguard its Confidential Information (as defined below).

*"Confidential Information" means any and all information provided by the Company to you or to which you have access owing to your relationship with the Company, including but not limited to (i) Intellectual Property information; (ii) trade secrets; (iii) proprietary information related to the current, future, and proposed products and services of the Company including, without limitation, ideas, samples, media, techniques, sketches, drawings, works of authorship, models, inventions, know-how, processes, apparatuses, equipment, algorithms, software programs, software source documents and formulae, its information concerning research, experimental work, development, design details and specifications, engineering, financials, procurement requirements, purchasing, customer lists, investors, employees, business and contractual relationships, business forecasts, sales and merchandising, marketing plans, and any such information you have access to regarding third parties; (iv) information relating to salary structures, perquisites and/or other terms and conditions of employment; and (v) such other information which by its nature or the circumstances of its disclosure is confidential.*



- c. You expressly agree to and undertake that at any time during and after your employment with the Company, you shall have no proprietary interest in any Developments (as defined below).

*“Developments” shall mean any idea, invention, design, technical or business innovation, computer program and related documentation, or any other work product developed, conceived, or used by you, in whole or in part that arises out of your employment with the Company, or that are otherwise made through the use of the Company’s time and materials.*

- d. You acknowledge and agree that all Developments and Employee Intellectual Property (as defined below) are and shall be the sole property of the Company and that the Company shall not be required to designate you as the author thereof. You undertake to promptly disclose all Developments and Employee Intellectual Property to the Company and shall, at the Company’s request and at the cost of the Company, do all things that may be necessary and appropriate to establish the Company’s ownership of the Developments and Employee Intellectual Property including, but not limited to, the execution of the appropriate applications or assignments, production of documents and evidence to the appropriate authorities etc. You further acknowledge and agree that these General Terms & Conditions of Service shall operate as a perpetual, written assignment in favour of the Company of any right, title or interest that you may have in respect of the Employee Intellectual Property and/or Developments. The Company shall have the perpetual and exclusive right to use, exploit or deal with the Employee Intellectual Property and Developments in its sole discretion.

*“Employee Intellectual Property” shall mean any Intellectual Property (as defined below) obtained by you individually or on behalf of the Company in relation to the work carried on, discovered, invented, designed and/or authored by you during his term of office as an employee of the Company. “Intellectual Property” means (i) all inventions (whether patentable or un-patentable and whether or not reduced to practice), all improvements thereto, and all patents, patent applications, and patent disclosures, together with all re-issuances, continuations, continuations-in-part, revisions, extensions and re-examinations thereof; (ii) all trademarks, service marks, logos, trade names and corporate names, together with all translations, adaptations, derivations and combinations thereof, including all goodwill associated therewith and all applications, registrations and renewals in connection therewith; (iii) all copyrightable works, all copyrights and all applications, registrations and renewals in connection therewith; (iv) all computer software (including data and related documentation), code, machine code, source code, related documentation, graphics, images, designs, logos, programs, layouts and specifications; (v) all other proprietary rights of whatsoever description whether or not protected and whether or not capable of protection, and (vi) all copies and tangible embodiments thereof regardless of form and medium.*

Nothing contained above shall prevent you from sharing information with another employee of the Company as may be genuinely required for the due performance of your or such other employees’ duties.

## 11. GENERAL

- a. The Company reserves the right to withdraw the offer of appointment or terminate your employment with the Company without notice, in case it is found that the information/details/documentation provided by you in connection with your employment with the Company are found to be false, incorrect or forged.
- b. You will be responsible for the safe keeping, proper use and return in good condition and order of all property such as tools, equipment’s, instruments, books, computers, telecommunication devices etc., which may be in your custody, use, care, or charge. The Company shall have the right to deduct the money value of all such things from your dues and take such action as the Company deems proper in the event of your failure to account for such property to our satisfaction. You shall not use or permit the use of any of the property, facilities and/or services (including but not limited to e-mail and internet facilities) made available to you as an employee of the Company, for the personal use, benefit or advantage of yourself or of any third party, unless specifically authorized by the Company.
- c. You will keep the Company informed of any change in your residential address, contact details and any changes in your individual status such as marital status, family status etc. You will also keep the Company informed in case your spouse/children are employed with the competitors (i.e. any other Defence and Aerospace companies) in India.

## TATA ADVANCED SYSTEMS LIMITED

TSIIC Aerospace SEZ Plot 1/ A SY No 656 Aditya Nagar Adibatla (V) Ibrahimpatnam (M) Ranga Reddy (D) Telangana 501510  
Registered Office : Hardware park Plot No 21 Sy No 1/1 Imarat Kancha Raviryala Village Maheshwaram Mandal Hyderabad 501 218 Telangana India  
Tel 91 40 6644 8282 Fax: 91 40 6644 7438 e-mail : email@tataadvancedsystems.com website : www.tataadvancedsystems.com CIN : U72900TG2006PLC077939





- d. You will abide by the Company policies, rules and regulations applicable to you that are in force for the time being or may be framed from time to time.

In the event of there being any inconsistency or repugnancy between the provisions contained in the Company policies, rules & regulations and the terms of your appointment, the provisions contained in the Company policies, rules & regulations shall prevail.

Your appointment shall also be subject to such statutes and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

- e. You will not without the Company's previous written permission carry on any business, trade, profession or vocation or utilize any part of your time in any capacity the services of or be employed by any other firm, company or person, directly or indirectly and for gainful purpose or otherwise, unless otherwise approved by the Company in writing. You will devote your whole time and attention to your duties to promote the interests of the Company.
- f. You will not disclose or discuss your compensation package with any other employee, vendor, customer or business associate of the Company. Any deviation from maintaining confidentiality on your part would be viewed seriously and could lead to disciplinary action.
- g. Any commitment made to you by the Company (prior to or after your joining the services of the Company) regarding your terms & conditions of service, including compensation, shall be in writing and signed by a duly authorized employee of the Human Resource Department of the Company; and the Company will not be obliged to honour any verbal commitment/assurance given to you by any employee of the Company.
- h. You will immediately upon your acquiring the knowledge, inform the Company of any act of dishonesty and/or any action prejudicial to the interests of the Company on the part of any other employee of the Company.
- i. Company may require you to undergo medical examination by a medical practitioner nominated by the company, as and when necessary.
- j. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India as per Company records.
- k. You may be required to undertake travel on Company work as & when required. In case of travel on Company Business, you will be entitled to reimbursement of such travel expenses / allowances as per Company's policies in force from time to time.
- l. Without prejudice to the Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments, the amount of any claims, if any, which the Company may have against you.
- m. You will not accept any commissions, benefits or gifts in connection with business activities of the Company without the written permission of the Company or as per the prescribed policies in this regard
- n. Any differences or disputes arising in connection with your employment in the Company leading to litigation shall be decided by the Courts located in Hyderabad, India.

## 12. MODIFICATION OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions of service and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

I accept the terms and conditions

(Signature)





## Certified Skill Development (CSD) Training Program Offer

20-Oct-2023

Candidate ID: 26042007

**Dheeraj Kumar Vadla**  
**MCA Computer Application**  
**Chaitanya Bharathi Institute of Technology**

Dear **Dheeraj Kumar Vadla**,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your acceptance to the Letter of Intent, we are pleased to offer you a Certified Skill Development (CSD) Training Program on premises with us **for a period of 3 to 6 months**. Your CSD Training Program onboarding will be scheduled as per our business requirements and shall be communicated to you in writing.

During this CSD Training Program period, you will be provided with a stipend of **INR 12,000** per month equated to the planned duration of the CSD Training Program curriculum. The stipend will be paid only subject to successful completion of milestones as defined in the curriculum, your performance and attendance prior to the monthly stipend processing window for a given month. Cognizant will not encourage any other claim with regard to compensation or other statutory payments or reimbursements and it is hereby clarified that participation in this CSD Training Program and/or during the course of completing this CSD Training Program you shall not be entitled for any benefits paid or made available to that of Cognizant employees.

Though this Cognizant CSD Training Program is a pre-requisite skill and capability development program, it does not guarantee employment with Cognizant and there is no employer – employee relationship during the course of this CSD Training Program. However, the successful completion of this CSD Training Program will form a critical part of your eligibility for employment with Cognizant if an opportunity arises in future. Also, you shall be provided with a Certificate of Completion upon you successfully completing this CSD Training Program which can be included within your resume.

You will be provided a learning curriculum as per the skill track assigned to you. The learning design would expect you to drive your learning through hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed CSD Training Program. In the event of unsatisfactory performance during the CSD Training or non-completion of the CSD Training, no Certificate of Skill Development shall be issued by Cognizant. Cognizant reserves rights at its sole discretion to revoke its Letter of Intent.

### Section A: Terms and Conditions:

1. The CSD Training Program timings would be for 10 hours per day from Monday through Friday aligned to the working timings followed in Cognizant which based on the need could also be operated on a shift model. Attendance is mandatory on all the days to stay active in the CSD Training Program. The CSD Training Program would be terminated if the mandatory requirement of minimum 90% attendance at office is not met in a month.

2. CSD Training Program associates are covered under Cognizant's calendar holidays of the respective location of where the Training Program is conducted, and you would need to adhere with minimum

attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program and CSD Training Program would be terminated if leaves are availed without prior approvals.

3. You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions failing which your CSD Training Program would be terminated.

4. The Technical skills track mapped could change at the start or mid-way or even later during the program depending on business demand changes and you would be required to be flexible for this change failing which your CSD Training Program would be terminated.

5. After successful completion of your CSD Training Program, if there is a business demand which expects you to get skilled on a different skill set, you would be expected to get skilled in that required application, failing which your Letter of Intent will be revoked.

6. Stipend payment will be done for the prescribed CSD Training Program period only and no additional payment will be done for any delay in completion. Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

7. There would be zero tolerance to plagiarisms and misconduct during the CSD Training Program. Adherence to Cognizant policies and guidelines is mandatory and any breach of incident reported will lead to immediate cancellation of this CSD Training Program without any notice. You would be required to complete Cognizant mandatory trainings such as Code of Conduct and AUP within the given timelines.

8. During the course of your CSD Training Program and at all times, you shall be governed by Cognizant's Social Media Policy and shall, refrain from posting malicious, libelous, defamatory, false, obscene, political, anti-social, abusive, and threatening messages/statements or disparaging the Company, clients, associates, competitors, or suppliers or any third parties, irrespective of whether any such statements are likely to cause damage to any such entity or person. Any breach of this section would lead to immediate termination of this CSD Training Program.

9. Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the CSD Training Program period and may modify or amend the Cognizant GenC program terms and conditions from time to time.

10. It is hereby clarified that participation in this CSD Training Program shall not constitute you to be an employee of Cognizant nor obligates Cognizant for any purpose whatsoever. The scope of this CSD Training Program does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this document.

11. Cognizant holds all rights to cancel this CSD Training Program Offer due to non-conformance of performance benchmark or moral code of conduct or in case of you failing to participate in the CSD Training Program within the given date/timeline or for such other any reasons upon providing written communication of the same to you. Upon such cancellation of this CSD Training Program Offer, your access and participation in the CSD Training Program shall stand terminated.

12. At the time of your reporting for the CSD Training Program, you will be required to sign a Non - Disclosure Agreement with the Cognizant. During the course of your CSD Training Program and after completion of the same, you are required to maintain strictest confidentiality with respect to Cognizant's proprietary or products that you access or come into contact with, during your project under this CSD Training Program, at all times as per our Policy. You shall not use Cognizant proprietary information or products for any purpose. Any breach of information security will be dealt as per Cognizant Policy.

13. This CSD Training Program Offer shall be **valid for 3 calendar days** from the date of this Offer, hence you are requested to accept or decline this CSD Training Program Offer **within 3 days** and are also requested to submit the mandatory documents **within 7 calendar days** from the day of accepting your CSD Training Program offer as part of your Pre-joining & Background Verification (BGV) process. In case you don't comply to the above timelines, this Offer shall stand withdrawn and will be considered as cancelled. Any official written extension to the offer validity and the above-mentioned timelines will be at the sole discretion of Cognizant.

14. For avoidance of doubt, it is herewith stated that the CSD Training Program shall stand cancelled on the below scenarios as well:

- a. In the event of you accepting this CSD Training Program Offer but not joining into the CSD Training Program on the specified date and at specified location of onboarding.
- b. In the event of you not accepting this CSD Training Program Offer or failing to communicate acceptance **within 3 calendar days** as stated above
- c. For such other operational, regulatory reasons including breach of terms herein.

Thereupon, your access shall also stand revoked, and Cognizant shall not be obligated to extend nor be liable for any claims due to termination of this CSD Training Program Offer.

On any of the above-mentioned scenarios (Refer to **Section A: Terms and Conditions**), if your CSD Training Program has been terminated then your Letter of Intent would also be revoked.

You hereby consent for Cognizant to collect, process the data submitted by you for background verification.

Below are the **mandatory documents** to be submitted as part of your **Background Verification**:

- Your Pan Card
- Letter of Authorization (LOA) which should be downloaded from the BGV application hand signed with your name and date and reuploaded back to the application

Below are the **mandatory documents** to be submitted as part of your **Pre-joining formalities**:

- 2 Passport sized Photographs preferably with a Grey / White background
- Personal individual bank account from a nationalized bank for processing stipend

In case of additional queries or concerns, you can raise a query at <https://campus2cognizant.cognizant.com/Pages/PreLogin>.

We wish you good luck.

Yours sincerely,  
For **Cognizant Technology Solutions India Pvt. Ltd.**,



Maya Sreekumar  
**Vice President - Human Resources**

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

**Signature:**

**Date:**



## Congratulations! You have an offer!

1 message

**JPMorgan Chase & Co. Human Resources**  
<eino.fa.sender@workflow.mail.us2.cloud.oracle.com>  
To: tej9honey@gmail.com

Tue, Nov 29, 2022 at 12:16 PM

JPMORGAN CHASE & CO.

Dear Tejaswee Vavaladas,

Congratulations! We are pleased to offer you the position of 2023 Software Engineer Program - Attachment Internship - India (Hyderabad). As a member of the team, your contributions will be invaluable as we continue to drive our business forward.

Please review the details of your employment offer and respond to the opportunity by clicking the 'Respond to Job Offer' button.

We understand that making the right career move is an important decision. If I can offer any further guidance, please let me know. We're excited to have you on our team!

[Respond to Job Offer](#)

Sincerely,

Sherry Naik  
JPMorgan Chase Recruiting

See how far your thinking can go. [jpmorganchase.com/careers](https://jpmorganchase.com/careers)



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**Deloitte.**

1 of 18

**Deloitte Consulting India Private Limited**  
Deloitte Tower, Survey No. 41, Gachibowli Village, Range  
Reddy District, Hyderabad - 500032, Telangana, India

Tel: +91 040 67621000  
www.deloitte.com

Aug 4, 2023

Mr. Veldhandi Srivardhan  
11-21-56 Kashibugga,  
Warangal, 506002  
India

**Subject: Offer of Employment**

**Dear Veldhandi Srivardhan:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Analyst** based in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **September 4, 2023**.

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

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 600,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 100,000/-** subject to your reporting for full-time employment on **September 4, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

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

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **September 4, 2023**, or an alternative mutually agreed upon date.

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

Regd. Off.: Floor 4, Deloitte Tower 1, Survey No. 41, Gachibowli Village, Range Reddy District, Hyderabad - 500032, Telangana, India  
GST Reg No: 36AACC004746127 CIN: U72900TG2009PTC029979

This is a system-generated offer

Page 1 of 1

euSign Envelope ID: FB3544A3-432C-432F-8E21-81A39828D679

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within **pre-defined** boundary if their shift timings are between 8:30 p.m. - 6:00 a.m. in Hyderabad, 9:00 p.m. - 6:00 a.m. in Mumbai, Pune; 7:00 p.m. - 6:00 a.m. in Gurugram, 8:00 p.m. - 6:00 a.m. in Bengaluru, Chennai, and Kolkata.

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

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

Sincerely,

**For Deloitte Consulting India Private Limited**  
Best regards,

Designated by  
  
By: Pooja Madhavi  
Signature

Authorized Signatory

## Mindtree – LTI Amalgamation

Dear Rohan Venna

We deeply value your decision to consider joining Mindtree and look forward to collaborating with you on building a fast-paced, progressive career for you.

Thanks to our cutting-edge digital transformation work for a growing roster of customers, we have been reporting industry-leading growth for the past several quarters despite an environment of rapid business and technology shifts. Our success speaks to the strength of our business model and the relevance of our strategic direction as an enabler of superior competitive advantage, customer experiences, and business outcomes for some of the world's most pioneering enterprises. We are now ready to take a significant leap forward in further accelerating our industry-acclaimed growth journey with an eye on the future.

In May this year, Mindtree and LTI — both Larsen & Toubro Group companies — announced a merger that will see Mindtree and LTI join strengths to create an efficient and scaled-up IT services provider called **LTIMindtree** and exceeding \$3.5 billion. Mindtree and LTI have delivered market-leading financial performance and created tremendous value for shareholders. Given that recent industry shifts such as the prominence of large deals and preference for end-to-end offerings benefit at-scale players, the two companies have decided that the time is appropriate to combine the strengths of both organizations to serve customers better.

- Significant scale benefits are anticipated through Mindtree and LTI's complementary strengths, resulting in a more robust portfolio of offerings across verticals. Enhanced customer engagement and delivery model through the industrialization of delivery and streamlined value-enabling processes to improve large-deal capabilities. These opportunities will help build stronger partnerships with ecosystem players and, most notably, a more distinctive value proposition for you, including opportunities to take on exciting, new projects and reach greater heights in your career with LTIMindtree.

The transaction is awaiting shareholder and regulatory approvals, and the formal integration will begin after that. Until then, Mindtree and LTI will continue to operate as independent companies.

Thank you once again for considering the offer to join Mindtree. We are excited about the synergies this merger between Mindtree and LTI will help unlock for all our stakeholders. When you join, you will be a part of a dynamic workforce driven by a culture of innovation and growth. We are counting on you to provide further impetus to our industry-leading growth story.

We cannot wait to welcome you onboard.

Best Regards,  
**Talent Acquisition Team**  
**Mindtree**

Getting businesses  
to the **future, faster.**



**Date: 09-Nov-2022**

**Name: Rohan Venna**

**College: CHAITANYA BHARATI INSTITUTE OF TECHNOLOGY, Proddatur**

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Rohan Venna,

Welcome to MINDTREE (hereinafter referred as the "Company"). Congratulations on being selected as a GRADUATE ENGINEER TRAINEE. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (refer annexure 1) and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25,000 pm.**
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as GRADUATE ENGINEER TRAINEE subject to you meeting the eligibility criteria as mentioned in Annexure-1. Your appointment is in accordance with the Apprentices Act, 1961.
4. Documents - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer Annexure-2).
5. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above terms and conditions are acceptable, kindly acknowledge this GRADUATE ENGINEER TRAINEE Offer Letter by digitally signing this offer within 7 days from the date of receipt of this mail and offer document.

If you do not digitally sign the offer letter within the above-mentioned period, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with MINDTREE will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:





- Failing to meet the qualification criteria during the Training Program assessments
- Unauthorized absence during the Training Program
- Integrity and other disciplinary expectations

9. All Annexures appended herewith shall form an integral part of this letter.

10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.

11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.

12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.

14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the MINDTREE family and look forward to a long and fruitful association with you.

Yours faithfully,  
For MINDTREE Ltd.

**Shalini Macaden**  
**VICE PRESIDENT - PEOPLE FUNCTION**

I have read the letter and accept the same.

**Nov 12, 2022**



## Letter of Offer

5<sup>th</sup> July 2023

Dear **Ms. Sankirthana Vindiyala**,

### **Welcome to Brane Services Private Limited!**

We are delighted to extend this offer of employment to you for the position of “**Associate Process Leader Trainee**” at Brane Services Private Limited (hereinafter referred to as “Brane” or “Organization”)

We request you to read this Offer letter and return the enclosed duplicate copy or scanned copy by email in as an **acknowledgement of receipt of it and acceptance of the same on or before 6<sup>th</sup> July 2023**, failing which this Offer stands cancelled and withdrawn. Brane reserves the right to revoke, withdraw or modify this Offer letter at any time in its sole discretion. Your date of joining should be on or before **14<sup>th</sup> August 2023** failing which this Offer stands terminated.

Further, on joining Brane, you will be issued an Appointment Letter containing the terms and conditions of your employment with Brane and access to the Organizational policies and guidelines.

You will be working from the Hyderabad office location. However, you may be transferred to other office locations of Brane (or) to its affiliates or subsidiaries, either in India or abroad, as decided by Brane in its sole discretion. Your total C.T.C will be **Rs. 5,00,000/-** and the monthly emoluments before deductions will be **Rs. 39,065/-**. The detailed break up of emoluments and operational details are provided under Annexure-A.

In view of the Organizational needs or corporate restructuring or business considerations, your employment or services can be transferred or assigned by Brane to any of its subsidiaries, affiliate(s), joint venture, or group companies as may be deemed fit and proper by Brane. If, after issuing this Offer letter, there is any change in the Organizational or corporate set up of Brane, then your Appointment Letter may be issued in the name of any other group Organization of Brane referencing this Offer and it shall not be any surprise for you.

**Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi, TG-500081

## **Non-Conflict and Confidentiality Agreement**

The role, in which you join us, is a very important one which will entail dealing with confidential and sensitive data, information and records of the Organization. You will, therefore, be required to sign a “Code of Conduct, Non-Conflict and Confidentiality Agreement” of our Organization at the time of your joining the Organization. As part of your undertaking for the non-compete provision, you shall not take up any work or employment with the competitors of Brane for a period of two(2) years post expiry or earlier termination of your employment with Brane and also as part of your undertaking for non-solicitation provision you shall not solicit or offer employment either directly or indirectly to employees of Brane with any third party or under you for a period of eighteen(18) months post expiry or termination of your employment with Brane. This job requires your fulltime commitment and during your tenure of employment with us, you are not permitted to take up or participate in any other part time or full-time jobs or assignments or employment.

You shall abide by the rules and regulations, policies of the Organization as may be in force from time to time and if there is any breach or violation of them, it may result in disciplinary and legal actions.

## **Documentation**

You are required to furnish the following documents on the day of your joining:

- Proof of age
- Certificates supplementing your highest educational and professional qualification attainments
- Appointment & relieving letter of your previous employer, as applicable
- Two passport-sized photographs
- Form 16 or any other authenticated document supplementing your earnings and income tax declaration/paid in the current financial year
- Photocopy of your PAN card
- Any other documents as may be required by the Organization.

## **Probation**

You will be on probation for a period of six (6) months starting from Your joining date with Brane. At the end of the probation period, your performance will be tested and subject to finding it satisfactory, Brane may in its sole discretion confirm Your employment service with it. If you do not pass the test of confirmation, at the

### **Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi, TG-500081



discretion of Brane, your probationary period may be extended for an additional time period. You shall be deemed to be on probation until and unless your services are confirmed in writing by Brane. In the event you do not pass the test of confirmation, or your conduct and performance are found unsatisfactory either during initial probationary period or during extended probation period your services are liable to be terminated without any notice. Confirmation of Your services with Brane are not automatic and is not a matter of right for you.

### **Termination**

Your employment with the Organization can be terminated by either party:

- a) during probation, you may terminate by giving ninety (90) days prior written notice. The Organization may end your probation and consequently terminate your employment forthwith (or) by giving fifteen (15) days prior written notice.
- b) after confirmation of employment, you may choose to terminate your employment by giving ninety (90) days prior written notice informing Your intent to terminate. Brane may terminate your employment forthwith (or) terminate by giving one (1) month notice (or) by paying one (1) month gross salary in lieu thereof.
- c) Notwithstanding anything contained either in Offer letter or Appointment Letter, Brane reserves its right to terminate forthwith your probation or employment without any notice or without assigning any reasons if in its opinion your probation or continuing you in employment with it is not conducive or is detrimental to the good will or business interests of Brane.

### **Your Information**

For the purposes of the applicable data protection laws, you agree that personal data or information (including sensitive personal data or information) relating to you which has been or is in the future obtained by Brane may be held and processed by Brane or any of its group Organization either by computer or manually for all purposes relating to the performance of your contract of employment and for Brane's legitimate business needs and legal obligations including, but not limited to the following:

- i) Administering and maintaining Brane's personnel records.
- ii) Paying and reviewing salary and other remuneration and benefits.
- iii) Providing and administering benefits (including pension) and private medical health insurance(if any applicable).
- iv) Undertaking performance appraisals and reviews and setting performance targets.
- v) Maintaining sickness and other absence records.
- vi) Taking decisions as to your fitness for work.

#### **Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081



- vii) Providing references and information to future employers, and if necessary, governmental, and quasi-governmental bodies for social security, income tax, customs and other statutory or legal purposes.
- viii) Providing information to future purchasers of Brane or of the business in which you work; and
- ix) Transferring information concerning you to a country or territory outside India. You agree and consent that any personal data to which you have access in the course of your employment with Brane shall treat strictly in accordance with Brane policies and procedures and you shall not use any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

This Offer is based on the information furnished in your application for employment and during the interviews you had with us. This Offer of employment is subject to the positive feedback with respect to Background Verification in relation to the credentials submitted by You and is subject to You being found mentally and medically fit at the time of joining and at all times of your employment with Brane. Background verification will be done at any time during your tenure with Brane.

Notwithstanding any other terms and conditions stipulated herein at any stage during the tenure of your employment with us if it is found that any particulars or details furnished by you are incorrect and / or this Offer letter or Appointment Letter has been obtained by misrepresentation of facts, the Organization shall reserve the right to take necessary legal action in addition to termination of your employment forthwith without any notice..

If you have any queries regarding the Offer, feel free to clarify your doubts with [leadership@braneServices.com](mailto:leadership@braneServices.com)

We take this opportunity to welcome you into the family of Brane Services and look forward to your contribution to the growth of the Organization and yourself.

Thanking you,  
for **Brane Services Private Limited**

**Raghava Avvari**  
HR Head

**Brane Services Private Limited**

3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,

Rangareddi, TG-500081



## **ANNEXURE-I**

### **1. Working hours and Work Timings:**

The general work timings for the office are from 9:15am to 6:45pm, within which the leaders are expected to work diligently for 9 hours. The punch in and punch out timings are taken from the biometric device affixed at the entrance of each premise. The organization shall observe a 5-day week from Monday to Friday.

### **2. Leaves:**

You shall be eligible for a total of 21 days leaves in a calendar year. The leaves shall accrue on a monthly basis.

### **3. Background Verification:**

All leaders will be deemed to have been appointed based on representations made and facts disclosed at the time of employment. BRANE has the right to conduct background verification anytime during the leader's employment with the organization. A leader is liable for appropriate action in case of any discrepancy between the claims made by the leader at the time of employment and the facts discovered thereafter.



CTC Per Annum	5,00,000
Monthly CTC	41,667

Annexure - A		
Name: Sankirthana Vindiyala	DOJ: 14th August 2023	
Role: Associate Process Leader Trainee		
Location: Hyderabad		
<b>A) Monthly Salary Components</b>	<b>INR P.M.</b>	<b>INR P.A.</b>
Basic	16,667	2,00,004
House Rent Allowance	6,667	80,004
LTA	1,628	19,533
Special Allowance Per Month	14,103	1,69,240
<b>Monthly emoluments before deductions: (A)</b>	<b>39,065</b>	<b>4,68,780</b>
<b>B) Long term Benefits</b>		
Provident Fund (Employer Contribution)	1,800	21,600
Gratuity	802	9,620
<b>Total(B)</b>	<b>2,602</b>	<b>31,220</b>
<b>COST TO ORGANIZATION (A+B)</b>		<b>5,00,000</b>

\*Provident Fund(Employee Contribution) will be deducted from Monthly Gross Salary.  
\* Income Tax & Professional Tax will be deducted as per the Act.

For Brane Services Private Limited

Accepted

Name & Signature:

Authorized Signatory

Date:

**Brane Services Private Limited**  
3rd Floor, Building No.3B, Sy No. 64(P), Raheja Mindspace, IT Park Madhapur, Serilingampally, Hyderabad,  
Rangareddi TG-500081





**January 25, 2023**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Miss Neeharika Yakkala, MCA** student of Chaitanya Bharathi institute of Technology , can do an internship from **January 30, 2023 to April 28, 2023** at Virtusa Consulting Services Pvt Ltd, India.

At the time of Joining, the following will be applicable,

- Designation : **Intern-Delivery**
- Tier : **Tier 5**

**Sincerely,**

A handwritten signature in black ink, appearing to read "N. Sundararajan". The signature is written in a cursive style and is underlined with two horizontal lines.

**Sundararajan Narayanan**

**Chief People Officer & Global Head Of Human Resources**

Virtusa Consulting Services Pvt Ltd, India



PRIVATE AND CONFIDENTIAL

September 22, 2022

**Zeba Farheen**  
**Hyderabad**

Dear Zeba,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **September 22, 2022** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an **Technology Intern** on the following terms and conditions:

**Nature of Training:**

You will be undergoing training in our establishment in the area of "OSU" effective from **October 26, 2022** and during the course of training you shall be under the guidance of **Mustafa Syed**. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

**Duration of Training:**

The duration of training will be from **October 26, 2022** for a period of **10 Months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **August 25, 2023** and in no way mean a full time employment with the Company. In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

**Stipend:**

Scholarship: You will be paid INR. **30,000** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

**Date of Commencement of Training:**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **October 26, 2022**. While reporting for Training please bring 2 Passport size photographs, PAN card copy.



**Confidentiality:**

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

**Code of Conduct:**

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times.

If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes.



You acknowledge that non-compliance with any of the Codes or “Confidentiality Inventions Rights & Non-Competition Agreement” of Company’s entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

**Thomson Reuters International Services Private Limited**  
**(A Thomson Reuters Company)**

**Catriona Mackness**  
**Director Regional HR, India**

**ENDORSEMENT**

I accept all the terms and conditions stipulated in this letter of engagement.  
I shall report to Training on **October 26, 2022**.

PLACE: Hyderabad

DATE:

SIGNATURE OF CANDIDATE:



### Intellectual Property related Undertaking

By this undertaking (Undertaking), I agree, acknowledge and undertake as follows:

1. If at any time in the course of my employment with the Company, I make or discover or participate in the making or discovery of any Intellectual Property, I:

(i) will promptly make full and complete disclosure about the Intellectual Property to the Company; and

(ii) Hereby agree that all such Intellectual Property will be the absolute property of the Company and that I shall have no rights with respect to such Intellectual Property.

2. The term 'Intellectual Property' means and includes inventions (whether patentable or not), copyrightable works, improvements, developments, discoveries, proprietary information, trademarks, logos, know how, processes, designs, utility models, mask work rights, rights in databases and moral rights and all works, whether present or arising in future (whether or not, patent, copyright or other similar protection has been applied for registration or granted registration) or forms of protection having equivalent effect anywhere in the world. For the avoidance of doubt, this Undertaking does not limit my moral rights to the extent permitted by law.

3. I will do all things necessary, at the Company's request and expense (whether during or after the term of your employment) to ensure that all rights in the Intellectual Property vest in the Company including without limitation:

(a) execution of necessary documents and written confirmations;

(b) execution of powers of attorney or letters of authority in favour of the Company or its nominees to make applications for registration of such Intellectual Property or enforcing the Company's rights in such Intellectual Property;

(c) joining in any action to perfect or enforce the Company's rights in the Intellectual Property. I agree that the benefits of any proceeds from any action that the Company takes in relation to enforcing its rights in the Intellectual Property belong exclusively to the Company. I further agree that the Company's rights granted by me by this Undertaking will not be impaired by any non-use of the Intellectual Property vested in the Company.

4. I agree that payment of remuneration by the Company to me includes consideration for the rights granted by me under this Undertaking and that there are, in addition, no royalties or any other payments that are due or will accrue to me in consideration of the rights granted by me under this Undertaking.

5. Where I have any moral rights under law with respect to any such Intellectual Property, I hereby waive any such rights to the fullest extent permitted by law from time to time. Even where law does not permit such waiver of moral rights, I hereby undertake not to exercise such moral rights in any manner that is inconsistent with the vesting of the Intellectual Property rights in the Company.

6. I will not do anything that is inconsistent with the rights granted by me under this Undertaking or otherwise take advantage of any legal possibility of staking a claim or right over any part of the rights in the Intellectual Property assigned to the Company under this Undertaking.

7. I will not use any Intellectual Property otherwise than in relation to the Company's business and will use the Company's Intellectual Property only in accordance with the Company's instructions from time to time or the



Company's policies for the time being in force.

**ACKNOWLEDGED AND AGREED**

Signature:

Name: Zeba Farheen

Title: Technology Intern

Date: