

05 Feb 2019

Ms. Sravani Chandrasekaran
20-1-456-B3,
Maruthi Nagar, Korlagunta,
Tirupati, Chittoor,
Andhra Pradesh

17-PEC-031

Dear Ms. Sravani Chandrasekaran

Provisional Offer Letter

We are pleased to offer you the position of **Post Graduate Trainee** in our organization. You will be initially posted at our **Chennai** office.

Your appointment letter will be issued on the date of joining along with terms and conditions of employment. Your services will be considered effective from the date of joining, after you complete and satisfy all verification and joining formalities.

Your salary break up is as follows:

	Monthly	Annual
Cost of Company	Rs.Ps	Rs.Ps
Basic Salary	14770	177240
House Rent Allowance	6330	75960
Total	21100	253200
Company Contribution :		
Provident Fund @ 13% (As per Act)	1920	23040
Gratuity @ 4 % (As per Act)	591	7092
Bonus (As per Act)	1400	16800
Cost to Company	25011	300132

Please sign and return a copy of this letter within three days of receipt as a token of your acceptance.

We welcome you into CAMS.

For Computer Age Management Services Pvt. Ltd.



Jemima Ravithilagan
Vice President - Head - Human Resources and I & FM

Signature

05 Feb 2019

Ms. A Agnes Divya
7/37A, City Link Road,
Maduvinkarai,
Guindy,
Chennai

17-PEC-025

Dear Ms. A Agnes Divya

Provisional Offer Letter

We are pleased to offer you the position of **Post Graduate Trainee** in our organization. You will be initially posted at our **Chennai** office.

Your appointment letter will be issued on the date of joining along with terms and conditions of employment. Your services will be considered effective from the date of joining, after you complete and satisfy all verification and joining formalities.

Your salary break up is as follows:

Cost of Company	Monthly	Annual
	Rs.Ps	Rs.Ps
Basic Salary	14770	177240
House Rent Allowance	6330	75960
Total	21100	253200
Company Contribution :		
Provident Fund @ 13% (As per Act)	1920	23040
Gratuity @ 4 % (As per Act)	591	7092
Bonus (As per Act)	1400	16800
Cost to Company	25011	300132

Please sign and return a copy of this letter within three days of receipt as a token of your acceptance.

We welcome you into CAMS.

For Computer Age Management Services Pvt. Ltd.

Jemima Ravithilagan

Jemima Ravithilagan
Vice President - Head - Human Resources and I & FM

Signature

60401a



05 Feb 2019

Ms. D Monika
No 2,
M G Road,
Thiruvánmiyur,
Chennai

17-PEC-039

Dear Ms. D Monika

Provisional Offer Letter

We are pleased to offer you the position of **Post Graduate Trainee** in our organization. You will be initially posted at our **Chennai** office.

Your appointment letter will be issued on the date of joining along with terms and conditions of employment. Your services will be considered effective from the date of joining, after you complete and satisfy all verification and joining formalities.

Your salary break up is as follows:

Cost of Company	Monthly	Annual
	Rs.Ps	Rs.Ps
Basic Salary	14770	177240
House Rent Allowance	6330	75960
Total *	21100	253200
Company Contribution :		
Provident Fund @ 13% (As per Act) ⁴	1920	23040
Gratuity @ 4 % (As per Act)	591	7092
Bonus (As per Act)	1400	16800
Cost to Company	25011	300132

Please sign and return a copy of this letter within three days of receipt as a token of your acceptance.

We welcome you into CAMS.

For Computer Age Management Services Pvt. Ltd.

Jemima Ravithilagan

Jemima Ravithilagan
Vice President - Head - Human Resources and I & FM

Signature



OFFER LETTER

Ms. Catherine Archanaa S

Date: Monday, July 1, 2019

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavour to change the face of education.

We are pleased to offer you the position of Trainee - Content Development on following terms and conditions:

Offer Details:

Designation: Trainee - Content Development

Department: Content (51000009)

Sub Department: Content Development

Employment Type: Trainee

CTC per Annum:

- Fixed Compensation: 500000 INR
- Variable Compensation: 100000 INR

Reporting Details:

Date of Re[por]ting: Monday, July 1, 2019

Reporting Location: Byju's-Think and Learn Pvt Ltd,6th floor, Tower D, IBC Knowledge Park, Bhavani Nagar, Near Dairy Circle, Bannerghatta Main Road, Bengaluru, Karnataka 560029

Reporting Time: 8 : 30 AM

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes
4. Dues to company including loans and advances
5. Or any other applicable statutory deductions

The income Tax liability with regards your salary and perks and will be governed by the tax laws of the country as applicable from time to time.

1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
2. You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.
3. You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than Monday, July 1, 2019 , failing which you may 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 for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

For and Behalf of,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The trainee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavours to follow the best possible standards in its governance and has high levels of transparency and integrity. As a trainee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our trainee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: trainee should do nothing that might discredit or embarrass the Company, its clients, or themselves as trainee of the Company.

All Think & Learn Pvt. Ltd., trainees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 12th Mark sheet
2. 10th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume

6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card(on Aadhaar, DOB should in DD/MM/YYYY)
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

11-Mar-2019

Dear Sharukh Hussain,
BSc, Statistics
Loyola College

16-UST-057

Candidate ID – 12827493

In continuation to our discussions, we are pleased to offer you the role of Graduate Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.212,254/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,750/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

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 Rs.240,982/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,750/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- 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.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bathavandu
Global Head-Talent Acquisition

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

Signature :

Date:

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	Annual Gross Compensation		180,504
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		192,504
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	Annual Total Remuneration		212,254

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 Coverage

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

Women associates joining Company will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

HRD/COV/13245600/19-20

June 20, 2019

Mr. Gnana Paul Augustus.A
No-43A, Thiyam Ilam,
Tooveypuram 4th Street.,
Tuticorin - 628003
India

Ph: (91) 7708051947

Dear Gnana,

Welcome to Infosys!

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

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

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

Warm regards,



RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013118
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Infosys®



Gnana Augustus.A

1057858



24/06/2019

MESLY MATHEWS
Mangalathu house, Kizhakombu P.O. KOOTHATTUKULAM
Ernakulam, 686662

Dear MESLY,

Welcome to IQVIA™

On behalf of IQVIA, The Human Data Science Company™, we are pleased to extend an offer of employment for you to join our global team.

By accepting this offer, you will join a diverse team of 55,000+ employees in 100+ countries who share a passion to help clients drive healthcare forward. Discover new paths to success as you share stories of unparalleled data, transformative technology, advanced analytics, and domain expertise coming together to solve complex problems. Join IQVIA and be the catalyst for the future of human science.

Your designation will be {Analyst - 130}. You will be based in Bangalore, India. Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

ANNUAL GROSS COMPENSATION : INR 550,000.00

PROVIDENT FUND : INR26400

FIXED COST TO COMPANY : INR576,400

ANNUAL INCENTIVE PAY TARGET* : INR 55000

* The Company operates a variable performance incentive plan, the entitlement to which is linked to achievement of both individual and Company's performance targets. Entitlement and the amount payable under the plan shall be governed by the Company's performance incentive plan which is liable to change from time to time at the sole discretion of the Company. Payouts under the variable performance incentive plan are not guaranteed.

TOTAL COST TO COMPANY : INR631,400

Detailed break up of salary will be shared separately.

You will be eligible for a sign-on bonus of INR 50,000.00. This amount will be reduced by applicable taxes and will be paid with your first-month salary. Should you resign from IQVIA during the first 18 months of your employment, you will be required to reimburse the company the full amount

Relocation Allowance : You will be given an amount of 35,000.00 towards relocation assistance by applicable taxes that will be paid upon submission of appropriate documents. Should you resign from IQVIA during the first 12 months of your employment, you will be required to reimburse the company the full amount

Important Guidelines

- The relocation allowance shall be processed as part of your first payroll cycle and shall be paid after deducting the applicable taxes
- The relocation reimbursement (if any) will have to be claimed within 4 months from the date of your joining
- All the above mentioned relocation amounts incurred will have to be returned in case if you voluntarily leave the company before 12 months from the date of joining.

BENEFITS:

- **Gratuity:** The eligibility and amount of this benefit is as per the applicable laws.
- **Leave Eligibility:** All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.
- **Group Mediclaim:** Employee and family members are covered as per prevailing Company Policy.
- **Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.**

This Offer is contingent upon your successful completion of your current degree. You are required to produce the original pass certificate/ mark sheet by the end of your probation period certifying that you have successfully completed the degree, failing which the company may, in its sole discretion, elect to terminate or suspend your employment immediately.

The next step is to indicate your agreement to these terms by electronically signing this offer. It is important that you accept your offer of employment within 48 hours of receipt. Once accepted the remaining Onboarding documents will become available to you for completion within a further 3 days. Please read and follow the instructions on each of the documents carefully. Failure to complete the tasks may affect the downstream activities of your onboarding process.

We look forward to receiving your acceptance to join our team. We are really excited to welcome you to IQVIA.

Sincerely,

Rahul Khanna

Senior Director, Talent Acquisition

For IMS HEALTH ANALYTICS SERVICES Pvt Ltd (IN03)

Joining Date: 10/07/2019



21/06/2019

CHRISTOPHER J J D
32-Ichimara lane, East Andar street
TRICHY, 620002

Dear CHRISTOPHER J J D,

Welcome to IQVIA™

On behalf of IQVIA, The Human Data Science Company™, we are pleased to extend an offer of employment for you to join our global team.

By accepting this offer, you will join a diverse team of 55,000+ employees in 100+ countries who share a passion to help clients drive healthcare forward. Discover new paths to success as you share stories of unparalleled data, transformative technology, advanced analytics, and domain expertise coming together to solve complex problems. Join IQVIA and be the catalyst for the future of human science.

Your designation will be {Analyst - 130}. You will be based in Bangalore, India. Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

ANNUAL GROSS COMPENSATION : INR 550,000.00

PROVIDENT FUND : INR26400

FIXED COST TO COMPANY : INR576,400

ANNUAL INCENTIVE PAY TARGET* : INR 55000

* The Company operates a variable performance incentive plan, the entitlement to which is linked to achievement of both individual and Company's performance targets. Entitlement and the amount payable under the plan shall be governed by the Company's performance incentive plan which is liable to change from time to time at the sole discretion of the Company. Payouts under the variable performance incentive plan are not guaranteed.

TOTAL COST TO COMPANY : INR631,400

Detailed break up of salary will be shared separately.

You will be eligible for a sign-on bonus of INR 50,000.00. This amount will be reduced by applicable taxes and will be paid with your first-month salary. Should you resign from IQVIA during the first 18 months of your employment, you will be required to reimburse the company the full amount

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Important Guidelines

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BENEFITS:

- **Gratuity:** The eligibility and amount of this benefit is as per the applicable laws.
- **Leave Eligibility:** All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.
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- Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.

This Offer is contingent upon your successful completion of your current degree. You are required to produce the original pass certificate/ mark sheet by the end of your probation period certifying that you have successfully completed the degree, failing which the company may, in its sole discretion, elect to terminate or suspend your employment immediately.

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We look forward to receiving your acceptance to join our team. We are really excited to welcome you to IQVIA.

Sincerely,

Rahul Khanna

Senior Director, Talent Acquisition

For IMS HEALTH ANALYTICS SERVICES Pvt Ltd (IN03)

Joining Date: 10/07/2019

PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: FINTO JOSEPH

16-UMT-006

Address: VARIKAMAKKEL H, KAIPPALLY PO, KOTTAYAM, KERALA

Subject: Letter of Intent

Dear FINTO JOSEPH

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation...*B.Sc*..... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.


This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

In exceptional circumstances, RBS reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,
For **RBS Services India Private Limited**



Charles J Rajiv
Head - Business Delivery Services,
HR People Services India

PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: RAMAKRISHNAN ARUMUGADURAI

Address: NO 688, KUMARAN NAGAR, VEERAPURAM, AVADI, CHENNAI

Subject: Letter of Intent

16-UMT-048

Dear RAMAKRISHNAN ARUMUGADURAI

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

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We look forward to welcoming you on board!

Yours sincerely,
For **RBS Services India Private Limited**



Charles J Rajiv
Head - Business Delivery Services,
HR People Services India

PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: NAVEEN SANKAR

Address: No 411, MIG, TNHB, AVADI, CHENNAI

16-UCO-015

Subject: Letter of Intent

Dear NAVEEN SANKAR

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation...*B.Com.* Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

In exceptional circumstances, RBS reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,
For **RBS Services India Private Limited**



Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2014

Name: AMUTHESWARAN APRUL KUMAR

Address: 41174, KAKKANAD I-57 REET, MANAGAIR, BENGALURU

16-05T-047

Subject: Letter of Intent

Dear AMUTHESWARAN APRUL KUMAR

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with RBS Services India Private Limited ("Company") (this LOI")

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
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In exceptional circumstances, RBS reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,

For RBS Services India Private Limited

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: RAKESH THAMBIRAJ

Address: 15/6/1, BHARATHNESHWAR COLONY, 1ST STREET, KODAMBALAKKAM

16-UMT-076

Subject: Letter of Intent

Dear RAKESH THAMBIRAJ

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with RBS Services India Private Limited ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation. *B.Sc.*..... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

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We look forward to welcoming you on board!

Yours sincerely,

For RBS Services India Private Limited

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: JOSEPH XAVIER ROY

Address: 59, St. MARYS ROAD, ARINAMARANAM

16-UCO-041

Subject: Letter of Intent

Dear JOSEPH XAVIER ROY

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("**this LOI**").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation...*B.C.M*... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

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We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: VARAYANAN SUNDARAVARADHAN

Address: D6-2, BAHANE COMPLEX, OLD NO. 4, NEW NO. 7, KUPPIAH STREET, MAMBALAM

Subject: Letter of Intent | 6-UCO-023

Dear VARAYANAN SUNDARAVARADHAN

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with RBS Services India Private Limited ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation *P2: COM* ... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

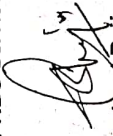
This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

In exceptional circumstances, RBS reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,
For RBS Services India Private Limited


Charles J Rajiv

Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 04/02/2014

Name: RAHUL MANOJ

Address: No 10/27, 6th SHRI HARI FLATS INCOME TAX FIRST STREET, ADAMBABAIAM

Subject: Letter of Intent 17-UPH-204

Dear RAHUL MANOJ

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with RBS Services India Private Limited ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation...*S.A*..... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect
- Such other terms as may be specified in the Employment Contract.

This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

In exceptional circumstances, RBS reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,

For RBS Services India Private Limited

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: ALAGAPPAN RAMANATHAN

Address: SOMAVILLA, NO-22/7, 6th STREET EXTENSION, MANDANAM

16-UCO-422

Subject: Letter of Intent

Dear ALAGAPPAN RAMANATHAN

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("**this LOI**").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation.....*B.Com*..... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

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We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: ELAYA BHARATH VT

Address: 1/55-1, MESTHIRI THOTTAM, AKKARAPALAYM, VEE RAPANDI, SALEM

Subject: Letter of Intent 16-UMT-206

Dear ELAYA BHARATH VT

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation. B.Sc...... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

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We look forward to welcoming you on board!

Yours sincerely,
For **RBS Services India Private Limited**

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: SIVANJIVI RAMANAN

Address: 125/63, DEIVANAYAGAM STREET, SHEVAPET, SALEM

Subject: Letter of Intent 16-UCO-317

Dear SIVANJIVI RAMANAN

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation. B.COM Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

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We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: VISHAL JAYAHAR

Address: NO. 24, 2ND MAIN ROAD, DASARPURAM, THIRUVINNAVOOR

16-VBC-104

Subject: Letter of Intent

Dear VISHAL JAYAHAR

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation. B.COM... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
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We look forward to welcoming you on board!

Yours sincerely,
For **RBS Services India Private Limited**

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/19

Name: FRANCIS VATTATHARA

Address: 32/2036, NEETHAJI ROAD, EDAPALLY P.O, KOCHI -24

Subject: Letter of Intent

16-UCO-606

Dear FRANCIS VATTATHARA

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation..... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect
- Such other terms as may be specified in the Employment Contract.

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We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: RAAHUL DEEPAK S

Address: G1, BLOCK D, PHASE 1, VASANTH APARTMENT, VOLTAS COLONY EXTENSION,
NANGANALLUR

Subject: Letter of Intent

16-UBC-126

Dear RAAHUL DEEPAK S

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

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Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation... *B.COM*... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect
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We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: DIVESH KUMAR C

Address: 4/M -601, 27th CROSS STREET, THIRUVALLUARNAGAR, THIRUVANMIYUR

Subject: Letter of Intent

16-UCO -402

Dear DIVESH KUMAR C

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation *B.Sc.M.*. Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

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We look forward to welcoming you on board!

Yours sincerely,
For **RBS Services India Private Limited**

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019
Name: ANANDAN SUMITHRAN
Address: SUKURTI, MANAKKARA, SASTHAMKOTTA P.O, KOLLAM,

Subject: Letter of Intent 16-UEC-322-

Dear ANANDAN SUMITHRAN

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with RBS Services India Private Limited ("Company") (~~this~~ LOI).

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation....*PA*..... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

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We look forward to welcoming you on board!

Yours sincerely,

For RBS Services India Private Limited

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: AKASH S

Address: No. 7/8-B2 SUBHIKSHA FLATS, RAJIV GANDHI ST. ARUMBAASAKAM

Subject: Letter of Intent

16-UCO-378

Dear AKASH S

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") (**this LOI**).

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We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: *PRINCE OLIVER DAVID E*

Address: *no 17/8 RANGSOON STREET, THOUSAND LIGHTS, CHENNAI*

16-UCO - 434

Subject: Letter of Intent

Dear *PRINCE OLIVER DAVID E*

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

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We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**

Charaks J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: REMINGTON DANIUS

Address: 1, DABC SWAPNAM APIS, SATALWARST, MOGAPPAIR WEST

Subject: Letter of Intent 16-UCO-525

Dear REMINGTON DANIUS

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with RBS Services India Private Limited ("Company") ("this LOI").

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- Satisfactory completion of pre-employment screening
- Your clearing the Graduation *B.Com*... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
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We look forward to welcoming you on board!

Yours sincerely,
For RBS Services India Private Limited

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: VAISHNAV S KUMAR

Address: 1302, INFOPARK, CONFIDENT CAPELLA, KAKKANAD, KOCHI

Subject: Letter of Intent

16-UEC-324

Dear VAISHNAV S KUMAR

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with RBS Services India Private Limited ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation *P.A.*..... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

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We look forward to welcoming you on board!

Yours sincerely,

For RBS Services India Private Limited

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2014

Name: ABESHEK KUMAR SIVASANKAR

Address: 908, J Block, 19th STREET, 6th AVENUE, ANNA NAGAR, CHENNAI

Subject: Letter of Intent 16-UBC-025

Dear ABESHEK KUMA SIVASANKAR

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with RBS Services India Private Limited ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation...*B.C.M.*.... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

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We look forward to welcoming you on board!

Yours sincerely,

For RBS Services India Private Limited

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India

PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: SHARAT KUMAR NAIR

Address: FLAT 5A, JAIN'S LA GARDENIA, SHENVOY ROAD, PUSHPA NAGAR
BUNGAMBAKKAM

16-VEC-327

Subject: Letter of Intent

Dear SHARAT KUMAR NAIR

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") (**this LOI**).

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation.....*ISA*..... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

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We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**



Charles J. Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019
Name: JOSHUA MATHEWS
Address: 2/536, 2nd CROSS STREET, AMBEDKAR NAGAR, MANAPAKKAM, CHENNAI

16-UBC-127

Subject: Letter of Intent

Dear JOSHUA MATHEWS

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation. *B.Com*... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect
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We look forward to welcoming you on board!

Yours sincerely,
For **RBS Services India Private Limited**

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: TARUN JOSEPH GI GI

Address: FLAT 5A, JAIN'S LA GARDENIA, 38, SHEENOY ROAD, PUSHPANAGAR,
NUNGAM BAKKAM

Subject: Letter of Intent
16-VE C -241

Dear TARUN JOSEPH GI GI

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation...*BA*..... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect
- Such other terms as may be specified in the Employment Contract.

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We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: PUNEETHHAPA

Address: 19/22, Pycrofts Nagar, Tenkumpet, Chennai

16-UEC-259

Subject: Letter of Intent

Dear PUNEETHHAPA

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation...*B.A*..... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

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We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**

Charaks J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: SAIRAM VENKATESAN

Address: PLOT no 2, PUDHUTAMBIMAGAR, 3RD STREET, ANAKAPUTHUR

16-000-646

Subject: Letter of Intent

Dear SAIRAM VENKATESAN

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation *B.Sc.M...* Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

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We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: **RANJITH DURAIRAJ**

Address: **NO. 77A, 7TH FLOOR, MAHALAKSHMI FLATS, SRINIVASAN STREET,
CHENNAI**

Subject: **Letter of Intent** **16- UCO -241**

Dear **RANJITH DURAIRAJ**

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation...*B.COM*... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

In exceptional circumstances, RBS reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2014

Name: HENRY JONES INBARAJ

Address: No. 10, LAKSHMI NAGAR, GUDUVANCHERI, CHEMMAI

16-UMT-212

Subject: Letter of Intent

Dear HENRY JONES INBARAJ

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation...B.Sc.... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

In exceptional circumstances, RBS reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India



PRIVATE & CONFIDENTIAL

Date: 01/02/2019

Name: AROKIA NIKHIL GUILD N

Address: 1066, 1st STREET, ESWARAN NAGAR, PAMMAL, CHENNAI

16-UPH-203

Subject: Letter of Intent

Dear AROKIA NIKHIL GUILD N

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation...*B.Sc.*..... Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and RBS shall not be responsible for any liability arising thereof.

In exceptional circumstances, RBS reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**

Charles J Rajiv
Head - Business Delivery Services,
HR People Services India

PRIVATE & CONFIDENTIAL

Date: 01/02/2014

Name: HENRY JONES INBARAJ

Address: NO. 10, LAKSHMI NAGAR, GUDUVANKHEI, CHENNAI

Subject: Letter of Intent

Dear HENRY JONES INBARAJ

Congratulations on being selected for a role at RBS!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you the role of Analyst with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment letter ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation... *B.Sc.* Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

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As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,
For **RBS Services India Private Limited**



Charles J Rajiv
Head - Business Delivery Services,
HR People Services India

RBS Services India Private Limited was formerly known as RBS Business Services Private Limited

RBS Services India Private Limited. Regd. Office : Building No. 7B, DLF Cyber City, Phase-III, Gurgaon - 122002, Haryana, India.

Web : www.rbs.com, E-mail : india.services@rbs.com, Telephone : +91 124 479 0000, Facsimile : +91 124 479 1515

Corporate Identity Number - U72900HR2001PTC055458

Offer cum Appointment Letter

22.03.2019

Dear Mr. Suganeswar L S,

It is with great pleasure that we, inform you that you have been offered the position of **Management - Trainee** with Updater Services (P) Limited with effect from **03-Jun-2019**. Congratulations!

You will be initially based at **Chennai** on the terms and conditions described below.

1. **Effective Date:** 03-Jun-2019
2. **Annual Salary:**

Your Annual CTC will be **Rs 3,00,000/- (Rupees Three Lakhs only)**. The details of your Compensation are set out in Annexure - A. You are bound by the Company Policies and Procedures to keep your compensation and benefits details confidential. You will be eligible for Retirement Benefits in accordance with the Company Policies and Procedures.

3. **Probation:**

You will initially be on probation for a period of 6 months from the actual date of joining the Company and will continue to be so unless and until you are confirmed as a permanent employee of the Company. The terms and conditions of the Probationary Period over and above the terms of employment are set out in Annexure – B.

Your continued employment at UDS is contingent on a successful background check anytime during your employment period. The organization reserves the right to terminate the employment contract should the results of your background investigation not be successful.

4. **Working Hours:**

You will be required to attend office as per the working hours policy of the Company. You will be expected to work extra hours as may reasonably be required to complete your business duties.





Retirement:

You will retire from the services of the company on the day you complete the age of 58 years or such age that may be defined by the company from time to time. You may be asked to retire early if found to be medically unfit.

6. Annual Leave:

You will be entitled to Annual leave during a defined 12 months' period as per company policy.

7. Relocation:

During your employment with the company, your services are liable to be transferred, seconded or deputed to any of the Division, Branches or Companies belonging to, or affiliated to, or associated with the company. Such transfer, secondment or deputation may be within India or overseas. In such case, the terms and conditions of service applicable to the new assignment will govern you.

8. Travel:

You will be required to undertake travel on Company work and you will be paid travel expenses as per the Company Policies and Procedures.

9. Non-Disclosure:

- a) You will not at any time, without the consent of the Managing Director and/or CEO disclose or divulge or make public except on legal obligation any information regarding the Company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise. All information that comes to your knowledge by reason of your employment with the Company is deemed to be confidential.
- b) You acknowledge and agree that unauthorized disclosure of the confidential information would cause irreparable loss and damage to the Company, and that you shall, besides being liable to be terminated of your employment on this account will also be liable to be proceeded against for such relief, including but not limited to, damages.

10. Non-Compete:

In signing this letter of Understanding, you agree that during the period of twelve (12) months following the termination of this agreement you shall not:

- a) Provide services for or be employed by, whether as an employee, director, consultant or otherwise any entity that competes with the businesses



engaged in by Updater Services (P) Ltd or any entity affiliated or associated with the above company.

- b) Solicit or endeavour to entice away from the company or any of its affiliates any employee or any other person engaged by the company or its affiliates or any customer of the company or its affiliates.
- c) Disclose to any unauthorized person or persons or misuse confidential information of the company or any of its affiliates.

11. Separation:

- a) Your services with the company during the probationary period can be terminated by the management, without assigning any reasons whatsoever, by providing a 15 days' Notice in writing.
In case of resignation during the probation period, the notice period will be under discretion of Management.
In case of resignation post Confirmation of services, a 30 Days' Notice period in writing will be required to be given by either side.
- b) Your services can also be terminated forthwith on account of gross dereliction of duty which may or may not manifest itself as lack of expected standards of performance either during probation or post confirmation, or for violation of Company's Code of Conduct, at the sole discretion of the company, without any notice pay. In case you resign from the services, the company, at its own discretion may accept your resignation anytime and relieve you during the notice period by paying you salary for the days worked. Upon resignation, you may be allowed to leave earlier at the discretion of the company and upon such case notice pay for the unserved notice period will be deductible from your full and final settlement. Any leaves to your credit may be adjusted against your notice period based on company discretion.
- c) You agree that if you voluntarily leave the company to join another company, then as per company policy, you will be required to repay any amount that you owe the company for whatever reason (including amounts related to the repayment of relocation expenses or allowances) and the same will be deducted, in whole or in part, from your last pay check(s) and/or expenses reimbursement.
- d) On your last day of working, you will return to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records, Laptop, ID card, Business cards, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.



Governing Laws:

- a) The above terms and conditions are subject to the Company's Policies and Procedures. Where from time to time the Company changes or introduces new Policies and Procedures, these will be deemed to apply to this employment.
- b) Your right to any compensation or benefit referenced in this letter will be determined under the applicable plan or program. In the event of dispute, this letter of understanding shall, for all purposes, be governed and construed in accordance with the law of India.

13. Code of Conduct:

You will adhere, at all times, to the Company's Code of Conduct, all Company policies and to the laws and regulations of India.

You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval from the Company.

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain the sole right /property of the Company.

You are required to execute the Employee Innovation and Proprietary Information Agreement and/or similar or other Undertaking / Policy Acknowledgements / Agreements that may be required to be executed from time to time. Please note that such signing is a condition precedent to your employment with us.

The Company reserves the right to change any element of Compensation so long as such change does not result in negative impact on your on current CTC.

Please review the terms and conditions of the employment carefully and confirm your acceptance of our Offer.

We are excited about the potential that you bring to our company. Your commitment, hard work and contributions are essential and integral to what we are planning to accomplish through this association.

Welcome to Updater Services (P) Ltd.

Best Wishes,

Authorized Signatory



Annexure A

CTC Details

Basic	1,44,000
House Rent Allowance	49,200
Special Allowance	36,000
Bonus Advance	18,000
City Compensation Allowance	22,236
Employer PF Contribution	23,400
Gratuity	6,924
GPA	240
Cost To The Company	3,00,000

You will be entitled to the Gratuity Pay at the time of retirement or separation from the organization contingent on completion of 5 years with the organization as per the Laws of Government of India

You are bound by the Company Policies and Procedures to keep your compensation and benefits details confidential.

Authorized Signatory



Annexure B

Terms of Employment During Probation

1. Your probation period will commence from your date of joining. This may be altered or increased at the discretion of the company.
2. During the probation period of 6 months you will earn 9 days of leave. This leave needs to be availed with the approval of your Manager during the probation period. Any un-availed leaves as on completion of 6 months from your date of joining will lapsed. For probationary period greater than 6 months, your leave entitlement will be calculated as 1.5 days for every month of your probation. Upon successful completion of the probation you will be entitled to leaves prorated for the year as per Company policy.
3. Your services with the company during the probationary period can be terminated by the management, without assigning any reason, by providing 15 days Notice in writing. You may terminate this agreement during probation period by providing a notice in writing and Notice period will be under the discretion of the Management for resignation of employees under probation.
4. You will be governed by the Company rules and regulations regarding hours of work and other conditions of engagement
5. You will not disclose to any unauthorized person, either during or after your employment with the company, for any reason any information about the interests or business of the Company or any affiliated Companies
6. You will not communicate through papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to the Company's affairs unless you are authorized by the management to do so

The terms set out in this Annexure are for our guidance and are not exhaustive. Please return a signed copy of this document to signify your acceptance of the terms and conditions.

Welcome to Updater Services (P) Ltd.

Candidate Name: Suganeswar L S


Authorized Signatory

Acknowledgement

Offer cum Appointment Letter

22.03.2019

Dear Mr. Santhosh V,

It is with great pleasure that we, inform you that you have been offered the position of **Management - Trainee** with Updater Services (P) Limited with effect from **03-Jun-2019**. Congratulations!

You will be initially based at **Chennai** on the terms and conditions described below.

1. **Effective Date:** 03-Jun-2019

2. **Annual Salary:**

Your Annual CTC will be **Rs 3,00,000/- (Rupees Three Lakhs only)**. The details of your Compensation are set out in Annexure - A. You are bound by the Company Policies and Procedures to keep your compensation and benefits details confidential. You will be eligible for Retirement Benefits in accordance with the Company Policies and Procedures.

3. **Probation:**

You will initially be on probation for a period of 6 months from the actual date of joining the Company and will continue to be so unless and until you are confirmed as a permanent employee of the Company. The terms and conditions of the Probationary Period over and above the terms of employment are set out in Annexure – B.

Your continued employment at UDS is contingent on a successful background check anytime during your employment period. The organization reserves the right to terminate the employment contract should the results of your background investigation not be successful.

4. **Working Hours:**

You will be required to attend office as per the working hours policy of the Company. You will be expected to work extra hours as may reasonably be required to complete your business duties.



Retirement:

You will retire from the services of the company on the day you complete the age of 58 years or such age that may be defined by the company from time to time. You may be asked to retire early if found to be medically unfit.

6. Annual Leave:

You will be entitled to Annual leave during a defined 12 months' period as per company policy.

7. Relocation:

During your employment with the company, your services are liable to be transferred, seconded or deputed to any of the Division, Branches or Companies belonging to, or affiliated to, or associated with the company. Such transfer, secondment or deputation may be within India or overseas. In such case, the terms and conditions of service applicable to the new assignment will govern you.

8. Travel:

You will be required to undertake travel on Company work and you will be paid travel expenses as per the Company Policies and Procedures.

9. Non-Disclosure:

- a) You will not at any time, without the consent of the Managing Director and/or CEO disclose or divulge or make public except on legal obligation any information regarding the Company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise. All information that comes to your knowledge by reason of your employment with the Company is deemed to be confidential.
- b) You acknowledge and agree that unauthorized disclosure of the confidential information would cause irreparable loss and damage to the Company, and that you shall, besides being liable to be terminated of your employment on this account will also be liable to be proceeded against for such relief, including but not limited to, damages.

10. Non-Compete:

In signing this letter of Understanding, you agree that during the period of twelve (12) months following the termination of this agreement you shall not:

- a) Provide services for or be employed by, whether as an employee, director, consultant or otherwise any entity that competes with the businesses



engaged in by Updater Services (P) Ltd or any entity affiliated or associated with the above company.

- b) Solicit or endeavour to entice away from the company or any of its affiliates any employee or any other person engaged by the company or its affiliates or any customer of the company or its affiliates.
- c) Disclose to any unauthorized person or persons or misuse confidential information of the company or any of its affiliates.

11. Separation:

- a) Your services with the company during the probationary period can be terminated by the management, without assigning any reasons whatsoever, by providing a 15 days' Notice in writing.
In case of resignation during the probation period, the notice period will be under discretion of Management.
In case of resignation post Confirmation of services, a 30 Days' Notice period in writing will be required to be given by either side.
- b) Your services can also be terminated forthwith on account of gross dereliction of duty which may or may not manifest itself as lack of expected standards of performance either during probation or post confirmation, or for violation of Company's Code of Conduct, at the sole discretion of the company, without any notice pay. In case you resign from the services, the company, at its own discretion may accept your resignation anytime and relieve you during the notice period by paying you salary for the days worked. Upon resignation, you may be allowed to leave earlier at the discretion of the company and upon such case notice pay for the unserved notice period will be deductible from your full and final settlement. Any leaves to your credit may be adjusted against your notice period based on company discretion.
- c) You agree that if you voluntarily leave the company to join another company, then as per company policy, you will be required to repay any amount that you owe the company for whatever reason (including amounts related to the repayment of relocation expenses or allowances) and the same will be deducted, in whole or in part, from your last pay check(s) and/or expenses reimbursement.
- d) On your last day of working, you will return to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records, Laptop, ID card, Business cards, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

A handwritten signature in blue ink, appearing to be 'P. Singh', located in the bottom left corner of the page.



governing Laws:

- a) The above terms and conditions are subject to the Company's Policies and Procedures. Where from time to time the Company changes or introduces new Policies and Procedures, these will be deemed to apply to this employment.
- b) Your right to any compensation or benefit referenced in this letter will be determined under the applicable plan or program. In the event of dispute, this letter of understanding shall, for all purposes, be governed and construed in accordance with the law of India.

13. Code of Conduct:

You will adhere, at all times, to the Company's Code of Conduct, all Company policies and to the laws and regulations of India.

You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval from the Company.

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain the sole right /property of the Company.

You are required to execute the Employee Innovation and Proprietary Information Agreement and/or similar or other Undertaking / Policy Acknowledgements / Agreements that may be required to be executed from time to time. Please note that such signing is a condition precedent to your employment with us.

The Company reserves the right to change any element of Compensation so long as such change does not result in negative impact on your on current CTC.

Please review the terms and conditions of the employment carefully and confirm your acceptance of our Offer.

We are excited about the potential that you bring to our company. Your commitment, hard work and contributions are essential and integral to what we are planning to accomplish through this association.

Welcome to Updater Services (P) Ltd.

Best Wishes,

Authorized Signatory



Annexure A

CTC Details

Basic	1,44,000
House Rent Allowance	49,200
Special Allowance	36,000
Bonus Advance	18,000
City Compensation Allowance	22,236
Employer PF Contribution	23,400
Gratuity	6,924
GPA	240
Cost To The Company	3,00,000

You will be entitled to the Gratuity Pay at the time of retirement or separation from the organization contingent on completion of 5 years with the organization as per the Laws of Government of India

You are bound by the Company Policies and Procedures to keep your compensation and benefits details confidential.

Authorized Signatory

Annexure B

Terms of Employment During Probation

1. Your probation period will commence from your date of joining. This may be altered or increased at the discretion of the company.
2. During the probation period of 6 months you will earn 9 days of leave. This leave needs to be availed with the approval of your Manager during the probation period. Any un-availed leaves as on completion of 6 months from your date of joining will lapsed. For probationary period greater than 6 months, your leave entitlement will be calculated as 1.5 days for every month of your probation. Upon successful completion of the probation you will be entitled to leaves prorated for the year as per Company policy.
3. Your services with the company during the probationary period can be terminated by the management, without assigning any reason, by providing 15 days Notice in writing. You may terminate this agreement during probation period by providing a notice in writing and Notice period will be under the discretion of the Management for resignation of employees under probation.
4. You will be governed by the Company rules and regulations regarding hours of work and other conditions of engagement
5. You will not disclose to any unauthorized person, either during or after your employment with the company, for any reason any information about the interests or business of the Company or any affiliated Companies
6. You will not communicate through papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to the Company's affairs unless you are authorized by the management to do so

The terms set out in this Annexure are for our guidance and are not exhaustive. Please return a signed copy of this document to signify your acceptance of the terms and conditions.

Welcome to Updater Services (P) Ltd.

Candidate Name: Santhosh V


Authorized Signatory

Acknowledgement

Offer cum Appointment Letter

22.03.2019

Dear Mr. Furqhaan Niyaz,

It is with great pleasure that we, inform you that you have been offered the position of **Management - Trainee with Updater Services (P) Limited** with effect from **03-Jun-2019**. Congratulations!

You will be initially based at **Chennai** on the terms and conditions described below.

1. **Effective Date:** 03-Jun-2019
2. **Annual Salary:**

Your Annual CTC will be **Rs 3,00,000/- (Rupees Three Lakhs only)**. The details of your Compensation are set out in Annexure - A. You are bound by the Company Policies and Procedures to keep your compensation and benefits details confidential. You will be eligible for Retirement Benefits in accordance with the Company Policies and Procedures.

3. **Probation:**

You will initially be on probation for a period of 6 months from the actual date of joining the Company and will continue to be so unless and until you are confirmed as a permanent employee of the Company. The terms and conditions of the Probationary Period over and above the terms of employment are set out in Annexure - B.

Your continued employment at UDS is contingent on a successful background check anytime during your employment period. The organization reserves the right to terminate the employment contract should the results of your background investigation not be successful.

4. **Working Hours:**

You will be required to attend office as per the working hours policy of the Company. You will be expected to work extra hours as may reasonably be required to complete your business duties.



DO MORE. Retirement:
facility services

You will retire from the services of the company on the day you complete the age of 58 years or such age that may be defined by the company from time to time. You may be asked to retire early if found to be medically unfit.

6. Annual Leave:

You will be entitled to Annual leave during a defined 12 months' period as per company policy.

7. Relocation:

During your employment with the company, your services are liable to be transferred, seconded or deputed to any of the Division, Branches or Companies belonging to, or affiliated to, or associated with the company. Such transfer, secondment or deputation may be within India or overseas. In such case, the terms and conditions of service applicable to the new assignment will govern you.

8. Travel:

You will be required to undertake travel on Company work and you will be paid travel expenses as per the Company Policies and Procedures.

9. Non-Disclosure:

- a) You will not at any time, without the consent of the Managing Director and/or CEO disclose or divulge or make public except on legal obligation any information regarding the Company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise. All information that comes to your knowledge by reason of your employment with the Company is deemed to be confidential.
- b) You acknowledge and agree that unauthorized disclosure of the confidential information would cause irreparable loss and damage to the Company, and that you shall, besides being liable to be terminated of your employment on this account will also be liable to be proceeded against for such relief, including but not limited to, damages.

10. Non-Compete:

In signing this letter of Understanding, you agree that during the period of twelve (12) months following the termination of this agreement you shall not:

- a) Provide services for or be employed by, whether as an employee, director, consultant or otherwise any entity that competes with the businesses



engaged in by Updater Services (P) Ltd or any entity affiliated or associated with the above company.

- b) Solicit or endeavour to entice away from the company or any of its affiliates any employee or any other person engaged by the company or its affiliates or any customer of the company or its affiliates.
- c) Disclose to any unauthorized person or persons or misuse confidential information of the company or any of its affiliates.

11. Separation:

- a) Your services with the company during the probationary period can be terminated by the management, without assigning any reasons whatsoever, by providing a 15 days' Notice in writing.
In case of resignation during the probation period, the notice period will be under discretion of Management.
In case of resignation post Confirmation of services, a 30 Days' Notice period in writing will be required to be given by either side.
- b) Your services can also be terminated forthwith on account of gross dereliction of duty which may or may not manifest itself as lack of expected standards of performance either during probation or post confirmation, or for violation of Company's Code of Conduct, at the sole discretion of the company, without any notice pay. In case you resign from the services, the company, at its own discretion may accept your resignation anytime and relieve you during the notice period by paying you salary for the days worked. Upon resignation, you may be allowed to leave earlier at the discretion of the company and upon such case notice pay for the unserved notice period will be deductible from your full and final settlement. Any leaves to your credit may be adjusted against your notice period based on company discretion.
- c) You agree that if you voluntarily leave the company to join another company, then as per company policy, you will be required to repay any amount that you owe the company for whatever reason (including amounts related to the repayment of relocation expenses or allowances) and the same will be deducted, in whole or in part, from your last pay check(s) and/or expenses reimbursement.
- d) On your last day of working, you will return to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records, Laptop, ID card, Business cards, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

A handwritten signature in blue ink, appearing to be 'Raj', written over a horizontal line.



12. Governing Laws:

- a) The above terms and conditions are subject to the Company's Policies and Procedures. Where from time to time the Company changes or introduces new Policies and Procedures, these will be deemed to apply to this employment.
- b) Your right to any compensation or benefit referenced in this letter will be determined under the applicable plan or program. In the event of dispute, this letter of understanding shall, for all purposes, be governed and construed in accordance with the law of India.

13. Code of Conduct:

You will adhere, at all times, to the Company's Code of Conduct, all Company policies and to the laws and regulations of India.

You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval from the Company.

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain the sole right /property of the Company.

You are required to execute the Employee Innovation and Proprietary Information Agreement and/or similar or other Undertaking / Policy Acknowledgements / Agreements that may be required to be executed from time to time. Please note that such signing is a condition precedent to your employment with us.

The Company reserves the right to change any element of Compensation so long as such change does not result in negative impact on your on current CTC.

Please review the terms and conditions of the employment carefully and confirm your acceptance of our Offer.

We are excited about the potential that you bring to our company. Your commitment, hard work and contributions are essential and integral to what we are planning to accomplish through this association.

Welcome to Updater Services (P) Ltd.

Best Wishes,

Authorized Signatory

Annexure A

CTC Details

Basic	1,44,000
House Rent Allowance	49,200
Special Allowance	36,000
Bonus Advance	18,000
City Compensation Allowance	22,236
Employer PF Contribution	23,400
Gratuity	6,924
GPA	240
Cost To The Company	3,00,000

You will be entitled to the Gratuity Pay at the time of retirement or separation from the organization contingent on completion of 5 years with the organization as per the Laws of Government of India

You are bound by the Company Policies and Procedures to keep your compensation and benefits details confidential.



Authorized Signatory



Annexure B

Terms of Employment During Probation

1. Your probation period will commence from your date of joining. This may be altered or increased at the discretion of the company.
2. During the probation period of 6 months you will earn 9 days of leave. This leave needs to be availed with the approval of your Manager during the probation period. Any un-availed leaves as on completion of 6 months from your date of joining will lapsed. For probationary period greater than 6 months, your leave entitlement will be calculated as 1.5 days for every month of your probation. Upon successful completion of the probation you will be entitled to leaves prorated for the year as per Company policy.
3. Your services with the company during the probationary period can be terminated by the management, without assigning any reason, by providing 15 days Notice in writing. You may terminate this agreement during probation period by providing a notice in writing and Notice period will be under the discretion of the Management for resignation of employees under probation.
4. You will be governed by the Company rules and regulations regarding hours of work and other conditions of engagement
5. You will not disclose to any unauthorized person, either during or after your employment with the company, for any reason any information about the interests or business of the Company or any affiliated Companies
6. You will not communicate through papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to the Company's affairs unless you are authorized by the management to do so

The terms set out in this Annexure are for our guidance and are not exhaustive. Please return a signed copy of this document to signify your acceptance of the terms and conditions.

Welcome to Updater Services (P) Ltd.

Candidate Name: Furqhaan Niyaz


Authorized Signatory

Acknowledgement

Offer cum Appointment Letter

22.03.2019

Dear Mr. K T Ashley,

It is with great pleasure that we, inform you that you have been offered the position of **Management - Trainee** with Updater Services (P) Limited with effect from **03-Jun-2019**. Congratulations!

You will be initially based at **Chennai** on the terms and conditions described below.

1. **Effective Date:** 03-Jun-2019
2. **Annual Salary:**

Your Annual CTC will be **Rs 3,00,000/- (Rupees Three Lakhs only)**. The details of your Compensation are set out in Annexure - A. You are bound by the Company Policies and Procedures to keep your compensation and benefits details confidential. You will be eligible for Retirement Benefits in accordance with the Company Policies and Procedures.

3. **Probation:**

You will initially be on probation for a period of 6 months from the actual date of joining the Company and will continue to be so unless and until you are confirmed as a permanent employee of the Company. The terms and conditions of the Probationary Period over and above the terms of employment are set out in Annexure - B.

Your continued employment at UDS is contingent on a successful background check anytime during your employment period. The organization reserves the right to terminate the employment contract should the results of your background investigation not be successful.

4. **Working Hours:**

You will be required to attend office as per the working hours policy of the Company. You will be expected to work extra hours as may reasonably be required to complete your business duties.





Retirement:

You will retire from the services of the company on the day you complete the age of 58 years or such age that may be defined by the company from time to time. You may be asked to retire early if found to be medically unfit.

6. Annual Leave:

You will be entitled to Annual leave during a defined 12 months' period as per company policy.

7. Relocation:

During your employment with the company, your services are liable to be transferred, seconded or deputed to any of the Division, Branches or Companies belonging to, or affiliated to, or associated with the company. Such transfer, secondment or deputation may be within India or overseas. In such case, the terms and conditions of service applicable to the new assignment will govern you.

8. Travel:

You will be required to undertake travel on Company work and you will be paid travel expenses as per the Company Policies and Procedures.

9. Non-Disclosure:

- a) You will not at any time, without the consent of the Managing Director and/or CEO disclose or divulge or make public except on legal obligation any information regarding the Company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise. All information that comes to your knowledge by reason of your employment with the Company is deemed to be confidential.
- b) You acknowledge and agree that unauthorized disclosure of the confidential information would cause irreparable loss and damage to the Company, and that you shall, besides being liable to be terminated of your employment on this account will also be liable to be proceeded against for such relief, including but not limited to, damages.

10. Non-Compete:

In signing this letter of Understanding, you agree that during the period of twelve (12) months following the termination of this agreement you shall not:

- a) Provide services for or be employed by, whether as an employee, director, consultant or otherwise any entity that competes with the businesses



engaged in by Updater Services (P) Ltd or any entity affiliated or associated with the above company.

- b) Solicit or endeavour to entice away from the company or any of its affiliates any employee or any other person engaged by the company or its affiliates or any customer of the company or its affiliates.
- c) Disclose to any unauthorized person or persons or misuse confidential information of the company or any of its affiliates.

11. Separation:

- a) Your services with the company during the probationary period can be terminated by the management, without assigning any reasons whatsoever, by providing a 15 days' Notice in writing.
In case of resignation during the probation period, the notice period will be under discretion of Management.
In case of resignation post Confirmation of services, a 30 Days' Notice period in writing will be required to be given by either side.
- b) Your services can also be terminated forthwith on account of gross dereliction of duty which may or may not manifest itself as lack of expected standards of performance either during probation or post confirmation, or for violation of Company's Code of Conduct, at the sole discretion of the company, without any notice pay. In case you resign from the services, the company, at its own discretion may accept your resignation anytime and relieve you during the notice period by paying you salary for the days worked. Upon resignation, you may be allowed to leave earlier at the discretion of the company and upon such case notice pay for the unserved notice period will be deductible from your full and final settlement. Any leaves to your credit may be adjusted against your notice period based on company discretion.
- c) You agree that if you voluntarily leave the company to join another company, then as per company policy, you will be required to repay any amount that you owe the company for whatever reason (including amounts related to the repayment of relocation expenses or allowances) and the same will be deducted, in whole or in part, from your last pay check(s) and/or expenses reimbursement.
- d) On your last day of working, you will return to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records, Laptop, ID card, Business cards, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

A handwritten signature in blue ink, appearing to be "P. S. S.", located at the bottom left of the page.



Governing Laws:

- a) The above terms and conditions are subject to the Company's Policies and Procedures. Where from time to time the Company changes or introduces new Policies and Procedures, these will be deemed to apply to this employment.
- b) Your right to any compensation or benefit referenced in this letter will be determined under the applicable plan or program. In the event of dispute, this letter of understanding shall, for all purposes, be governed and construed in accordance with the law of India.

13. Code of Conduct:

You will adhere, at all times, to the Company's Code of Conduct, all Company policies and to the laws and regulations of India.

You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval from the Company.

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain the sole right /property of the Company.

You are required to execute the Employee Innovation and Proprietary Information Agreement and/or similar or other Undertaking / Policy Acknowledgements / Agreements that may be required to be executed from time to time. Please note that such signing is a condition precedent to your employment with us.

The Company reserves the right to change any element of Compensation so long as such change does not result in negative impact on your on current CTC.

Please review the terms and conditions of the employment carefully and confirm your acceptance of our Offer.

We are excited about the potential that you bring to our company. Your commitment, hard work and contributions are essential and integral to what we are planning to accomplish through this association.

Welcome to Updater Services (P) Ltd.

Best Wishes,

Authorized Signatory



Annexure A

CTC Details

Basic	1,44,000
House Rent Allowance	49,200
Special Allowance	36,000
Bonus Advance	18,000
City Compensation Allowance	22,236
Employer PF Contribution	23,400
Gratuity	6,924
GPA	240
Cost To The Company	3,00,000

You will be entitled to the Gratuity Pay at the time of retirement or separation from the organization contingent on completion of 5 years with the organization as per the Laws of Government of India

You are bound by the Company Policies and Procedures to keep your compensation and benefits details confidential.

Authorized Signatory



Annexure B

Terms of Employment During Probation

1. Your probation period will commence from your date of joining. This may be altered or increased at the discretion of the company.
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3. Your services with the company during the probationary period can be terminated by the management, without assigning any reason, by providing 15 days Notice in writing. You may terminate this agreement during probation period by providing a notice in writing and Notice period will be under the discretion of the Management for resignation of employees under probation.
4. You will be governed by the Company rules and regulations regarding hours of work and other conditions of engagement
5. You will not disclose to any unauthorized person, either during or after your employment with the company, for any reason any information about the interests or business of the Company or any affiliated Companies
6. You will not communicate through papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to the Company's affairs unless you are authorized by the management to do so

The terms set out in this Annexure are for our guidance and are not exhaustive. Please return a signed copy of this document to signify your acceptance of the terms and conditions.

Welcome to Updater Services (P) Ltd.

Candidate Name: K T Ashley


Authorized Signatory

Acknowledgement

Offer cum Appointment Letter

22.03.2019

Dear Mr. Mohammed Aaqil Hussain,

It is with great pleasure that we, inform you that you have been offered the position of **Management - Trainee** with Updater Services (P) Limited with effect from **03-Jun-2019**. Congratulations!

You will be initially based at **Chennai** on the terms and conditions described below.

1. **Effective Date:** 03-Jun-2019

2. **Annual Salary:**

Your Annual CTC will be **Rs 3,00,000/- (Rupees Three Lakhs only)**. The details of your Compensation are set out in Annexure - A. You are bound by the Company Policies and Procedures to keep your compensation and benefits details confidential. You will be eligible for Retirement Benefits in accordance with the Company Policies and Procedures.

3. **Probation:**

You will initially be on probation for a period of 6 months from the actual date of joining the Company and will continue to be so unless and until you are confirmed as a permanent employee of the Company. The terms and conditions of the Probationary Period over and above the terms of employment are set out in Annexure – B.

Your continued employment at UDS is contingent on a successful background check anytime during your employment period. The organization reserves the right to terminate the employment contract should the results of your background investigation not be successful.

4. **Working Hours:**

You will be required to attend office as per the working hours policy of the Company. You will be expected to work extra hours as may reasonably be required to complete your business duties.



DO MORE retirement:
facility services

You will retire from the services of the company on the day you complete the age of 58 years or such age that may be defined by the company from time to time. You may be asked to retire early if found to be medically unfit.

6. Annual Leave:

You will be entitled to Annual leave during a defined 12 months' period as per company policy.

7. Relocation:

During your employment with the company, your services are liable to be transferred, seconded or deputed to any of the Division, Branches or Companies belonging to, or affiliated to, or associated with the company. Such transfer, secondment or deputation may be within India or overseas. In such case, the terms and conditions of service applicable to the new assignment will govern you.

8. Travel:

You will be required to undertake travel on Company work and you will be paid travel expenses as per the Company Policies and Procedures.

9. Non-Disclosure:

- a) You will not at any time, without the consent of the Managing Director and/or CEO disclose or divulge or make public except on legal obligation any information regarding the Company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise. All information that comes to your knowledge by reason of your employment with the Company is deemed to be confidential.
- b) You acknowledge and agree that unauthorized disclosure of the confidential information would cause irreparable loss and damage to the Company, and that you shall, besides being liable to be terminated of your employment on this account will also be liable to be proceeded against for such relief, including but not limited to, damages.

10. Non-Compete:

In signing this letter of Understanding, you agree that during the period of twelve (12) months following the termination of this agreement you shall not:

- a) Provide services for or be employed by, whether as an employee, director, consultant or otherwise any entity that competes with the businesses



engaged in by Updater Services (P) Ltd or any entity affiliated or associated with the above company.

- b) Solicit or endeavour to entice away from the company or any of its affiliates any employee or any other person engaged by the company or its affiliates or any customer of the company or its affiliates.
- c) Disclose to any unauthorized person or persons or misuse confidential information of the company or any of its affiliates.

11. Separation:

- a) Your services with the company during the probationary period can be terminated by the management, without assigning any reasons whatsoever, by providing a 15 days' Notice in writing.
In case of resignation during the probation period, the notice period will be under discretion of Management.
In case of resignation post Confirmation of services, a 30 Days' Notice period in writing will be required to be given by either side.
- b) Your services can also be terminated forthwith on account of gross dereliction of duty which may or may not manifest itself as lack of expected standards of performance either during probation or post confirmation, or for violation of Company's Code of Conduct, at the sole discretion of the company, without any notice pay. In case you resign from the services, the company, at its own discretion may accept your resignation anytime and relieve you during the notice period by paying you salary for the days worked. Upon resignation, you may be allowed to leave earlier at the discretion of the company and upon such case notice pay for the unserved notice period will be deductible from your full and final settlement. Any leaves to your credit may be adjusted against your notice period based on company discretion.
- c) You agree that if you voluntarily leave the company to join another company, then as per company policy, you will be required to repay any amount that you owe the company for whatever reason (including amounts related to the repayment of relocation expenses or allowances) and the same will be deducted, in whole or in part, from your last pay check(s) and/or expenses reimbursement.
- d) On your last day of working, you will return to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records, Laptop, ID card, Business cards, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

A handwritten signature in blue ink, appearing to be 'A. K. Singh', located at the bottom left of the page.



12. Governing Laws:

- a) The above terms and conditions are subject to the Company's Policies and Procedures. Where from time to time the Company changes or introduces new Policies and Procedures, these will be deemed to apply to this employment.
- b) Your right to any compensation or benefit referenced in this letter will be determined under the applicable plan or program. In the event of dispute, this letter of understanding shall, for all purposes, be governed and construed in accordance with the law of India.

13. Code of Conduct:

You will adhere, at all times, to the Company's Code of Conduct, all Company policies and to the laws and regulations of India.

You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval from the Company.

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain the sole right /property of the Company.

You are required to execute the Employee Innovation and Proprietary Information Agreement and/or similar or other Undertaking / Policy Acknowledgements / Agreements that may be required to be executed from time to time. Please note that such signing is a condition precedent to your employment with us.

The Company reserves the right to change any element of Compensation so long as such change does not result in negative impact on your on current CTC.

Please review the terms and conditions of the employment carefully and confirm your acceptance of our Offer.

We are excited about the potential that you bring to our company. Your commitment, hard work and contributions are essential and integral to what we are planning to accomplish through this association.

Welcome to Updater Services (P) Ltd.

Best Wishes,

Authorized Signatory

Annexure A

CTC Details

Basic	1,44,000
House Rent Allowance	49,200
Special Allowance	36,000
Bonus Advance	18,000
City Compensation Allowance	22,236
Employer PF Contribution	23,400
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You will be entitled to the Gratuity Pay at the time of retirement or separation from the organization contingent on completion of 5 years with the organization as per the Laws of Government of India

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Authorized Signatory

Annexure B

Terms of Employment During Probation

1. Your probation period will commence from your date of joining. This may be altered or increased at the discretion of the company.
2. During the probation period of 6 months you will earn 9 days of leave. This leave needs to be availed with the approval of your Manager during the probation period. Any un-availed leaves as on completion of 6 months from your date of joining will lapsed. For probationary period greater than 6 months, your leave entitlement will be calculated as 1.5 days for every month of your probation. Upon successful completion of the probation you will be entitled to leaves prorated for the year as per Company policy.
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6. You will not communicate through papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to the Company's affairs unless you are authorized by the management to do so

The terms set out in this Annexure are for our guidance and are not exhaustive. Please return a signed copy of this document to signify your acceptance of the terms and conditions.

Welcome to Updater Services (P) Ltd.

Candidate Name: Mohammed Aaqil Hussain,


Authorized Signatory

Acknowledgement

Offer cum Appointment Letter

22.03.2019

Dear Mr. R. Shanmugam,

It is with great pleasure that we, inform you that you have been offered the position of **Management - Trainee** with Updater Services (P) Limited with effect from **03-Jun-2019**. Congratulations!

You will be initially based at **Chennai** on the terms and conditions described below.

1. **Effective Date:** 03-Jun-2019
2. **Annual Salary:**

Your Annual CTC will be **Rs 3,00,000/- (Rupees Three Lakhs only)**. The details of your Compensation are set out in Annexure - A. You are bound by the Company Policies and Procedures to keep your compensation and benefits details confidential. You will be eligible for Retirement Benefits in accordance with the Company Policies and Procedures.

3. **Probation:**

You will initially be on probation for a period of 6 months from the actual date of joining the Company and will continue to be so unless and until you are confirmed as a permanent employee of the Company. The terms and conditions of the Probationary Period over and above the terms of employment are set out in Annexure – B.

Your continued employment at UDS is contingent on a successful background check anytime during your employment period. The organization reserves the right to terminate the employment contract should the results of your background investigation not be successful.

4. **Working Hours:**

You will be required to attend office as per the working hours policy of the Company. You will be expected to work extra hours as may reasonably be required to complete your business duties.



Retirement:

You will retire from the services of the company on the day you complete the age of 58 years or such age that may be defined by the company from time to time. You may be asked to retire early if found to be medically unfit.

6. Annual Leave:

You will be entitled to Annual leave during a defined 12 months' period as per company policy.

7. Relocation:

During your employment with the company, your services are liable to be transferred, seconded or deputed to any of the Division, Branches or Companies belonging to, or affiliated to, or associated with the company. Such transfer, secondment or deputation may be within India or overseas. In such case, the terms and conditions of service applicable to the new assignment will govern you.

8. Travel:

You will be required to undertake travel on Company work and you will be paid travel expenses as per the Company Policies and Procedures.

9. Non-Disclosure:

- a) You will not at any time, without the consent of the Managing Director and/or CEO disclose or divulge or make public except on legal obligation any information regarding the Company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise. All information that comes to your knowledge by reason of your employment with the Company is deemed to be confidential.
- b) You acknowledge and agree that unauthorized disclosure of the confidential information would cause irreparable loss and damage to the Company, and that you shall, besides being liable to be terminated of your employment on this account will also be liable to be proceeded against for such relief, including but not limited to, damages.

10. Non-Compete:

In signing this letter of Understanding, you agree that during the period of twelve (12) months following the termination of this agreement you shall not:

- a) Provide services for or be employed by, whether as an employee, director, consultant or otherwise any entity that competes with the businesses



engaged in by Updater Services (P) Ltd or any entity affiliated or associated with the above company.

- b) Solicit or endeavour to entice away from the company or any of its affiliates any employee or any other person engaged by the company or its affiliates or any customer of the company or its affiliates.
- c) Disclose to any unauthorized person or persons or misuse confidential information of the company or any of its affiliates.

11. Separation:

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In case of resignation during the probation period, the notice period will be under discretion of Management.
In case of resignation post Confirmation of services, a 30 Days' Notice period in writing will be required to be given by either side.
- b) Your services can also be terminated forthwith on account of gross dereliction of duty which may or may not manifest itself as lack of expected standards of performance either during probation or post confirmation, or for violation of Company's Code of Conduct, at the sole discretion of the company, without any notice pay. In case you resign from the services, the company, at its own discretion may accept your resignation anytime and relieve you during the notice period by paying you salary for the days worked. Upon resignation, you may be allowed to leave earlier at the discretion of the company and upon such case notice pay for the unserved notice period will be deductible from your full and final settlement. Any leaves to your credit may be adjusted against your notice period based on company discretion.
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You are required to execute the Employee Innovation and Proprietary Information Agreement and/or similar or other Undertaking / Policy Acknowledgements / Agreements that may be required to be executed from time to time. Please note that such signing is a condition precedent to your employment with us.

The Company reserves the right to change any element of Compensation so long as such change does not result in negative impact on your on current CTC.

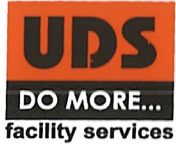
Please review the terms and conditions of the employment carefully and confirm your acceptance of our Offer.

We are excited about the potential that you bring to our company. Your commitment, hard work and contributions are essential and integral to what we are planning to accomplish through this association.

Welcome to Updater Services (P) Ltd.

Best Wishes,

Authorized Signatory



Annexure A

CTC Details

Basic	1,44,000
House Rent Allowance	49,200
Special Allowance	36,000
Bonus Advance	18,000
City Compensation Allowance	22,236
Employer PF Contribution	23,400
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Authorized Signatory



Annexure B

Terms of Employment During Probation

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4. You will be governed by the Company rules and regulations regarding hours of work and other conditions of engagement
5. You will not disclose to any unauthorized person, either during or after your employment with the company, for any reason any information about the interests or business of the Company or any affiliated Companies
6. You will not communicate through papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to the Company's affairs unless you are authorized by the management to do so

The terms set out in this Annexure are for our guidance and are not exhaustive. Please return a signed copy of this document to signify your acceptance of the terms and conditions.

Welcome to Updater Services (P) Ltd.

Candidate Name: R.Shanmugam


Authorized Signatory

Acknowledgement

Offer cum Appointment Letter

22.03.2019

Dear Mr. S Sathish,

It is with great pleasure that we, inform you that you have been offered the position of **Management - Trainee** with Updater Services (P) Limited with effect from **03-Jun-2019**. Congratulations!

You will be initially based at **Chennai** on the terms and conditions described below.

1. **Effective Date:** 03-Jun-2019
2. **Annual Salary:**

Your Annual CTC will be **Rs 3,00,000/- (Rupees Three Lakhs only)**. The details of your Compensation are set out in Annexure - A. You are bound by the Company Policies and Procedures to keep your compensation and benefits details confidential. You will be eligible for Retirement Benefits in accordance with the Company Policies and Procedures.

3. **Probation:**

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4. **Working Hours:**

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Retirement:

You will retire from the services of the company on the day you complete the age of 58 years or such age that may be defined by the company from time to time. You may be asked to retire early if found to be medically unfit.

6. Annual Leave:

You will be entitled to Annual leave during a defined 12 months' period as per company policy.

7. Relocation:

During your employment with the company, your services are liable to be transferred, seconded or deputed to any of the Division, Branches or Companies belonging to, or affiliated to, or associated with the company. Such transfer, secondment or deputation may be within India or overseas. In such case, the terms and conditions of service applicable to the new assignment will govern you.

8. Travel:

You will be required to undertake travel on Company work and you will be paid travel expenses as per the Company Policies and Procedures.

9. Non-Disclosure:

- a) You will not at any time, without the consent of the Managing Director and/or CEO disclose or divulge or make public except on legal obligation any information regarding the Company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise. All information that comes to your knowledge by reason of your employment with the Company is deemed to be confidential.
- b) You acknowledge and agree that unauthorized disclosure of the confidential information would cause irreparable loss and damage to the Company, and that you shall, besides being liable to be terminated of your employment on this account will also be liable to be proceeded against for such relief, including but not limited to, damages.

10. Non-Compete:

In signing this letter of Understanding, you agree that during the period of twelve (12) months following the termination of this agreement you shall not:

- a) Provide services for or be employed by, whether as an employee, director, consultant or otherwise any entity that competes with the businesses



engaged in by Updater Services (P) Ltd or any entity affiliated or associated with the above company.

- b) Solicit or endeavour to entice away from the company or any of its affiliates any employee or any other person engaged by the company or its affiliates or any customer of the company or its affiliates.
- c) Disclose to any unauthorized person or persons or misuse confidential information of the company or any of its affiliates.

11. Separation:

- a) Your services with the company during the probationary period can be terminated by the management, without assigning any reasons whatsoever, by providing a 15 days' Notice in writing.
In case of resignation during the probation period, the notice period will be under discretion of Management.
In case of resignation post Confirmation of services, a 30 Days' Notice period in writing will be required to be given by either side.
- b) Your services can also be terminated forthwith on account of gross dereliction of duty which may or may not manifest itself as lack of expected standards of performance either during probation or post confirmation, or for violation of Company's Code of Conduct, at the sole discretion of the company, without any notice pay. In case you resign from the services, the company, at its own discretion may accept your resignation anytime and relieve you during the notice period by paying you salary for the days worked. Upon resignation, you may be allowed to leave earlier at the discretion of the company and upon such case notice pay for the unserved notice period will be deductible from your full and final settlement. Any leaves to your credit may be adjusted against your notice period based on company discretion.
- c) You agree that if you voluntarily leave the company to join another company, then as per company policy, you will be required to repay any amount that you owe the company for whatever reason (including amounts related to the repayment of relocation expenses or allowances) and the same will be deducted, in whole or in part, from your last pay check(s) and/or expenses reimbursement.
- d) On your last day of working, you will return to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records, Laptop, ID card, Business cards, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

A handwritten signature in blue ink, appearing to be "R. K. Singh", located at the bottom left of the page.



Governing Laws:

- a) The above terms and conditions are subject to the Company's Policies and Procedures. Where from time to time the Company changes or introduces new Policies and Procedures, these will be deemed to apply to this employment.
- b) Your right to any compensation or benefit referenced in this letter will be determined under the applicable plan or program. In the event of dispute, this letter of understanding shall, for all purposes, be governed and construed in accordance with the law of India.

13. Code of Conduct:

You will adhere, at all times, to the Company's Code of Conduct, all Company policies and to the laws and regulations of India.

You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval from the Company.

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain the sole right /property of the Company.

You are required to execute the Employee Innovation and Proprietary Information Agreement and/or similar or other Undertaking / Policy Acknowledgements / Agreements that may be required to be executed from time to time. Please note that such signing is a condition precedent to your employment with us.

The Company reserves the right to change any element of Compensation so long as such change does not result in negative impact on your on current CTC.

Please review the terms and conditions of the employment carefully and confirm your acceptance of our Offer.

We are excited about the potential that you bring to our company. Your commitment, hard work and contributions are essential and integral to what we are planning to accomplish through this association.

Welcome to Updater Services (P) Ltd.

Best Wishes,

Authorized Signatory



Annexure A

CTC Details

Basic	1,44,000
House Rent Allowance	49,200
Special Allowance	36,000
Bonus Advance	18,000
City Compensation Allowance	22,236
Employer PF Contribution	23,400
Gratuity	6,924
GPA	240
Cost To The Company	3,00,000

You will be entitled to the Gratuity Pay at the time of retirement or separation from the organization contingent on completion of 5 years with the organization as per the Laws of Government of India

You are bound by the Company Policies and Procedures to keep your compensation and benefits details confidential.

Authorized Signatory

Annexure B

Terms of Employment During Probation

1. Your probation period will commence from your date of joining. This may be altered or increased at the discretion of the company.
2. During the probation period of 6 months you will earn 9 days of leave. This leave needs to be availed with the approval of your Manager during the probation period. Any un-availed leaves as on completion of 6 months from your date of joining will lapsed. For probationary period greater than 6 months, your leave entitlement will be calculated as 1.5 days for every month of your probation. Upon successful completion of the probation you will be entitled to leaves prorated for the year as per Company policy.
3. Your services with the company during the probationary period can be terminated by the management, without assigning any reason, by providing 15 days Notice in writing. You may terminate this agreement during probation period by providing a notice in writing and Notice period will be under the discretion of the Management for resignation of employees under probation.
4. You will be governed by the Company rules and regulations regarding hours of work and other conditions of engagement
5. You will not disclose to any unauthorized person, either during or after your employment with the company, for any reason any information about the interests or business of the Company or any affiliated Companies
6. You will not communicate through papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to the Company's affairs unless you are authorized by the management to do so

The terms set out in this Annexure are for our guidance and are not exhaustive. Please return a signed copy of this document to signify your acceptance of the terms and conditions.

Welcome to Updater Services (P) Ltd.

Candidate Name: S Sathish


Authorized Signatory

Acknowledgement