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BFS031407-6707960

Date: April 30, 2021  
Abhishek Kumar Bharti  
Bangalore

Dear **Abhishek Kumar Bharti**

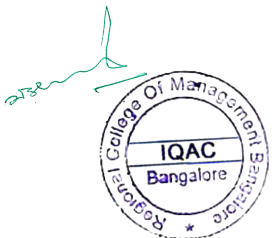
**Sub: Appointment letter**

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

**TERMS AND CONDITIONS**

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be **India>Bangalore>Bangalore Surya Park IN - Office**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.
5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.
6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.
7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.
8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

**Genpact India Private Limited**  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

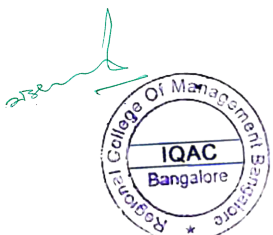
13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.



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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **May 29, 2021**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

**Ritu Bhatia**  
Senior Vice President - HR

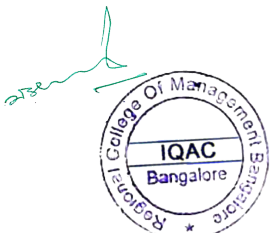
**Accepted and Agreed**

\_\_\_\_\_  
**Abhishek Kumar Bharti**

**Genpact India Private Limited**

**CIN: U73100DL2005PTC307363**

**Regd. Off.:** 12A (Ground Floor) Prakash Deep Building 7,  
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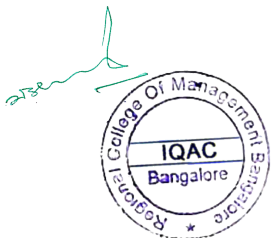


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### Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
  2. If already a member of a provident fund (PF) scheme with previous employer, then;
    - a. Employer's name
    - b. Provident Fund account number from your previous employer
    - c. Universal account number provided by your previous employer
    - d. Employee Pension number provided by your previous employerOR
    - e. Date of joining & leaving from previous employer
    - f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
  3. Below mentioned KYC (Know Your Customer) Documents
    - a. Copy of PAN
    - b. Copy of Aadhaar Card.
    - c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
  4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC ( Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
    - a. 3 Post card size (4X7) photographs of yourselfOr
    - b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- \*Please check the company policy for the applicable limit
5. 4 recent Passport size Photograph
    - a. One for Genpact ID card
    - b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
    - c. Two for PAN card application if you do not have one



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Devanahalli, Bangalore



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BFS028504-6707545

**ANNEXURE - II**  
**COMPENSATION DETAILS**

<b>NAME</b>	Abhishek Kumar Bharti
<b>BAND</b>	5B
<b>DESIGNATION</b>	Senior Associate
<b>LOCATION</b>	India>Bangalore>Bangalore Surya Park IN - Office
<b>COMPONENTS</b>	<b>AMOUNT (PER ANNUM)</b>
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
<b>FIXED PAY</b>	<b>350,000.00</b>
<b>ANNUAL PERFORMANCE BONUS*(APB)</b>	<b>7200</b>
<b>PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**</b>	<b>AMOUNT (PER ANNUM)</b>
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
<b>Total Earning Potential</b>	<b>Amount (Per Annum)</b>
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
<b>Benefits</b>	<b>Amount (Per Annum)</b>
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

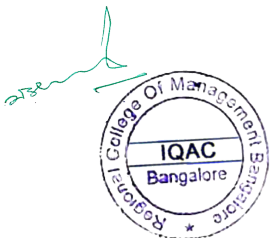
Accepted and Agreed

Abhishek Kumar Bharti

Genpact India Private Limited

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Company Contribution ESIC	As per Act
Gratuity	12,260.00
<b>Other Attractions</b>	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

**Notes:**

\* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB). An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

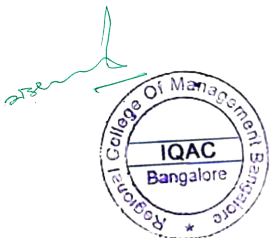
\*\*Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year. You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act, 1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

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Dear Abhishek Kumar Bharti  
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated April 30, 2021  
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal\*
- Copy of self-attested cancelled cheque (\*\*if you are eligible for ESIC enrolment as per government norms)
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (\*\*IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

\* SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.

\*\*The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.  
if your CTC is more than 2.6 lakhs. you may ignore the same.

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. [Click Here](#)

Wishing you all the best!

**Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date**

Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,  
Genpact Hiring Team

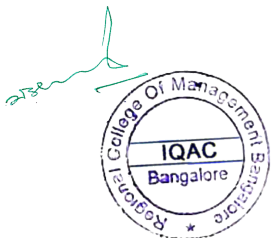
**Accepted and Agreed**

**Abhishek Kumar Bharti**

**Genpact India Private Limited**

**CIN: U73100DL2005PTC307363**

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DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Date: 20 June, 2021

**Subject: Offer of Employment**

Dear Alekya Kondeti

Heartiest Congratulations to you!

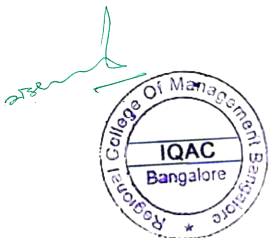
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

**Sushil Chander**  
**Vice President – Human Resources**



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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

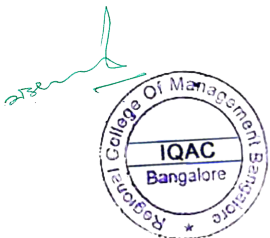


**Annexure 1**

**Date:** 20 June, 2021  
**Name:** Alekya Kondeti  
**Designation:** Executive Trainee  
**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000 Mediclaim: INR2,00,000 for self and dependents



  
 DIRECTOR  
 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore

Dear **Anirudra Ganguly**

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

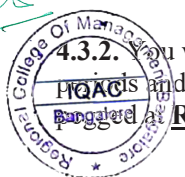
4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are **Rs. 150,000 /- p.a**)



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

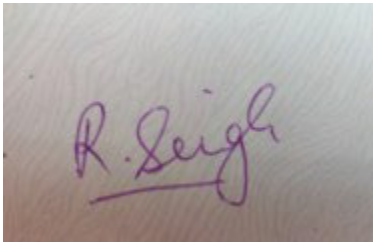
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2022.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

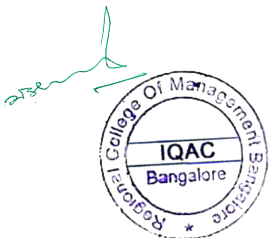


**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Anusha R

Regional College of Management  
Bengaluru 562164

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**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower

Divyasree Orion

SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032

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Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

March 26, 2021

Dear Anusha R

Congratulations! We are pleased to offer you the position of Trainee, NATA for Invesco India Pvt. Ltd. ('I IPL or Invesco') effective July 19, 2021. This position will be located in our office at DivyaSree Orion, Survey No. 66/1, Ranga Reddy District, Hyderabad 500 032. People are the foundation of our success and we believe you possess the experience, capability and talent to help us further build our organization into one of the preeminent leaders in the investment community. Speaking not only for myself, but for my colleagues as well, we look forward to the opportunity of working with you to achieve our collective objectives.

The terms and conditions of your employment with I IPL are set forth below, which, together with Annexure A (Compensation), Annexure B (Additional Terms and Conditions of Employment), Annexure C (Sensitive Personal Data or Information Collection Statement), Annexure D (Notice) and Annexure E attachment hereto and incorporated herein, shall constitute the entire agreement between you and I IPL regarding your employment with I IPL (collectively, the "Agreement"). If the terms and conditions of the Agreement meet with your approval, please evidence your acceptance of such by signing where indicated below. The terms of this offer letter, Annexure A, Annexure B, Annexure C, Annexure D, and Annexure E are collectively referred to as "Employment Agreement".

This offer and your services are contingent upon the satisfactory background investigations including employment history. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be solely for the Company's use and confidential, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company. At your request, we understand that no background check with your present employer will be initiated by us prior to expiry of 7 days of your accepting the offer letter.

**Compensation**

*Annual CTC*

You will receive an annual CTC of Rs 3,30,000 . For further details, please refer to Annexure A hereof.

*Discretionary Bonus Program*

In addition, you will be eligible for Invesco's annual discretionary bonus program. Your target bonus range will be between 0% – 10% of your annual CTC. Your actual bonus award will be based upon company and individual performance and subject to applicable policies of company from time to time. Any incentive or performance bonus paid by the Company to the employee shall be inclusive of the statutory annual bonus, if, where and when, the same may become payable by the Company to the employee.

**Relocation Expenses:**

Domestic Relocation (e.g., within India only) expense will be reimbursed if you are relocating from a location that is more than 150 Kms away from Invesco Office Location. This is a onetime payment at the time of hiring and you must provide Invesco with documents acceptable to Invesco documenting the relocation expense. Relocation allowance must be repaid to Invesco within 30 days should your employment with Invesco be terminated for any reason, save for death, permanent disability or involuntary reduction in force within twelve months from your actual start date with Invesco. Such repayment may be made by Invesco

deducting relocation amounts from your final paycheck. Below are the details on relocation:

Level / Title	Eligible Amount
Trainee	INR 2,50,000

Note: You can utilize the allocated relocation budget against any of below Service stack (Travel, Transit Stay, Movement of Goods, Miscellaneous Expenses, Brokerage Charges, Bike/ Car Movement, Bike/ Car registration and Local Travel). However, the reimbursement amount should be within the overall relocation budget. All the reimbursement will be paid on the actuals. You must submit dully filled and signed reimbursement form along with original bill containing Vendor GST Number and payments receipts for availing the reimbursement.

Please refer the attached relocation guide for more details

### **Miscellaneous**

#### *Annual Leave*

Your annual leave will be communicated to you separately and will not be less than 30 working days in each full year and pro-rata in any part of a year.

Leave encashment would be paid as per the prevailing policy of I IPL at the time of your cessation of employment. The annual leave policy, carry over policy and leave encashment policy can be amended by I IPL at its sole discretion from time to time.

#### *Termination*

Your employment may be terminated in accordance with the terms and conditions of Part 12 of Annexure B hereto.

Nilotpal Nath, we are excited to welcome you to Invesco!

Sincerely,



Mamata Vegunta  
Director of HR- Hyderabad

### **Offer Confirmation and Acceptance**

If you are agreeable to the above terms and all terms and conditions as described in the Annexures to this document and Invesco (India) Private Limited Employee Guide, please sign this letter and return to Gayathri Santhoshi (at Santhoshi.Gayathri@invesco.com) by March 29, 2021. Please be sure to retain a copy of this letter for your records.

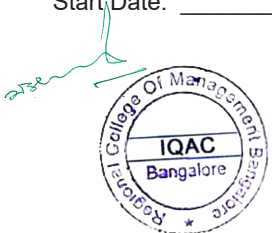
In the event you fail to provide your acceptance of this offer by March 29, 2021, this offer shall stand rescinded.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Anusha R

Date: \_\_\_\_\_

Start Date: \_\_\_\_\_



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Anusha R  
Regional College of Management  
Bengaluru 562164

**INVESCO (INDIA) PRIVATE LIMITED**  
15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032  
Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

**Annexure A: Compensation Details**

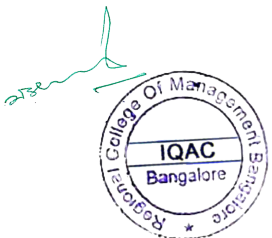
**March 26, 2021**

Name: Anusha R  
Job Title: Trainee, NATA

	<b>Annual Compensation (Rupees.)</b>
Basic Salary	99,000
Bonus/ex-gratia	12,000
Special Allowance (Flexible Plan)	1,92,648
Company contribution to Provident Fund	21,600
Gratuity as per Gratuity Act	4,752
<b>Total CTC</b>	<b>3,30,000</b>

Sincerely,

Mamata Vegunta  
Director of HR- Hyderabad



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Anusha R  
Regional College of Management  
Bengaluru 562164

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**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower

Divyasree Orion

SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032

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Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

**Annexure B: Additional Terms and Conditions of Employment:**

**PART 1. EMPLOYMENT AND DUTIES**

1.1 You shall perform such duties, assume such responsibilities and carry out such instructions or policies as may be assigned by IIPL from time to time.

1.2 You shall at all times faithfully, diligently and to the best of your abilities perform all duties that may be required of you, and shall devote the whole of your working time, skill, experience, knowledge, labor, energy and attention exclusively to those duties and to the business and affairs of IIPL.

1.3 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you shall not, without first having obtained the written permission of IIPL, either as partner, officer, advisor, consultant, agent, employee, office bearer, contractor or otherwise, (i) be involved or become involved while this Employment Agreement is in effect or engage in any other activities that may conflict with your obligations to the Company; and (ii) carry on, own, manage, operate, join, assist, enable, have an interest in, control or otherwise engage or participate in a business similar to that of the Company or be connected (as a majority shareholder, director, officer, employee, partner, representative, lender, guarantor, distributor or advisor of, or consultant to or otherwise) in any business/ business entity which directly or indirectly is engaged in the business of the Company.

1.4 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you will not, either on your own or on behalf of any other person, firm or IIPL canvass, solicit, attempt to solicit or entice any of IIPL's customers, vendors, clients or any other employee working in IIPL.

1.5 You shall not bind IIPL to any commitment or obligations to third parties (whether in contract, tort or otherwise) without the prior approval of IIPL.

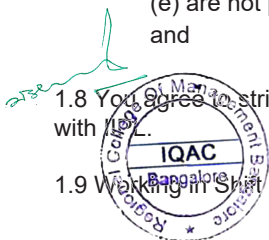
1.6 You shall in the discharge of your duties and in the exercise of your powers, observe, comply and adhere to all such prevailing laws and regulations, policies and procedures as may be applicable to IIPL, from time to time.

1.7 You represent to IIPL that you:

- (a) have the required skills and experience to perform the duties outlined in paragraph 1.2;
  - (b) are mentally and physically fit to perform the duties outlined in paragraph 1.2;
  - (c) are not using any illicit drugs;
  - (d) are not bankrupt;
  - (e) are not party to any agreement or covenant with any third party that may preclude your employment with IIPL;
- and

1.8 You agree to strictly comply with IIPL's HR policy as set out in IIPL's Employee Guide during the course of your employment with IIPL.

1.9 Working in Shift



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

- The normal "regular full-time" work schedule for IIPL is forty (40) working hours, not exceeding forty eight (48) working hours, during each working week.
- Daily and weekly work schedules may be changed from time to time, at the sole discretion of the Company, to meet varying business needs.
- In this regard, an employee is expected to work in any shift in a rotational basis in order to meet the business requirements. This may include working over the weekends / holidays, subject to applicable law.
- All employees are expected to adjust to these changes. Employees will be informed of changes in work schedules as far in advance as possible.
- All benefits contingent to working on shifts are guided by the Shift Allowance policy as described in the Employee Guide.

## **PART 2. TERM OF EMPLOYMENT**

2.1 Once your employment has commenced, it shall continue until terminated as hereinafter provided in Part 12, provided however that Parts 8 and 9, shall remain effective after the termination of employment hereunder.

## **PART 3. TRANSFERS AND PROMOTIONS**

3.1 All transfers and promotions will be considered on an individual basis and in line with IIPL's policy.

3.2 IIPL may, at its discretion, transfer you to any business location of IIPL or its affiliates in accordance with the Employee Guide.

## **PART 4. REMUNERATION**

4.1 For all services rendered by you as an employee of IIPL, you shall be entitled to total remuneration as set forth in Annexure A.

4.2 IIPL reserves the right to deduct from your salary and benefits any sums which you may owe IIPL including, without limitation, any overpayment made to you by IIPL or other deductions authorized or required by law.

4.3 In the event of any alteration of remuneration, being so notified, the alteration shall thereafter have effect as if it were specifically provided for in Annexure A.

4.4 Your remuneration will be reviewed periodically in accordance with the established Company policies.

## **PART 5. BENEFITS**

5.1 IIPL agrees to make available to every employee from the start date, the insurance scheme or insurance cum savings scheme as may be notified by the Government at the rates, stipulated by the Government in the notification either in lump sum every year or in monthly installments as may be prescribed by the Government in the notification from time to time.

## **PART 6. LEAVE**

6.1 You will be eligible to receive the annual leave in each full year (January to December) and pro-rata in any part of a year, in accordance with the Company policy.

6.2 Your leave entitlement shall be pro-rated for the years in which your employment with IIPL begins and terminates.

6.3 IIPL shall comply with regulatory requirements when authorizing leaves of absence for you due to medical conditions, pregnancy, childbirth, civic duties, or personal situations.

6.4 You shall request approval from your supervisor prior to taking leave.

## **PART 7. REIMBURSEMENT OF EXPENSES**

7.1 IIPL shall reimburse you for all authorized travel and other expenses actually and properly incurred in connection with your duties as an employee of IIPL in accordance with IIPL's travel and entertainment policy.

7.2 You agree to provide any expense information requested by IIPL together with an itemize expense account and receipts showing expenses actually expended under paragraph 7.1.

## **PART 8. CONFIDENTIAL INFORMATION**



8.1 As used herein, the term "Confidential Information" means information disclosed to, used by, developed by, or known to you in the course of your employment with IIPL, which is not generally known by persons outside IIPL's employment including, but not limited to, information pertaining to IIPL's and/or its affiliates' trade secrets, client information, marketing methods or strategies, personnel, sources or methods of financial position, pricing, bid proposal features, methods merchandising, interest rates, sales, customer and vendor lists, Inventions (as defined below), routines, policies and business procedures, including those outlined in IIPL's Employee Guide (if any).

8.2 You acknowledge that you shall have access to and be entrusted with Confidential Information in the course of your employment with IIPL, and that IIPL's business would be irreparably harmed if such Confidential Information were disclosed to, or used by, any persons outside IIPL's employment.

8.3 You acknowledge and agree that the right to maintain the absolute confidentiality of its Confidential Information is a proprietary right, which IIPL is entitled to protect.

8.4 You undertake, covenant and agree that you will not, during the term of your employment with IIPL or at any time thereafter, directly or indirectly, by any means whatsoever, divulge, furnish, provide access to, or use for any purpose other than the purposes authorized by IIPL, any of IIPL's Confidential Information, except if (i) it is required by law or any regulatory or government authority but only after giving reasonable notice to enable IIPL to limit such disclosure to the extent possible under law; (ii) it is considered necessary by you to disclose the Confidential Information to your professional advisers, auditors and bankers provided that he does so on terms protecting the Confidential Information which are at least as stringent as those specified herein; or (iii) IIPL has given its consent in writing in relation to such disclosure.

## **PART 9. INVENTIONS**

9.1 As used herein, "Invention" means and includes any invention, improvement, method, process, advertisement, concept, system, apparatus, design or computer program or software, system or database or copyrights, patents, trademarks and designs (whether registered or unregistered), trade secrets or know how.

9.2 You acknowledge and agree that every Invention which you may, at any time during the term of your employment with IIPL or its affiliates, make, devise, develop or conceive, individually or jointly with others, whether during IIPL's business hours or otherwise, and which relates in any manner to IIPL's business or which may be useful to IIPL in connection with IIPL's business shall belong to, and be the exclusive property of IIPL, and you will make full and prompt disclosure to IIPL of every such Invention.

9.3 You undertake to assign to IIPL, or its nominee, every such Invention and to execute all assignments or other instruments and to do any other things necessary and proper to confirm IIPL's right and title in and to every such Invention. You further undertake to perform all proper acts within your power necessary or desired by IIPL to obtain letters patented in the name of IIPL and at IIPL's expense for every such Invention in whatever countries IIPL may desire, without payment by IIPL to You of any royalty, license fee, price or additional compensation. To the extent that such assignment of the rights in the Inventions from you to the Company is held unenforceable under applicable law for any reason, you agree to irrevocably grant a worldwide, enterprise-wide, perpetual, unlimited right and license in the Inventions, to use modify, improve, interpret, compile, recompile and further assign such rights provided in the Inventions for any purpose of the Company and without identifying or seeking your consent.

9.4 You further agree and acknowledge that even if IIPL does not exercise any of the rights in any of the assigned Inventions for more than a period of 1 (one) year, such assignment of, and license to, the rights in such assigned Inventions will not lapse and such rights will not revert pursuant to Section 19(4) of the Copyright Act, 1957.

9.5 You agree that, all duties and responsibilities provided by you under this Employment Agreement are specially ordered or commissioned by the Company for its sole and exclusive use and shall constitute 'work for hire' at the instance of the Company in accordance with Section 17 (b) Copyrights Act, 1957, as amended from time to time. You will not, during or at any time after the completion, expiry or termination of this Employment Agreement in any way question or dispute the ownership of the Inventions developed, discovered, prepared, created, conceived or reduced to practice by you, either alone or jointly with others, during the course of performance of your duties under this Employment Agreement.

9.6 You may only use the Inventions to perform your duties under this Employment Agreement. You agree not to use the Inventions for your own gain. Further, you agree to not disclose any Inventions to any third party without the express written consent of the Company. To the extent any rights considered as moral rights in any jurisdiction cannot be assigned, you hereby forever waive and agree never to assert any and all moral rights that you may have in the Inventions or in respect to any Invention which you may be entitled under the law or any relevant jurisdiction even after termination of your relationship/employment with the Company and undertake to not initiate any legal proceedings to enforce any such moral rights.

9.7 The obligations contained in Part 9 hereof shall continue beyond the termination of your employment and shall be binding upon your heirs, executors, administrators and other legal representatives.

## **PART 10. INJUNCTIVE RELIEF**

10.1 You acknowledge and agree that a breach by you of any of the covenants contained in Parts 8 or 9 hereof would result in irreparable harm to I IPL's business such that I IPL could not adequately be compensated for such harm by a damage award. Accordingly, you agree that in the event of any such breach, in addition to all other remedies available to I IPL at law or in equity, I IPL shall be entitled as a matter of right to obtain from a court of competent jurisdiction such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance with the provisions of Parts 8 or 9 herein and you waive any right to object and consents to the issuance of an injunction or interim injunction prohibiting you from breaching any of the provisions hereof.

## **PART 11. POLICIES AND PROCEDURE MANUAL AND CODE OF CONDUCT**

11.1 You agree to comply with and be bound by the provisions of I IPL's Guide and Code of Business Conduct and Ethics.

11.2 It is understood that I IPL maintains or may maintain certain policies, which may relate to the employment of you. You agree to comply with such policies. It is agreed that the introduction and administration of such policies are within the sole discretion of I IPL. I IPL has the sole discretion to revise/amend any such policies and you agree to abide by such revised/amended policies as may/may not be notified to you. If I IPL introduces, amends or deletes such policies as conditions warrant, such introduction, deletion or amendment does not constitute a breach of this Employment Agreement.

## **PART 12. TERMINATION OF EMPLOYMENT**

12.1 Your employment may be terminated at any time by I IPL:

a) without notice or remuneration in lieu thereof at any time:

- i) for just cause;
- ii) if you are convicted of an indictable criminal offense or become bankrupt;
- iii) if you are guilty of any misconduct which in the reasonable opinion of I IPL could injure the reputation or business of I IPL;
- iv) if you, by reason of illness or mental or physical disability or incapacity, are unable to perform your duties under this as an employee of I IPL for any period of sixty (60) consecutive calendar days; or
- v) if you breach any obligation of yours contained in this Annexure B.

b) otherwise, for convenience, upon notice of 60 days prior notice, in writing or with a payment to you in lieu of notice.

12.2 You may terminate your employment with I IPL at any time by providing I IPL with 60 days prior notice in writing to that effect.

12.3 Upon termination of your employment with I IPL for any reason, you agree that all items in possession of you in respect of I IPL's business including all files, manuals, information, Confidential Information, Inventions and documents and all equipment such as motor vehicles, cameras, tape recorders, office equipment, computers and related equipment shall remain the property of I IPL and you shall personally deliver same promptly to I IPL's office. No photostatic copy, duplication or reproduction of any kind whatsoever shall be made of such files, information or documents without the express written consent of I IPL.

12.4 The payment of the amount required pursuant to sub-paragraph 12.1 (a) if applicable, together with any amounts accrued pursuant to paragraphs 4.1 and 6.1, shall be full and final severance pay and settlement between the parties hereto and the Employee agrees that he will not be entitled to any further compensation or payment of any kind whatsoever.

## **PART 13. GOVERNING LAW**

13.1 This document shall be construed and interpreted in accordance with Indian law and the Courts of Hyderabad shall have exclusive jurisdiction on any matters related thereto.

The terms and conditions as outlined in this Employment Agreement are subject to the terms and conditions of the Employee guide. The guide shall prevail in case of any inconsistency between this Employment Agreement and Employee guide. The Company can change the terms and conditions in the employee guide at any time without notice and the latest employee guide shall prevail over previous sessions.

## **PART 14. OTHER TERMS**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

14.1 Non-Disparagement:

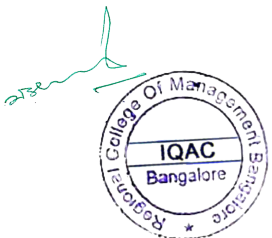
a) Upon cessation of your employment with IIPL, you shall refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of IIPL or its affiliates, publicly or otherwise, except as allowed or required by law. You shall also refrain from suggesting to anyone that any written or oral statements concerning IIPL or its affiliates, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.

b) You understand that nothing in this Employment Agreement shall in any way limit or prohibit you from engaging for a lawful purpose in any Protected Activity. For purposes of this Employment Agreement, "Protected Activity" shall mean filing a charge or complaint, or otherwise communicating, cooperating, or participating with any governmental agency or regulatory body, in accordance with applicable laws.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Anusha R

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



### Annexure C: Sensitive Personal Data or Information (SPDI) Collection Statement

Throughout the course of your employment or service with Invesco India Private Limited ("IIPL"), we may collect certain Sensitive Personal Data or Information ("SPDI") from you.

The purpose of collection of SPDI includes but is not limited to: assessing an individual's qualifications and suitability including state of health for a particular job or task, administering a range of HR processes, provisioning of payroll benefits, record retention process, performance management, staff action on career development, tax-return filing, disclosures as permitted and required by law to assist in regulatory or other investigation or inspection, if any, or internal audit procedure and / or other administrative tasks ("Purposes").

The SPDI that we have collected and may collect from time to time may be used for the Purposes listed above by IIPL and/or may be transferred (whether in or outside of your employing country) to our group, affiliate or associate companies, our third party service providers such as insurers, bankers, administrators and other third party companies engaged in contractual activities on our behalf.

As per IIPL's Employment Data Protection Policy, we reserve the right to retain SPDI of employees, contractors, temporary employees, consultants, interns, trainees, prospective employees or applicants, and former employees when they cease to be employed by us for a period as allowed under applicable laws. Such SPDI may be required for any purposes, residual or ancillary to the above Purposes in relation to a former employee, including, but not limited to; the provision of job references, processing applications for the employment matters relating to retirement benefits and allowing us to fulfill other contractual or statutory obligations. Please note that you have a right to request access to or seek a correction to your SPDI in relation to your employment.

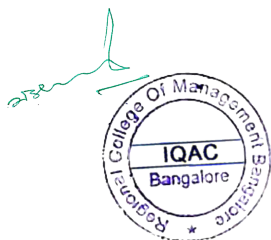
Please visit the intranet for our latest Employment Data Protection Policy should you have any enquiries concerning the SPDI collected, including obtaining copies and/ or seeking any correction. Please note that the Employment Data Protection Policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your acceptance of the Sensitive Personal Data or Information Collection Statement and acknowledge that you have read and agree to the terms of the Employment Data Protection Policy. You have the right to opt-out, in which case, you may contact the Human Resources department

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Anusha R

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



## Annexure D : Notice to Potential Employees

Invesco Limited and its subsidiaries (Invesco)

Invesco, as an investment company, is highly regulated by, and abides by all applicable regulatory requirements of, the Securities and Exchange Commission (SEC). As an individual providing service to Invesco as an employee, you are subject to certain regulations established by the SEC as a condition of providing services to the corporation. This document provides you with an overview of those requirements so you know what to expect in anticipation of working with the organization.

### Financial disclosure:

Due to potential access to sensitive information and records, you will be subject to disclosure of your personal investment holdings and trading activity as well as those of your immediate family while working with the company. Disclosure and other requirements may include, but may not be limited to, the following:

- a) Disclosure of direct or indirect beneficial ownership of securities held now or in the future;
- b) Clearance by Invesco before engaging in certain personal securities transactions;
- c) Reporting of certain personal securities transactions to Invesco;
- d) Restrictions on engaging in personal securities transactions or holding securities issued during an initial public offering;
- e) Restrictions on and disclosures regarding personal securities transactions involving the purchase or sale of unregistered or restricted securities;
- f) Restrictions on engaging in personal securities transactions in certain securities during certain periods of time; and
- g) Holding demat and trading accounts with an approved broker only.

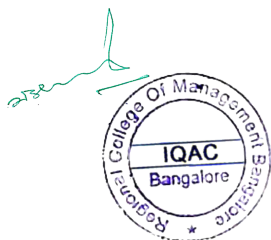
IIPL's Compliance department will contact you shortly after you begin your assignment regarding disclosure requirements and pre-clearance of personal trades (if applicable).


*Compliance with these requirements is a condition to any working relationship with Invesco, but does not guarantee a continued working relationship. All individuals work with Invesco on an at-will basis unless another status is agreed in writing with an authorized Invesco representative. Thank you for your cooperation and efforts toward maintaining Invesco as an organization that demonstrates the highest of ethical standards and behaviors in all of its business responsibilities.*

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Anusha R

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



### Annexure E: Transportation

In line with regulatory requirement and prevailing Invesco policy, Invesco provides door to door transport where applicable, for employees.

Employees whose login and log-out falls in between 7pm-7am can opt for company-provided transport facility, provided the following conditions are met:

- (I) Transport service is provided to employees who resides within 30kms radius from IIPL Office location.
- (II) It is intended that the maximum journey time should not be more than 120 minutes (one way). The calculated time is based on normal traffic conditions.

One of the prerequisites to making the Invesco offer was your proximity of residence to the Invesco office location. If you are unable to reside within the radius of Invesco Transport eligibility, during your tenure at IIPL, IIPL shall be entitled to take such necessary steps as may be required including

- (I) Ceasing the transportation facility
- (II) Termination of your employment with Invesco.

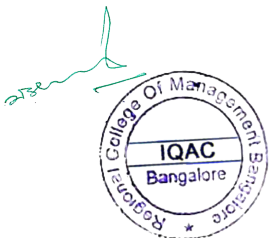
You are required to make yourself familiar with the Invesco Transport policy by reading the policy available on Intranet. More details can be obtained by contacting your Facilities Services department. Please note that the Invesco Transport policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your understanding and acceptance of the above.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Anusha R

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Aparajita Swain

Regional College of Management

Bengaluru 562164

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**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower

Divyasree Orion

SEZ, Raidurgam, Serilingampally,

Hyderabad, Telangana 500 032

Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

March 26, 2021

Dear Aparajita Swain

Congratulations! We are pleased to offer you the position of Trainee, NATA for Invesco India Pvt. Ltd. ('I IPL or Invesco') effective July 19, 2021. This position will be located in our office at DivyaSree Orion, Survey No. 66/1, Ranga Reddy District, Hyderabad 500 032. People are the foundation of our success and we believe you possess the experience, capability and talent to help us further build our organization into one of the preeminent leaders in the investment community. Speaking not only for myself, but for my colleagues as well, we look forward to the opportunity of working with you to achieve our collective objectives.

The terms and conditions of your employment with I IPL are set forth below, which, together with Annexure A (Compensation), Annexure B (Additional Terms and Conditions of Employment), Annexure C (Sensitive Personal Data or Information Collection Statement), Annexure D (Notice) and Annexure E attachment hereto and incorporated herein, shall constitute the entire agreement between you and I IPL regarding your employment with I IPL (collectively, the "Agreement"). If the terms and conditions of the Agreement meet with your approval, please evidence your acceptance of such by signing where indicated below. The terms of this offer letter, Annexure A, Annexure B, Annexure C, Annexure D, and Annexure E are collectively referred to as "Employment Agreement".

This offer and your services are contingent upon the satisfactory background investigations including employment history. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be solely for the Company's use and confidential, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company. At your request, we understand that no background check with your present employer will be initiated by us prior to expiry of 7 days of your accepting the offer letter.

**Compensation**

*Annual CTC*

You will receive an annual CTC of Rs 3,30,000 . For further details, please refer to Annexure A hereof.

*Discretionary Bonus Program*

In addition, you will be eligible for Invesco's annual discretionary bonus program. Your target bonus range will be between 0% – 10% of your annual CTC. Your actual bonus award will be based upon company and individual performance and subject to applicable policies of company from time to time. Any incentive or performance bonus paid by the Company to the employee shall be inclusive of the statutory annual bonus, if, where and when, the same may become payable by the Company to the employee.

**Relocation Expenses:**

Domestic Relocation (e.g., within India only) expense will be reimbursed if you are relocating from a location that is more than 150 Kms away from Invesco Office Location. This is a onetime payment at the time of hiring and you must provide Invesco with documents acceptable to Invesco documenting the relocation expense. Relocation allowance must be repaid to Invesco within 30 days should your employment with Invesco be terminated for any reason, save for death, permanent disability or involuntary reduction in force within twelve months from your actual start date with Invesco. Such repayment may be made by Invesco

deducting relocation amounts from your final paycheck. Below are the details on relocation:

Level / Title	Eligible Amount
Trainee	INR 2,50,000

Note: You can utilize the allocated relocation budget against any of below Service stack (Travel, Transit Stay, Movement of Goods, Miscellaneous Expenses, Brokerage Charges, Bike/ Car Movement, Bike/ Car registration and Local Travel). However, the reimbursement amount should be within the overall relocation budget. All the reimbursement will be paid on the actuals. You must submit dully filled and signed reimbursement form along with original bill containing Vendor GST Number and payments receipts for availing the reimbursement.

Please refer the attached relocation guide for more details

**Miscellaneous**

*Annual Leave*

Your annual leave will be communicated to you separately and will not be less than 30 working days in each full year and pro-rata in any part of a year.

Leave encashment would be paid as per the prevailing policy of I IPL at the time of your cessation of employment. The annual leave policy, carry over policy and leave encashment policy can be amended by I IPL at its sole discretion from time to time.

*Termination*

Your employment may be terminated in accordance with the terms and conditions of Part 12 of Annexure B hereto.  
Nilotpal Nath, we are excited to welcome you to Invesco!

Sincerely,



Mamata Vegunta  
Director of HR- Hyderabad

**Offer Confirmation and Acceptance**

If you are agreeable to the above terms and all terms and conditions as described in the Annexures to this document and Invesco (India) Private Limited Employee Guide, please sign this letter and return to Gayathri Santhoshi (at Santhoshi.Gayithri@invesco.com) by March 29, 2021. Please be sure to retain a copy of this letter for your records.

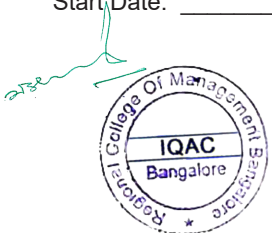
In the event you fail to provide your acceptance of this offer by March 29, 2021, this offer shall stand rescinded.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Aparajita Swain

Date: \_\_\_\_\_

Start Date: \_\_\_\_\_



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





Aparajita Swain

Regional College of Management  
Bengaluru 562164

**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower

Divyasree Orion

SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032

Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

**Annexure A: Compensation Details**

**March 26, 2021**

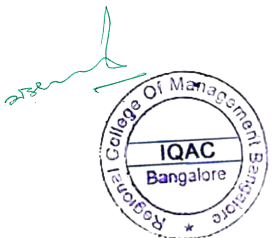
Name: Aparajita Swain

Job Title: Trainee, NATA

	<b>Annual Compensation (Rupees.)</b>
Basic Salary	99,000
Bonus/ex-gratia	12,000
Special Allowance (Flexible Plan)	1,92,648
Company contribution to Provident Fund	21,600
Gratuity as per Gratuity Act	4,752
<b>Total CTC</b>	<b>3,30,000</b>

Sincerely,

Mamata Vegunta  
Director of HR- Hyderabad



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Aparajita Swain

Regional College of Management

Bengaluru 562164

**INVESCO (INDIA) PRIVATE LIMITED**

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Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

**Annexure B: Additional Terms and Conditions of Employment:**

**PART 1. EMPLOYMENT AND DUTIES**

1.1 You shall perform such duties, assume such responsibilities and carry out such instructions or policies as may be assigned by IIPL from time to time.

1.2 You shall at all times faithfully, diligently and to the best of your abilities perform all duties that may be required of you, and shall devote the whole of your working time, skill, experience, knowledge, labor, energy and attention exclusively to those duties and to the business and affairs of IIPL.

1.3 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you shall not, without first having obtained the written permission of IIPL, either as partner, officer, advisor, consultant, agent, employee, office bearer, contractor or otherwise, (i) be involved or become involved while this Employment Agreement is in effect or engage in any other activities that may conflict with your obligations to the Company; and (ii) carry on, own, manage, operate, join, assist, enable, have an interest in, control or otherwise engage or participate in a business similar to that of the Company or be connected (as a majority shareholder, director, officer, employee, partner, representative, lender, guarantor, distributor or advisor of, or consultant to or otherwise) in any business/ business entity which directly or indirectly is engaged in the business of the Company.

1.4 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you will not, either on your own or on behalf of any other person, firm or IIPL canvass, solicit, attempt to solicit or entice any of IIPL's customers, vendors, clients or any other employee working in IIPL.

1.5 You shall not bind IIPL to any commitment or obligations to third parties (whether in contract, tort or otherwise) without the prior approval of IIPL.

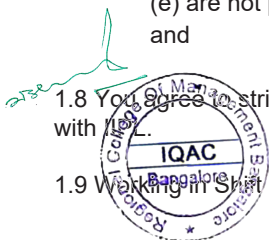
1.6 You shall in the discharge of your duties and in the exercise of your powers, observe, comply and adhere to all such prevailing laws and regulations, policies and procedures as may be applicable to IIPL, from time to time.

1.7 You represent to IIPL that you:

- (a) have the required skills and experience to perform the duties outlined in paragraph 1.2;
  - (b) are mentally and physically fit to perform the duties outlined in paragraph 1.2;
  - (c) are not using any illicit drugs;
  - (d) are not bankrupt;
  - (e) are not party to any agreement or covenant with any third party that may preclude your employment with IIPL;
- and

1.8 You agree to strictly comply with IIPL's HR policy as set out in IIPL's Employee Guide during the course of your employment with IIPL.

1.9 Working in Shift



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

- The normal "regular full-time" work schedule for IIPL is forty (40) working hours, not exceeding forty eight (48) working hours, during each working week.
- Daily and weekly work schedules may be changed from time to time, at the sole discretion of the Company, to meet varying business needs.
- In this regard, an employee is expected to work in any shift in a rotational basis in order to meet the business requirements. This may include working over the weekends / holidays, subject to applicable law.
- All employees are expected to adjust to these changes. Employees will be informed of changes in work schedules as far in advance as possible.
- All benefits contingent to working on shifts are guided by the Shift Allowance policy as described in the Employee Guide.

## **PART 2. TERM OF EMPLOYMENT**

2.1 Once your employment has commenced, it shall continue until terminated as hereinafter provided in Part 12, provided however that Parts 8 and 9, shall remain effective after the termination of employment hereunder.

## **PART 3. TRANSFERS AND PROMOTIONS**

3.1 All transfers and promotions will be considered on an individual basis and in line with IIPL's policy.

3.2 IIPL may, at its discretion, transfer you to any business location of IIPL or its affiliates in accordance with the Employee Guide.

## **PART 4. REMUNERATION**

4.1 For all services rendered by you as an employee of IIPL, you shall be entitled to total remuneration as set forth in Annexure A.

4.2 IIPL reserves the right to deduct from your salary and benefits any sums which you may owe IIPL including, without limitation, any overpayment made to you by IIPL or other deductions authorized or required by law.

4.3 In the event of any alteration of remuneration, being so notified, the alteration shall thereafter have effect as if it were specifically provided for in Annexure A.

4.4 Your remuneration will be reviewed periodically in accordance with the established Company policies.

## **PART 5. BENEFITS**

5.1 IIPL agrees to make available to every employee from the start date, the insurance scheme or insurance cum savings scheme as may be notified by the Government at the rates, stipulated by the Government in the notification either in lump sum every year or in monthly installments as may be prescribed by the Government in the notification from time to time.

## **PART 6. LEAVE**

6.1 You will be eligible to receive the annual leave in each full year (January to December) and pro-rata in any part of a year, in accordance with the Company policy.

6.2 Your leave entitlement shall be pro-rated for the years in which your employment with IIPL begins and terminates.

6.3 IIPL shall comply with regulatory requirements when authorizing leaves of absence for you due to medical conditions, pregnancy, childbirth, civic duties, or personal situations.

6.4 You shall request approval from your supervisor prior to taking leave.

## **PART 7. REIMBURSEMENT OF EXPENSES**

7.1 IIPL shall reimburse you for all authorized travel and other expenses actually and properly incurred in connection with your duties as an employee of IIPL in accordance with IIPL's travel and entertainment policy.

7.2 You shall provide any expense information requested by IIPL together with an itemize expense account and receipts showing expenses actually expended under paragraph 7.1.

## **PART 8. CONFIDENTIAL INFORMATION**

8.1 As used herein, the term "Confidential Information" means information disclosed to, used by, developed by, or known to you in the course of your employment with IIPL, which is not generally known by persons outside IIPL's employment including, but not limited to, information pertaining to IIPL's and/or its affiliates' trade secrets, client information, marketing methods or strategies, personnel, sources or methods of financial position, pricing, bid proposal features, methods merchandising, interest rates, sales, customer and vendor lists, Inventions (as defined below), routines, policies and business procedures, including those outlined in IIPL's Employee Guide (if any).

8.2 You acknowledge that you shall have access to and be entrusted with Confidential Information in the course of your employment with IIPL, and that IIPL's business would be irreparably harmed if such Confidential Information were disclosed to, or used by, any persons outside IIPL's employment.

8.3 You acknowledge and agree that the right to maintain the absolute confidentiality of its Confidential Information is a proprietary right, which IIPL is entitled to protect.

8.4 You undertake, covenant and agree that you will not, during the term of your employment with IIPL or at any time thereafter, directly or indirectly, by any means whatsoever, divulge, furnish, provide access to, or use for any purpose other than the purposes authorized by IIPL, any of IIPL's Confidential Information, except if (i) it is required by law or any regulatory or government authority but only after giving reasonable notice to enable IIPL to limit such disclosure to the extent possible under law; (ii) it is considered necessary by you to disclose the Confidential Information to your professional advisers, auditors and bankers provided that he does so on terms protecting the Confidential Information which are at least as stringent as those specified herein; or (iii) IIPL has given its consent in writing in relation to such disclosure.

## **PART 9. INVENTIONS**

9.1 As used herein, "Invention" means and includes any invention, improvement, method, process, advertisement, concept, system, apparatus, design or computer program or software, system or database or copyrights, patents, trademarks and designs (whether registered or unregistered), trade secrets or know how.

9.2 You acknowledge and agree that every Invention which you may, at any time during the term of your employment with IIPL or its affiliates, make, devise, develop or conceive, individually or jointly with others, whether during IIPL's business hours or otherwise, and which relates in any manner to IIPL's business or which may be useful to IIPL in connection with IIPL's business shall belong to, and be the exclusive property of IIPL, and you will make full and prompt disclosure to IIPL of every such Invention.

9.3 You undertake to assign to IIPL, or its nominee, every such Invention and to execute all assignments or other instruments and to do any other things necessary and proper to confirm IIPL's right and title in and to every such Invention. You further undertake to perform all proper acts within your power necessary or desired by IIPL to obtain letters patented in the name of IIPL and at IIPL's expense for every such Invention in whatever countries IIPL may desire, without payment by IIPL to You of any royalty, license fee, price or additional compensation. To the extent that such assignment of the rights in the Inventions from you to the Company is held unenforceable under applicable law for any reason, you agree to irrevocably grant a worldwide, enterprise-wide, perpetual, unlimited right and license in the Inventions, to use modify, improve, interpret, compile, recompile and further assign such rights provided in the Inventions for any purpose of the Company and without identifying or seeking your consent.

9.4 You further agree and acknowledge that even if IIPL does not exercise any of the rights in any of the assigned Inventions for more than a period of 1 (one) year, such assignment of, and license to, the rights in such assigned Inventions will not lapse and such rights will not revert pursuant to Section 19(4) of the Copyright Act, 1957.

9.5 You agree that, all duties and responsibilities provided by you under this Employment Agreement are specially ordered or commissioned by the Company for its sole and exclusive use and shall constitute 'work for hire' at the instance of the Company in accordance with Section 17 (b) Copyrights Act, 1957, as amended from time to time. You will not, during or at any time after the completion, expiry or termination of this Employment Agreement in any way question or dispute the ownership of the Inventions developed, discovered, prepared, created, conceived or reduced to practice by you, either alone or jointly with others, during the course of performance of your duties under this Employment Agreement.

9.6 You may only use the Inventions to perform your duties under this Employment Agreement. You agree not to use the Inventions for your own gain. Further, you agree to not disclose any Inventions to any third party without the express written consent of the Company. To the extent any rights considered as moral rights in any jurisdiction cannot be assigned, you hereby forever waive and agree never to assert any and all moral rights that you may have in the Inventions or in respect to any Invention which you may be entitled under the law or any relevant jurisdiction even after termination of your relationship/employment with the Company and undertake to not initiate any legal proceedings to enforce any such moral rights.

9.7 The obligations contained in Part 9 hereof shall continue beyond the termination of your employment and shall be binding upon your heirs, executors, administrators and other legal representatives.

## **PART 10. INJUNCTIVE RELIEF**

10.1 You acknowledge and agree that a breach by you of any of the covenants contained in Parts 8 or 9 hereof would result in irreparable harm to I IPL's business such that I IPL could not adequately be compensated for such harm by a damage award. Accordingly, you agree that in the event of any such breach, in addition to all other remedies available to I IPL at law or in equity, I IPL shall be entitled as a matter of right to obtain from a court of competent jurisdiction such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance with the provisions of Parts 8 or 9 herein and you waive any right to object and consents to the issuance of an injunction or interim injunction prohibiting you from breaching any of the provisions hereof.

## **PART 11. POLICIES AND PROCEDURE MANUAL AND CODE OF CONDUCT**

11.1 You agree to comply with and be bound by the provisions of I IPL's Guide and Code of Business Conduct and Ethics.

11.2 It is understood that I IPL maintains or may maintain certain policies, which may relate to the employment of you. You agree to comply with such policies. It is agreed that the introduction and administration of such policies are within the sole discretion of I IPL. I IPL has the sole discretion to revise/amend any such policies and you agree to abide by such revised/amended policies as may/may not be notified to you. If I IPL introduces, amends or deletes such policies as conditions warrant, such introduction, deletion or amendment does not constitute a breach of this Employment Agreement.

## **PART 12. TERMINATION OF EMPLOYMENT**

12.1 Your employment may be terminated at any time by I IPL:

a) without notice or remuneration in lieu thereof at any time:

- i) for just cause;
- ii) if you are convicted of an indictable criminal offense or become bankrupt;
- iii) if you are guilty of any misconduct which in the reasonable opinion of I IPL could injure the reputation or business of I IPL;
- iv) if you, by reason of illness or mental or physical disability or incapacity, are unable to perform your duties under this as an employee of I IPL for any period of sixty (60) consecutive calendar days; or
- v) if you breach any obligation of yours contained in this Annexure B.

b) otherwise, for convenience, upon notice of 60 days prior notice, in writing or with a payment to you in lieu of notice.

12.2 You may terminate your employment with I IPL at any time by providing I IPL with 60 days prior notice in writing to that effect.

12.3 Upon termination of your employment with I IPL for any reason, you agree that all items in possession of you in respect of I IPL's business including all files, manuals, information, Confidential Information, Inventions and documents and all equipment such as motor vehicles, cameras, tape recorders, office equipment, computers and related equipment shall remain the property of I IPL and you shall personally deliver same promptly to I IPL's office. No photostatic copy, duplication or reproduction of any kind whatsoever shall be made of such files, information or documents without the express written consent of I IPL.

12.4 The payment of the amount required pursuant to sub-paragraph 12.1 (a) if applicable, together with any amounts accrued pursuant to paragraphs 4.1 and 6.1, shall be full and final severance pay and settlement between the parties hereto and the Employee agrees that he will not be entitled to any further compensation or payment of any kind whatsoever.

## **PART 13. GOVERNING LAW**

13.1 This document shall be construed and interpreted in accordance with Indian law and the Courts of Hyderabad shall have exclusive jurisdiction on any matters related thereto.

The terms and conditions as outlined in this Employment Agreement are subject to the terms and conditions of the Employee guide. The guide shall prevail in case of any inconsistency between this Employment Agreement and Employee guide. The Company can change the terms and conditions in the employee guide at any time without notice and the latest employee guide shall prevail over previous sessions.

## **PART 14. OTHER TERMS**



14.1 Non-Disparagement:

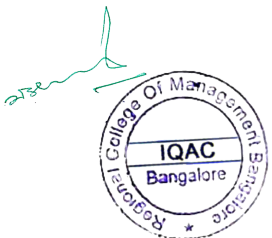
a) Upon cessation of your employment with IIPL, you shall refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of IIPL or its affiliates, publicly or otherwise, except as allowed or required by law. You shall also refrain from suggesting to anyone that any written or oral statements concerning IIPL or its affiliates, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.

b) You understand that nothing in this Employment Agreement shall in any way limit or prohibit you from engaging for a lawful purpose in any Protected Activity. For purposes of this Employment Agreement, "Protected Activity" shall mean filing a charge or complaint, or otherwise communicating, cooperating, or participating with any governmental agency or regulatory body, in accordance with applicable laws.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Aparajita Swain

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



### Annexure C: Sensitive Personal Data or Information (SPDI) Collection Statement

Throughout the course of your employment or service with Invesco India Private Limited ("IIPL"), we may collect certain Sensitive Personal Data or Information ("SPDI") from you.

The purpose of collection of SPDI includes but is not limited to: assessing an individual's qualifications and suitability including state of health for a particular job or task, administering a range of HR processes, provisioning of payroll benefits, record retention process, performance management, staff action on career development, tax-return filing, disclosures as permitted and required by law to assist in regulatory or other investigation or inspection, if any, or internal audit procedure and / or other administrative tasks ("Purposes").

The SPDI that we have collected and may collect from time to time may be used for the Purposes listed above by IIPL and/or may be transferred (whether in or outside of your employing country) to our group, affiliate or associate companies, our third party service providers such as insurers, bankers, administrators and other third party companies engaged in contractual activities on our behalf.

As per IIPL's Employment Data Protection Policy, we reserve the right to retain SPDI of employees, contractors, temporary employees, consultants, interns, trainees, prospective employees or applicants, and former employees when they cease to be employed by us for a period as allowed under applicable laws. Such SPDI may be required for any purposes, residual or ancillary to the above Purposes in relation to a former employee, including, but not limited to; the provision of job references, processing applications for the employment matters relating to retirement benefits and allowing us to fulfill other contractual or statutory obligations. Please note that you have a right to request access to or seek a correction to your SPDI in relation to your employment.

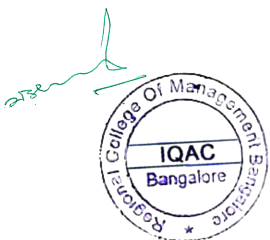
Please visit the intranet for our latest Employment Data Protection Policy should you have any enquiries concerning the SPDI collected, including obtaining copies and/ or seeking any correction. Please note that the Employment Data Protection Policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your acceptance of the Sensitive Personal Data or Information Collection Statement and acknowledge that you have read and agree to the terms of the Employment Data Protection Policy. You have the right to opt-out, in which case, you may contact the Human Resources department

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Aparajita Swain

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure D : Notice to Potential Employees**  
Invesco Limited and its subsidiaries (Invesco)

Invesco, as an investment company, is highly regulated by, and abides by all applicable regulatory requirements of, the Securities and Exchange Commission (SEC). As an individual providing service to Invesco as an employee, you are subject to certain regulations established by the SEC as a condition of providing services to the corporation. This document provides you with an overview of those requirements so you know what to expect in anticipation of working with the organization.

**Financial disclosure:**

Due to potential access to sensitive information and records, you will be subject to disclosure of your personal investment holdings and trading activity as well as those of your immediate family while working with the company. Disclosure and other requirements may include, but may not be limited to, the following:

- a) Disclosure of direct or indirect beneficial ownership of securities held now or in the future;
- b) Clearance by Invesco before engaging in certain personal securities transactions;
- c) Reporting of certain personal securities transactions to Invesco;
- d) Restrictions on engaging in personal securities transactions or holding securities issued during an initial public offering;
- e) Restrictions on and disclosures regarding personal securities transactions involving the purchase or sale of unregistered or restricted securities;
- f) Restrictions on engaging in personal securities transactions in certain securities during certain periods of time; and
- g) Holding demat and trading accounts with an approved broker only.

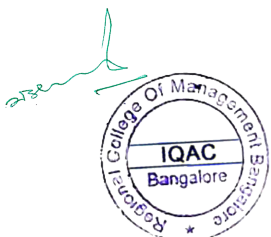
IIPL's Compliance department will contact you shortly after you begin your assignment regarding disclosure requirements and pre-clearance of personal trades (if applicable).

*Compliance with these requirements is a condition to any working relationship with Invesco, but does not guarantee a continued working relationship. All individuals work with Invesco on an at-will basis unless another status is agreed in writing with an authorized Invesco representative. Thank you for your cooperation and efforts toward maintaining Invesco as an organization that demonstrates the highest of ethical standards and behaviors in all of its business responsibilities.*

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Aparajita Swain

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





### Annexure E: Transportation

In line with regulatory requirement and prevailing Invesco policy, Invesco provides door to door transport where applicable, for employees.

Employees whose login and log-out falls in between 7pm-7am can opt for company-provided transport facility, provided the following conditions are met:

- (I) Transport service is provided to employees who resides within 30kms radius from IIPL Office location.
- (II) It is intended that the maximum journey time should not be more than 120 minutes (one way). The calculated time is based on normal traffic conditions.

One of the prerequisites to making the Invesco offer was your proximity of residence to the Invesco office location. If you are unable to reside within the radius of Invesco Transport eligibility, during your tenure at IIPL, IIPL shall be entitled to take such necessary steps as may be required including

- (I) Ceasing the transportation facility
- (II) Termination of your employment with Invesco.

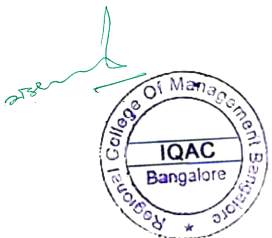
You are required to make yourself familiar with the Invesco Transport policy by reading the policy available on Intranet. More details can be obtained by contacting your Facilities Services department. Please note that the Invesco Transport policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your understanding and acceptance of the above.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Aparajita Swain

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

April 10, 2021

**Arjun H R**  
RCM, Bangalore

Dear Arjun H R

**JM Financial Products Limited** (the "Firm") is pleased to offer you an employment in the Firm as a **Management Trainee** on the following terms and conditions:

**1. Date of Joining**

You shall join the services of the Firm latest by April 10, 2021. However, this is subject to the Firm receiving satisfactory references, your previous Company's relieving letter and on you being certified medically fit by the Firm appointed doctor, failing which this Contract shall stand cancelled and will hence be null and void.

**2. Probation**

You will be on a probation period of 12 months from the date of your joining which may be extended at the discretion of the Management. Your services in the Firm may be confirmed in writing on successful completion of the probation period. During the period of your probation, either party can terminate your services by giving 7 days' notice in writing to the other party. However, the Firm reserves the right to terminate your services without giving any notice in writing or otherwise to you during such probation period.

Upon your joining the Firm may at its own discretion, hire any Agency to verify inter alia, the information and documents furnished by you. Should there be any discrepancy in the information gathered by the Agency from the information and documents provided by you, the Firm may at its own discretion terminate your employment immediately without any notice or salary in lieu thereof.

**3. Compensation**

In consideration for the services to be rendered by you, the Firm shall pay you the following annual Base Salary.

**Basic:** Rs. 2,16,000/- (Rupees Two Lakh Sixteen Thousand only)

**House Rent Allowance:** Rs. 1,29,600/- (Rupees One Lakh Twenty Nine Thousand Six Hundred only)

**Supplementary Allowance:** Rs. 65,280/- (Rupees Sixty Five Thousand Two Hundred Eighty only)

**Advance Statutory Bonus:** Rs. 43,200/- (Rupees Forty Three Thousand Two Hundred only)

You are also entitled to Provident Fund, Gratuity and other benefits in accordance with the Firm's policies in effect, and as amended from time to time.

You will be entitled to receive Incentive under the Incentive Scheme applicable to you as per the Company's policy. The same is at the sole discretion of the Management and will be reviewed for change from time to time.

The Incentive amount earned shall be payable quarterly provided you are employed on the Firm's payroll and not resigned or serving notice period as on the date of Incentive payout.

**4. Group Insurance Benefit**

You will be covered under Group Insurance policies of the Firm, as/if applicable to all employees from time to time.

**5. Leave**

You shall be entitled to a maximum leave of 23 working days for the period April 1st to March 31st as per the Firm's policy. The Firm reserves the right to amend the policy from time to time.

**Strictly Confidential**

**JM Financial Products Limited**

Corporate Identity Number: U74140MH1984PLC033397

**Regd. Office:** 7th Floor, Cnergy, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025

T: +91 22 6630 3030 F: +91 22 6630 3344 [www.jmfinancialproducts.com](http://www.jmfinancialproducts.com)

Page 1 of 4

You will not be eligible for leave during your probation period (except in unavoidable cases such as illness or emergencies). If you resign from employment or your services are terminated by the Firm, while still on probation, all leaves availed will be treated as leave without pay and recovered at the time of final settlement.

#### **6. Transfer**

Your services are subject to transfer to another department/ division of the Firm or to the Firm's holding or subsidiary company or any associate/affiliate/joint venture falling within the JM Financial Group that are in existence today and that may come into existence any time in future anywhere in India or abroad.

#### **7. Hours of Work**

Your working days will be Tuesday to Sunday. Your normal working hours will be communicated by your respective Reporting Manager. At the sole discretion of the Management, you may be asked to work beyond the normal working hours and also on weekends or holidays.

#### **8. Termination**

Upon Confirmation, your services can be terminated by either party by giving one month's notice in writing to the other. The Firm reserves the right to enforce or waive all or part of the notice period at its sole discretion. Should the Firm decide to waive the notice period upon your request, you shall not be entitled to receive any further compensation beyond your last day of work in the office. In the event of termination of services by the Firm without notice your termination shall become effective immediately upon the Firm paying you one month's Base salary in lieu of the notice. However, your services may be terminated by the Firm without any notice or Base salary in lieu thereof in case of any non-compliance or breach or violation by you of the Firm's Code of Conduct or other policies and procedures for the time being in force. Further, the Firm may require you not to begin alternative employment or conduct other business for the duration of your contractual notice period. However, during such period, the Firm will continue to maintain your salary and other contractual benefits.

Upon your resignation or termination of your services, the Firm may require you to sign such documents/ letters to safeguard its interests and the intellectual property rights and confidentiality of the information gathered by you during the course of your employment. You shall not, upon leaving the employment with the Firm, make any attempt or endeavor to directly or indirectly encourage/assist/solicit other employees of the Firm to join you in your new assignment or any other employment.

In the event of uninformed absence from work for 7 working days or more, without intimating your immediate supervisor or respective HR Business Partner, would state that you have no intention to continue with your services and the Firm has all rights to consider this as abandonment of your services with immediate effect, without giving any notice or salary in lieu of the notice.

#### **9. Employee Hand Book and Code of Conduct**

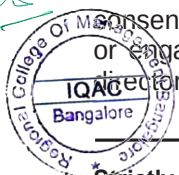
Your service conditions / conduct are also governed by the Human Resource Policies and other related matters enshrined in the Employee Hand Book and the Firm's Code of Conduct. You are required to strictly adhere to the Firm's Code of Conduct. The Code of Conduct sets out the Firm's compliance policies and the standards of conduct required of you as an employee of the Firm.

On the day of your joining the Firm, you will receive a copy each of the Employee Handbook and the Firm's Code of Conduct. You shall be required to carefully read, understand and sign the acknowledgement form of both these documents and return the same to the Human Resources department. You hereby undertake to abide by at all times the Firm's Code of Conduct as amended from time to time.

#### **10. Engagement in other Business Activities**

You acknowledge that you shall devote your whole time and attention to the services of the Firm during the term of your employment.

For this reason, during the term of your employment, you must not (without the Firm's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other entity or organization (whether as an employee, officer, director, agent, partner, consultant or otherwise).



**11. Intellectual Property**

You acknowledge that all materials you create in the course of your employment (regardless of the form they take) will belong to the Firm so that the Firm is considered their author or producer. If, for any reason, you are considered the author or producer of these materials, you hereby assign to the Firm all right, title and interest you may have in them. You shall not be entitled to utilize such materials after you leave the employment with the Firm. You hereby expressly acknowledge and declare that the Firm would always continue to be the author and owner of all such materials copyrights, properties, etc. You shall before leaving the employment of the Firm arrange to give a proper handover all such documents that are in your custody to a person nominated by the Firm and also of the charge of assignments last handled by you.

**12. Confidentiality**

You agree that the terms and conditions governing your employment are strictly confidential. Any disclosure of these terms and conditions to any third party (including other employees of the Firm or any employees of the associate/group entities of the Firm) constitutes a breach of the terms of your employment.

You also acknowledge that the information you acquire about the business of the Firm and any of the associate/group companies in the course of your employment with the Firm is highly confidential. You agree, during the term of your employment hereunder and thereafter not to use such information for any purpose other than for the sole benefit of the associate/group companies including the Firm. You further agree and undertake not to disclose any information to any third party without the prior written consent of the Firm.

By signing and accepting this offer letter you expressly acknowledge that you have understood the terms of your employment contract. Your employment is liable to be terminated for the breach of any of the terms and conditions contained in this contract. Further, the Firm reserves the right to initiate such legal action against you as it may think appropriate.

This letter constitutes the written terms and conditions governing your Contract of employment with the Firm.

You are requested to return a copy of this letter duly signed by you, in acknowledgment of your acceptance of the terms and conditions governing the contract.

We look forward to welcoming you.

Sincerely,



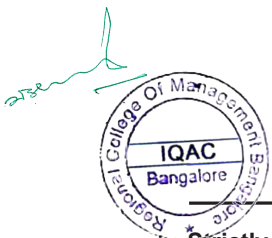
Terence Raphael  
**Authorized Signatory**

I have read and understood the contents of offer letter as above. I acknowledge that the contents of this letter constitute my Contract of employment. I undertake and declare that I shall abide by the terms of my employment with the Firm. I will join the Services of the Firm on \_\_\_\_\_.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date : \_\_\_\_\_ at \_\_\_\_\_



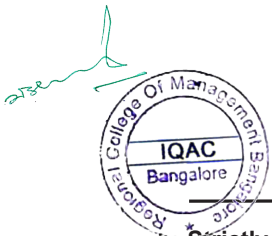
### JM Financial Products Limited

<b>Name:</b>	Arjun H R
<b>Designation:</b>	Management Trainee
<b>Department</b>	Sales

Particulars	Monthly (Rs.)	Annual (Rs.)
Basic	18,000	2,16,000
HRA	10,800	1,29,600
Supplementary Allowance	5,440	65,280
Advance Statutory Bonus	3,600	43,200
Employer's Contribution to PF	2,160	25,920
<b>Total Fixed Salary</b>	<b>40,000</b>	<b>4,80,000</b>

Note:
The above amount includes your Travel/Conveyance
<b>Provident Fund</b> - PF mentioned above is Employer's contribution. The same amount will also be deducted from the salary as your contribution towards PF.
<b>Income Tax</b> - The amount stated above is pre- Income & Professional Tax and deductions will be made from salary as per regulations.
Other Benefits
<b>Group Insurance Policy as per Company Policy</b> Mediclaime & Hospitalization Insurance Cover Term Life Insurance Cover Personal Accident Cover
<b>Employee Health Check-up as per Company policy</b>
<b>Gratuity</b> :- Payable as per the Gratuity Act, 1972.

Arjun H R





**KPMG Global Services Private Limited**  
 RMZ Ecoworld  
 2nd Floor, Campus 7  
 Devarabeesanahalli, Outer Ring Road  
 Bangalore 560 103 Karnataka India

Telephone +91 80 6132 6100  
 Internet www.in.kpmg.com/in  
 Email indiawebsite@kpmg.com

Private & Confidential

Date: 11<sup>th</sup> October 2021

To,

Candidate name: Bethala Ravi Varma

College name: Regional College of Management, Bangalore 562164

Congratulations!

We thank you for taking the time to attend the interview process of KPMG Global Services Private Limited (KGS). The Firm is a global delivery centre for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Associate 1 in the Tax business unit at KGS with a total compensation of INR 500,000 PA fixed (Five lakh per annum only).

Your anticipated joining date is between April -June 2022 at Bangalore/Kochi any of our office location. In case you are unable to join the Firm by May-June 2022, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

**This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".**

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

For KPMG Global Services Private Limited (KGS)

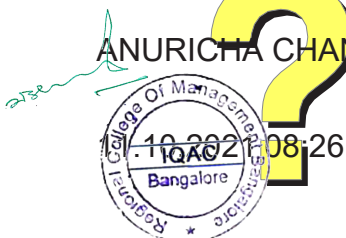
Accepted and Agreed

\_\_\_\_\_  
 Anuricha Chander

Associate Partner

Signature Not Verified

ANURICHA CHANDER



\_\_\_\_\_  
 Name:

Date:

KPMG Global Services Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74140HR2010PTC041413

Registered Office:  
 Building No.10  
 6th Floor, Tower C  
 DLF Cyber City, Phase II  
 Gurugram - 122 002, Haryana  
 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore



**KPMG Global Services Private Limited**  
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 Devarabeesanahalli, Outer Ring Road  
 Bangalore 560 103 Karnataka India

Telephone +91 80 6132 6100  
 Internet www.in.kpmg.com/in  
 Email indiawebsite@kpmg.com

**Authorization:**

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to KGS to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

**No binding obligation:**

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

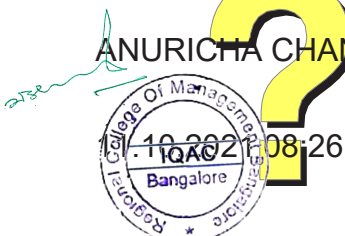
Name:

Date:

Please enclose self-attested Aadhar card and Pan Card (if available)

Signature Not Verified

ANURICHA CHANDER



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 Internet www.in.kpmg.com/in  
 Email indiawebsite@kpmg.com

Private & Confidential

Date: 11<sup>th</sup> October 2021

To,

Candidate name: Bhimoreddy Divya

College name: Regional College of Management, Bangalore 562164

Congratulations!

We thank you for taking the time to attend the interview process of KPMG Global Services Private Limited (KGS). The Firm is a global delivery centre for KPMG Member Firms across the globe.

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**This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".**

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

For KPMG Global Services Private Limited (KGS)

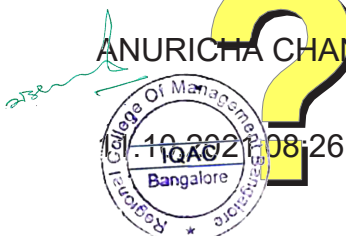
Accepted and Agreed

\_\_\_\_\_  
 Anuricha Chander

Associate Partner

Signature Not Verified

ANURICHA CHANDER



\_\_\_\_\_  
 Name:

Date:

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\_\_\_\_\_  
 DIRECTOR  
 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore





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 Email indiawebsite@kpmg.com

**Authorization:**

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to KGS to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

**No binding obligation:**

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

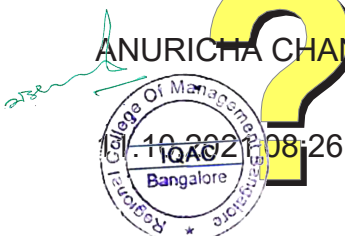
Name:

Date:

Please enclose self-attested Aadhar card and Pan Card (if available)

Signature Not Verified

ANURICHA CHANDER



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 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore



**2nd Mar 2021**

**Braj Bhusan Choudhury**  
**Regional College of Management, Bangalore 562164**

**Subject: Employment offer for the post of Associate - Business Development**

Dear Braj Bhusan Choudhury

We are delighted to offer you a position with **Leverage Ed-Tech Private Limited** (the “Company”), at our Delhi office as **Associate - Business Development**. This letter describes the basic terms of the offer subjected to a mutual agreement on the terms stated below.

This offer stands contingent on a background check and validation of the information provided by you during the interview or any other process related to your employment with the Company.

#### **Employment Start Date**

You are required to commence employment with the Company on **March 8th, 2021** (the “Joining Date”). You will be on probation for a period of three months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or maybe reduced with either earlier or on completion or thereafter till confirmation. Your services are liable to be terminated without any notice during the initial or extended period of probation. In case you decide to leave the company during this period, you will have to give a notice of 15 days to the company.

#### **Employment Benefits and Compensation**

Your annual CTC will be **Rs. 6,60,000/- (Six Lakh Sixty Thousand Only)** per annum

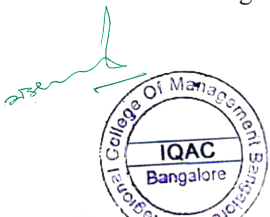
.1) Your **Fixed CTC** will be **Rs. 3,60,000/- (Three Lakh Sixty Thousand Only)** per annum.

Basic Amount	HRA Amount	Special Allowance	Gross Salary	Employer PF	Net Salary (Pre Tax)	Employee PF	Monthly CTC	CTC
15,000	7,500	5,700	28,200	1,800	26,400	1,800	30,000	3,60,000

2) **Variable:** Incentive up to **3,00,000/- (Three lakh Only)** per annum **(based on performance)**.

#### **Leave/Holidays**

You are entitled to a casual leave of 7 days. You are entitled to 7 working days of paid sick leave. You are entitled to 15 days of earned leave as per the leave policy of the company. The Company shall notify a list of declared holidays at the beginning of each year.



## **Employment Agreement, Confidentiality of Proprietary Information, and Non-Disclosure Agreement**

The employee's duties may be reasonably modified at the Company's discretion from time to time. The employee will be required to work full time with the Company and during this employment, will not engage in any other business activity, regardless of whether that activity is pursued profit, gain, or any other monetary advantage. The employee is also prohibited from investing in any other competing business. The employee will be required, during, and after the term of this employment, not to reveal any confidential information or trade secrets to any person, firm, corporation, or entity. In case of breach of this condition, the Company can take action against the employee, which may be disciplinary or legal in nature.

For a period of 6 (Six) months after the Termination of Employment with the Company, you shall not, directly or indirectly, engage or get employed in a business similar to that of the Company. If in case, you discontinue your association with the Company, you shall not directly or indirectly, solicit or attempt in any manner to solicit, any business from any existing customer/ client of the Company or employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Company.

If the terms stated above are acceptable to you, please return a copy of this document signed on each page.

### **Termination conditions**

Your appointment can be terminated by the Company, without any reason, by giving you not less than 30 days prior notice in writing or salary in lieu thereof. You may terminate your employment with the Company, without any cause, by giving no less than 60 days prior notice or salary for an unsaved period, left after adjustment of pending leaves, as on date.

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

### **Documents required**

On the day of your joining please bring the following documents to help us get you onboard quickly.

1. Relieving certificate from the previous employer, if any
2. The Last three-month payslips received from the previous employer if any
3. Form 16 (TDS Certificate), if any
4. 10th mark sheet, 12th mark sheet, Graduation mark sheet, Post Graduation mark sheet, Additional Qualification documents
5. Three passport size photo
6. Identity Proof (PAN Card, DL, Passport, Aadhar Card, etc.)

If you have any queries or need assistance regarding your joining, please contact HR at [hr@leverageedu.com](mailto:hr@leverageedu.com).

We are excited about the possibility of you joining us and look forward to a mutually beneficial working relationship.



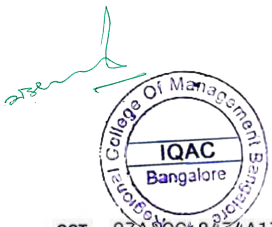
Yours Sincerely,  
**For Leverage ED-Tech Private Limited**

**Akshay Chaturvedi**  
**(Founder & CEO)**

**Employee acceptance:**

**I accept employment with the Leverage ED-Tech Private Limited under the terms described in this letter:**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_**

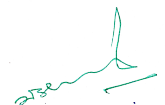


GST 07AFCCL8474A1ZL

+91 8826 200 293

19/47, Old Rajinder Nagar, New Delhi- 110060

CIN U80900DL2015PTC279331



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
info@leverageedu.com  
Devanahalli, Bangalore

Dear Chaitra.R

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are **Rs. 150,000 /- p.a**)



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

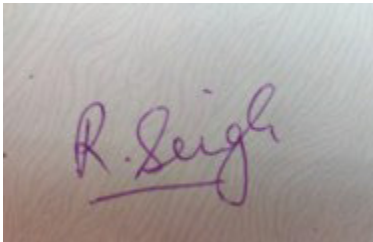
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2022.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

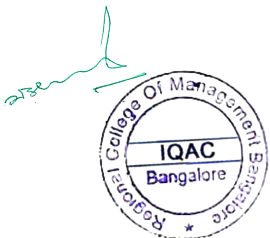


**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

July 4th, 2021

Dear **Chekka Praveen Kumar Yadav Th.**

Congratulations! Linking Spaces Technologies Pvt. Ltd. is pleased to extend you this offer.

We are confident that you will be a great addition to our team and look forward to working with you. While you will be contributing to the success of this company, the company will be committed towards your personal and professional growth. We recognize and reward sincerity, hard work and performance, and hope that you will do your best.

**Position/Role:** Trainee - Relationship Manager / Tele-counselor  
**Remuneration (Rs.):** Greater than INR 3 Lacs / annum : 3 Lacs (fixed) + Monthly Incentives  
**Date of Joining:** July 7th, 2021  
**Work Timings:** 10:00 am to 6:00 pm (1 week off on weekdays)  
**Reporting Manager:** Vineeth V

#### Probation Period

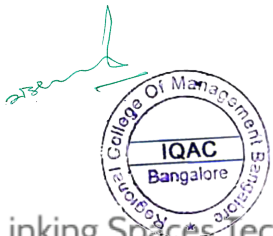
You shall be on probation for a period of 3 months, including the first 2 months' training period, from the effective start date of your employment with the Company. The company may, in its sole discretion, at any time extend this period of probation for an additional specified period, upon notice to you. Your employment with us will be confirmed upon the satisfactory performance and completion of the probation period. Notwithstanding anything contained herein, during your probation period, the company may terminate your employment in a day's notice and with or without stating any reason whatsoever.

#### Notice Period

Notice period on termination of services by you will be 60 days. On termination initiated by the company the notice period can be anything between 10 days to 60 days, as decided by the management.

#### Confidentiality, Non-Disclosure and Non-Compete Agreement

1. During the period of employment you might receive valuable information pertaining to the Company's new businesses and process, which should not be disclosed to any other third party without the prior permission of Management.
2. All the research done and data generated including that of the client database is the sole property of the Organization. Unauthorized storing, copying, deleting or transmitting (digital/non-digital) of any such information is strictly prohibited and will constitute a legal offense.
3. Commitments & Dealings: You will not enter into any commitments or dealing on behalf of a Company for which you have no expressed authority.
4. Singularity of Service: You will not, without previous written permission, carry on any business, full time or part time, in any capacity, or be employed by, any other firm, company or person.



**Leaves and other related details:**

- Weekends ( i.e Saturday & Sundays) are working days. They are usually the busiest.
- No provision of Work from home for Level I and II.
- First 3 months mandatory probation period with only 1 paid leave allowed in each month.
- 6 days/week office for Level I and II.
- 5 days/week office for Level III and beyond and 1 day WFH
- Total 36 days paid leaves in a year.

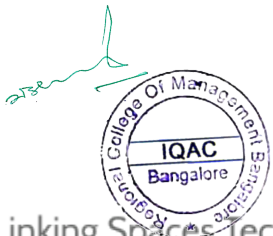
Please sign the enclosed copy of this letter and revert back with its scan by tomorrow, to indicate your acceptance of this offer.

With Best Wishes,

Vineeth  
General Manager  
Linking Spaces Technologies Pvt. Ltd

I, Chekka Praveen Kumar Yadav Th. signing below, to confirm my acceptance to the above position, offer and all the terms of engagement,

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





July 4th, 2021

Dear **Darisi Venkata Satya Lakshmi Manasa**

Congratulations! Linking Spaces Technologies Pvt. Ltd. is pleased to extend you this offer.

We are confident that you will be a great addition to our team and look forward to working with you. While you will be contributing to the success of this company, the company will be committed towards your personal and professional growth. We recognize and reward sincerity, hard work and performance, and hope that you will do your best.

**Position/Role:** Trainee - Relationship Manager / Tele-counselor  
**Remuneration (Rs.):** Greater than INR 3 Lacs / annum : 3 Lacs (fixed) + Monthly Incentives  
**Date of Joining:** July 7th, 2021  
**Work Timings:** 10:00 am to 6:00 pm (1 week off on weekdays)  
**Reporting Manager:** Vineeth V

#### Probation Period

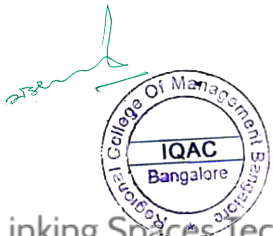
You shall be on probation for a period of 3 months, including the first 2 months' training period, from the effective start date of your employment with the Company. The company may, in its sole discretion, at any time extend this period of probation for an additional specified period, upon notice to you. Your employment with us will be confirmed upon the satisfactory performance and completion of the probation period. Notwithstanding anything contained herein, during your probation period, the company may terminate your employment in a day's notice and with or without stating any reason whatsoever.

#### Notice Period

Notice period on termination of services by you will be 60 days. On termination initiated by the company the notice period can be anything between 10 days to 60 days, as decided by the management.

#### Confidentiality, Non-Disclosure and Non-Compete Agreement

1. During the period of employment you might receive valuable information pertaining to the Company's new businesses and process, which should not be disclosed to any other third party without the prior permission of Management.
2. All the research done and data generated including that of the client database is the sole property of the Organization. Unauthorized storing, copying, deleting or transmitting (digital/non-digital) of any such information is strictly prohibited and will constitute a legal offense.
3. Commitments & Dealings: You will not enter into any commitments or dealing on behalf of a Company for which you have no expressed authority.
4. Singularity of Service: You will not, without previous written permission, carry on any business, full time or part time, in any capacity, or be employed by, any other firm, company or person.



**Leaves and other related details:**

- Weekends ( i.e Saturday & Sundays) are working days. They are usually the busiest.
- No provision of Work from home for Level I and II.
- First 3 months mandatory probation period with only 1 paid leave allowed in each month.
- 6 days/week office for Level I and II.
- 5 days/week office for Level III and beyond and 1 day WFH
- Total 36 days paid leaves in a year.

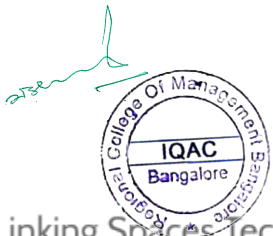
Please sign the enclosed copy of this letter and revert back with its scan by tomorrow, to indicate your acceptance of this offer.

With Best Wishes,

Vineeth  
General Manager  
Linking Spaces Technologies Pvt. Ltd

I, Darisi Venkata Satya Lakshmi Manasa signing below, to confirm my acceptance to the above position, offer and all the terms of engagement,

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





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BFS031407-6707960

Date: April 30, 2021

Dasari Hemasundar Reddy  
Bangalore

Dear Dasari Hemasundar Reddy

**Sub: Appointment letter**

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

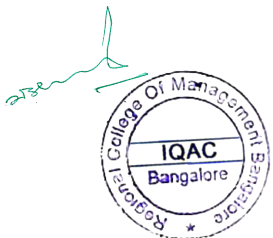
**TERMS AND CONDITIONS**

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be **India>Bangalore>Bangalore Surya Park IN - Office**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.
5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.
6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.
7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.
8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

**Genpact India Private Limited**

**CIN: U73100DL2005PTC307363**

**Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001**



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

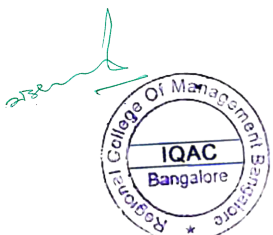
13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.



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Devanahalli, Bangalore



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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **May 29, 2021**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

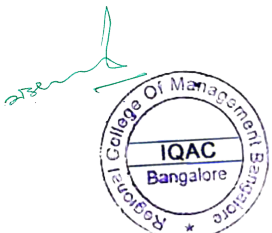
Accepted and Agreed

\_\_\_\_\_  
Dasari Hemasundar Reddy

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Devanahalli, Bangalore

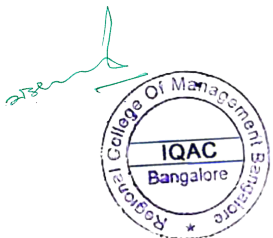


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### Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
  2. If already a member of a provident fund (PF) scheme with previous employer, then;
    - a. Employer's name
    - b. Provident Fund account number from your previous employer
    - c. Universal account number provided by your previous employer
    - d. Employee Pension number provided by your previous employerOR
    - e. Date of joining & leaving from previous employer
    - f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
  3. Below mentioned KYC (Know Your Customer) Documents
    - a. Copy of PAN
    - b. Copy of Aadhaar Card.
    - c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
  4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC ( Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
    - a. 3 Post card size (4X7) photographs of yourselfOr
    - b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- \*Please check the company policy for the applicable limit
5. 4 recent Passport size Photograph
    - a. One for Genpact ID card
    - b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
    - c. Two for PAN card application if you do not have one



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Devanahalli, Bangalore



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**ANNEXURE - II**  
**COMPENSATION DETAILS**

<b>NAME</b>	Dasari Hemasundar Reddy
<b>BAND</b>	5B
<b>DESIGNATION</b>	Senior Associate
<b>LOCATION</b>	India>Bangalore>Bangalore Surya Park IN - Office
<b>COMPONENTS</b>	<b>AMOUNT (PER ANNUM)</b>
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
<b>FIXED PAY</b>	<b>350,000.00</b>
<b>ANNUAL PERFORMANCE BONUS*(APB)</b>	<b>7200</b>
<b>PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**</b>	<b>AMOUNT (PER ANNUM)</b>
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
<b>Total Earning Potential</b>	<b>Amount (Per Annum)</b>
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
<b>Benefits</b>	<b>Amount (Per Annum)</b>
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

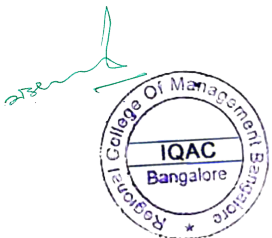
Accepted and Agreed

Dasari Hemasundar Reddy

Genpact India Private Limited

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Devanahalli, Bangalore



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Company Contribution ESIC	As per Act
Gratuity	12,260.00
<b>Other Attractions</b>	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

**Notes:**

\* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB). An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

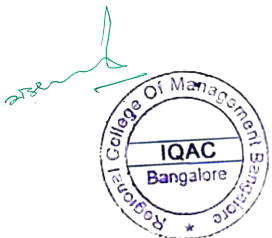
\*\*Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year. You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act, 1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

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Devanahalli, Bangalore





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Dear **Dasari Hemasundar Reddy**  
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated April 30, 2021  
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal\*
- Copy of self-attested cancelled cheque (\*\*if you are eligible for ESIC enrolment as per government norms)
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (\*\*IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

\* SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.

\*\*The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.  
if your CTC is more than 2.6 lakhs. you may ignore the same.

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. [Click Here](#)

Wishing you all the best!

**Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date**

Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,  
Genpact Hiring Team

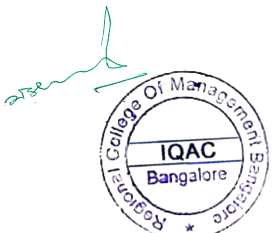
**Accepted and Agreed**

**Dasari Hemasundar Reddy**

**Genpact India Private Limited**

**CIN: U73100DL2005PTC307363**

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DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Date: 20 June, 2021

**Subject: Offer of Employment**

Dear Godavarthi N S R K S S Hemanth

Hearvest Congratulations to you!

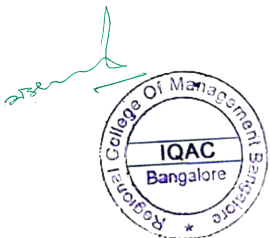
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

**Sushil Chander**  
**Vice President – Human Resources**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**Annexure 1**

**Date:** 20 June, 2021

**Name:** Godavarthi N S R K S S Hemanth

**Designation:** Executive Trainee

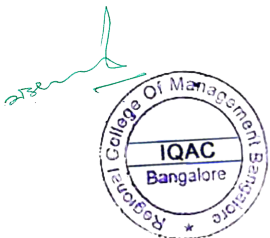
**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000

Mediclaim: INR2,00,000 for self and dependents



Dear Gollapudi Sai Krupa

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

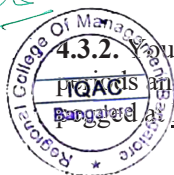
4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are **Rs. 150,000 /- p.a**)



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

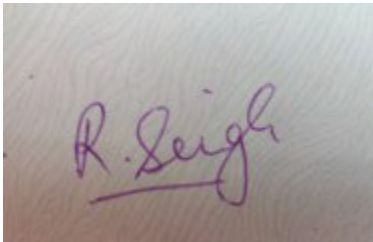
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2022.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

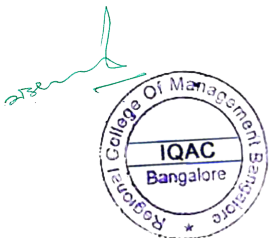


**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Gourab Mukherjee  
Regional College of Management  
Bengaluru 562164

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**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower

Divyasree Orion

SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032

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Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

March 26, 2021

Dear Gourab Mukherjee

Congratulations! We are pleased to offer you the position of Trainee, NATA for Invesco India Pvt. Ltd. ('I IPL or Invesco') effective July 19, 2021. This position will be located in our office at DivyaSree Orion, Survey No. 66/1, Ranga Reddy District, Hyderabad 500 032. People are the foundation of our success and we believe you possess the experience, capability and talent to help us further build our organization into one of the preeminent leaders in the investment community. Speaking not only for myself, but for my colleagues as well, we look forward to the opportunity of working with you to achieve our collective objectives.

The terms and conditions of your employment with I IPL are set forth below, which, together with Annexure A (Compensation), Annexure B (Additional Terms and Conditions of Employment), Annexure C (Sensitive Personal Data or Information Collection Statement), Annexure D (Notice) and Annexure E attachment hereto and incorporated herein, shall constitute the entire agreement between you and I IPL regarding your employment with I IPL (collectively, the "Agreement"). If the terms and conditions of the Agreement meet with your approval, please evidence your acceptance of such by signing where indicated below. The terms of this offer letter, Annexure A, Annexure B, Annexure C, Annexure D, and Annexure E are collectively referred to as "Employment Agreement".

This offer and your services are contingent upon the satisfactory background investigations including employment history. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be solely for the Company's use and confidential, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company. At your request, we understand that no background check with your present employer will be initiated by us prior to expiry of 7 days of your accepting the offer letter.

### **Compensation**

#### *Annual CTC*

You will receive an annual CTC of Rs 3,30,000 . For further details, please refer to Annexure A hereof.

#### *Discretionary Bonus Program*

In addition, you will be eligible for Invesco's annual discretionary bonus program. Your target bonus range will be between 0% – 10% of your annual CTC. Your actual bonus award will be based upon company and individual performance and subject to applicable policies of company from time to time. Any incentive or performance bonus paid by the Company to the employee shall be inclusive of the statutory annual bonus, if, where and when, the same may become payable by the Company to the employee.

### **Relocation Expenses:**

Domestic Relocation (e.g., within India only) expense will be reimbursed if you are relocating from a location that is more than 150 Kms away from Invesco Office Location. This is a onetime payment at the time of hiring and you must provide Invesco with documents acceptable to Invesco documenting the relocation expense. Relocation allowance must be repaid to Invesco within 30 days should your employment with Invesco be terminated for any reason, save for death, permanent disability or involuntary reduction in force within twelve months from your actual start date with Invesco. Such repayment may be made by Invesco

deducting relocation amounts from your final paycheck. Below are the details on relocation:

Level / Title	Eligible Amount
Trainee	INR 2,50,000

Note: You can utilize the allocated relocation budget against any of below Service stack (Travel, Transit Stay, Movement of Goods, Miscellaneous Expenses, Brokerage Charges, Bike/ Car Movement, Bike/ Car registration and Local Travel). However, the reimbursement amount should be within the overall relocation budget. All the reimbursement will be paid on the actuals. You must submit dully filled and signed reimbursement form along with original bill containing Vendor GST Number and payments receipts for availing the reimbursement.

Please refer the attached relocation guide for more details

**Miscellaneous**

*Annual Leave*

Your annual leave will be communicated to you separately and will not be less than 30 working days in each full year and pro-rata in any part of a year.

Leave encashment would be paid as per the prevailing policy of I IPL at the time of your cessation of employment. The annual leave policy, carry over policy and leave encashment policy can be amended by I IPL at its sole discretion from time to time.

*Termination*

Your employment may be terminated in accordance with the terms and conditions of Part 12 of Annexure B hereto.

Nilotpal Nath, we are excited to welcome you to Invesco!

Sincerely,



Mamata Vegunta  
Director of HR- Hyderabad

**Offer Confirmation and Acceptance**

If you are agreeable to the above terms and all terms and conditions as described in the Annexures to this document and Invesco (India) Private Limited Employee Guide, please sign this letter and return to Gayathri Santhoshi (at Santhoshi.Gayathri@invesco.com) by March 29, 2021. Please be sure to retain a copy of this letter for your records.

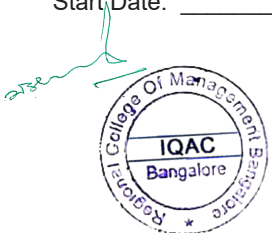
In the event you fail to provide your acceptance of this offer by March 29, 2021, this offer shall stand rescinded.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Gourab Mukherjee

Date: \_\_\_\_\_

Start Date: \_\_\_\_\_



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Gourab Mukherjee  
Regional College of Management  
Bengaluru 562164

**INVESCO (INDIA) PRIVATE LIMITED**  
15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032  
Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

**Annexure A: Compensation Details**

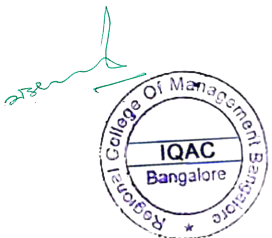
**March 26, 2021**

Name: Gourab Mukherjee  
Job Title: Trainee, NATA

	<b>Annual Compensation (Rupees.)</b>
Basic Salary	99,000
Bonus/ex-gratia	12,000
Special Allowance (Flexible Plan)	1,92,648
Company contribution to Provident Fund	21,600
Gratuity as per Gratuity Act	4,752
<b>Total CTC</b>	<b>3,30,000</b>

Sincerely,

Mamata Vegunta  
Director of HR- Hyderabad



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





Gourab Mukherjee  
Regional College of Management  
Bengaluru 562164

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**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower

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SEZ, Raidurgam, Serilingampally,

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Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

**Annexure B: Additional Terms and Conditions of Employment:**

**PART 1. EMPLOYMENT AND DUTIES**

1.1 You shall perform such duties, assume such responsibilities and carry out such instructions or policies as may be assigned by IIPL from time to time.

1.2 You shall at all times faithfully, diligently and to the best of your abilities perform all duties that may be required of you, and shall devote the whole of your working time, skill, experience, knowledge, labor, energy and attention exclusively to those duties and to the business and affairs of IIPL.

1.3 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you shall not, without first having obtained the written permission of IIPL, either as partner, officer, advisor, consultant, agent, employee, office bearer, contractor or otherwise, (i) be involved or become involved while this Employment Agreement is in effect or engage in any other activities that may conflict with your obligations to the Company; and (ii) carry on, own, manage, operate, join, assist, enable, have an interest in, control or otherwise engage or participate in a business similar to that of the Company or be connected (as a majority shareholder, director, officer, employee, partner, representative, lender, guarantor, distributor or advisor of, or consultant to or otherwise) in any business/ business entity which directly or indirectly is engaged in the business of the Company.

1.4 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you will not, either on your own or on behalf of any other person, firm or IIPL canvass, solicit, attempt to solicit or entice any of IIPL's customers, vendors, clients or any other employee working in IIPL.

1.5 You shall not bind IIPL to any commitment or obligations to third parties (whether in contract, tort or otherwise) without the prior approval of IIPL.

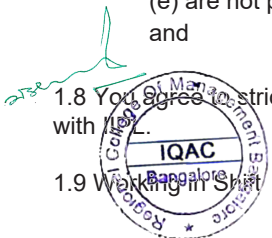
1.6 You shall in the discharge of your duties and in the exercise of your powers, observe, comply and adhere to all such prevailing laws and regulations, policies and procedures as may be applicable to IIPL, from time to time.

1.7 You represent to IIPL that you:

- (a) have the required skills and experience to perform the duties outlined in paragraph 1.2;
  - (b) are mentally and physically fit to perform the duties outlined in paragraph 1.2;
  - (c) are not using any illicit drugs;
  - (d) are not bankrupt;
  - (e) are not party to any agreement or covenant with any third party that may preclude your employment with IIPL;
- and

1.8 You agree to strictly comply with IIPL's HR policy as set out in IIPL's Employee Guide during the course of your employment with IIPL.

1.9 Working in Shift



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

- The normal "regular full-time" work schedule for IIPL is forty (40) working hours, not exceeding forty eight (48) working hours, during each working week.
- Daily and weekly work schedules may be changed from time to time, at the sole discretion of the Company, to meet varying business needs.
- In this regard, an employee is expected to work in any shift in a rotational basis in order to meet the business requirements. This may include working over the weekends / holidays, subject to applicable law.
- All employees are expected to adjust to these changes. Employees will be informed of changes in work schedules as far in advance as possible.
- All benefits contingent to working on shifts are guided by the Shift Allowance policy as described in the Employee Guide.

## **PART 2. TERM OF EMPLOYMENT**

2.1 Once your employment has commenced, it shall continue until terminated as hereinafter provided in Part 12, provided however that Parts 8 and 9, shall remain effective after the termination of employment hereunder.

## **PART 3. TRANSFERS AND PROMOTIONS**

3.1 All transfers and promotions will be considered on an individual basis and in line with IIPL's policy.

3.2 IIPL may, at its discretion, transfer you to any business location of IIPL or its affiliates in accordance with the Employee Guide.

## **PART 4. REMUNERATION**

4.1 For all services rendered by you as an employee of IIPL, you shall be entitled to total remuneration as set forth in Annexure A.

4.2 IIPL reserves the right to deduct from your salary and benefits any sums which you may owe IIPL including, without limitation, any overpayment made to you by IIPL or other deductions authorized or required by law.

4.3 In the event of any alteration of remuneration, being so notified, the alteration shall thereafter have effect as if it were specifically provided for in Annexure A.

4.4 Your remuneration will be reviewed periodically in accordance with the established Company policies.

## **PART 5. BENEFITS**

5.1 IIPL agrees to make available to every employee from the start date, the insurance scheme or insurance cum savings scheme as may be notified by the Government at the rates, stipulated by the Government in the notification either in lump sum every year or in monthly installments as may be prescribed by the Government in the notification from time to time.

## **PART 6. LEAVE**

6.1 You will be eligible to receive the annual leave in each full year (January to December) and pro-rata in any part of a year, in accordance with the Company policy.

6.2 Your leave entitlement shall be pro-rated for the years in which your employment with IIPL begins and terminates.

6.3 IIPL shall comply with regulatory requirements when authorizing leaves of absence for you due to medical conditions, pregnancy, childbirth, civic duties, or personal situations.

6.4 You shall request approval from your supervisor prior to taking leave.

## **PART 7. REIMBURSEMENT OF EXPENSES**

7.1 IIPL shall reimburse you for all authorized travel and other expenses actually and properly incurred in connection with your duties as an employee of IIPL in accordance with IIPL's travel and entertainment policy.

7.2 You shall provide any expense information requested by IIPL together with an itemize expense account and receipts showing expenses actually expended under paragraph 7.1.

## **PART 8. CONFIDENTIAL INFORMATION**

8.1 As used herein, the term "Confidential Information" means information disclosed to, used by, developed by, or known to you in the course of your employment with I IPL, which is not generally known by persons outside I IPL's employment including, but not limited to, information pertaining to I IPL's and/or its affiliates' trade secrets, client information, marketing methods or strategies, personnel, sources or methods of financial position, pricing, bid proposal features, methods merchandising, interest rates, sales, customer and vendor lists, Inventions (as defined below), routines, policies and business procedures, including those outlined in I IPL's Employee Guide (if any).

8.2 You acknowledge that you shall have access to and be entrusted with Confidential Information in the course of your employment with I IPL, and that I IPL's business would be irreparably harmed if such Confidential Information were disclosed to, or used by, any persons outside I IPL's employment.

8.3 You acknowledge and agree that the right to maintain the absolute confidentiality of its Confidential Information is a proprietary right, which I IPL is entitled to protect.

8.4 You undertake, covenant and agree that you will not, during the term of your employment with I IPL or at any time thereafter, directly or indirectly, by any means whatsoever, divulge, furnish, provide access to, or use for any purpose other than the purposes authorized by I IPL, any of I IPL's Confidential Information, except if (i) it is required by law or any regulatory or government authority but only after giving reasonable notice to enable I IPL to limit such disclosure to the extent possible under law; (ii) it is considered necessary by you to disclose the Confidential Information to your professional advisers, auditors and bankers provided that he does so on terms protecting the Confidential Information which are at least as stringent as those specified herein; or (iii) I IPL has given its consent in writing in relation to such disclosure.

## **PART 9. INVENTIONS**

9.1 As used herein, "Invention" means and includes any invention, improvement, method, process, advertisement, concept, system, apparatus, design or computer program or software, system or database or copyrights, patents, trademarks and designs (whether registered or unregistered), trade secrets or know how.

9.2 You acknowledge and agree that every Invention which you may, at any time during the term of your employment with I IPL or its affiliates, make, devise, develop or conceive, individually or jointly with others, whether during I IPL's business hours or otherwise, and which relates in any manner to I IPL's business or which may be useful to I IPL in connection with I IPL's business shall belong to, and be the exclusive property of I IPL, and you will make full and prompt disclosure to I IPL of every such Invention.

9.3 You undertake to assign to I IPL, or its nominee, every such Invention and to execute all assignments or other instruments and to do any other things necessary and proper to confirm I IPL's right and title in and to every such Invention. You further undertake to perform all proper acts within your power necessary or desired by I IPL to obtain letters patented in the name of I IPL and at I IPL's expense for every such Invention in whatever countries I IPL may desire, without payment by I IPL to You of any royalty, license fee, price or additional compensation. To the extent that such assignment of the rights in the Inventions from you to the Company is held unenforceable under applicable law for any reason, you agree to irrevocably grant a worldwide, enterprise-wide, perpetual, unlimited right and license in the Inventions, to use modify, improve, interpret, compile, recompile and further assign such rights provided in the Inventions for any purpose of the Company and without identifying or seeking your consent.

9.4 You further agree and acknowledge that even if I IPL does not exercise any of the rights in any of the assigned Inventions for more than a period of 1 (one) year, such assignment of, and license to, the rights in such assigned Inventions will not lapse and such rights will not revert pursuant to Section 19(4) of the Copyright Act, 1957.

9.5 You agree that, all duties and responsibilities provided by you under this Employment Agreement are specially ordered or commissioned by the Company for its sole and exclusive use and shall constitute 'work for hire' at the instance of the Company in accordance with Section 17 (b) Copyrights Act, 1957, as amended from time to time. You will not, during or at any time after the completion, expiry or termination of this Employment Agreement in any way question or dispute the ownership of the Inventions developed, discovered, prepared, created, conceived or reduced to practice by you, either alone or jointly with others, during the course of performance of your duties under this Employment Agreement.

9.6 You may only use the Inventions to perform your duties under this Employment Agreement. You agree not to use the Inventions for your own gain. Further, you agree to not disclose any Inventions to any third party without the express written consent of the Company. To the extent any rights considered as moral rights in any jurisdiction cannot be assigned, you hereby forever waive and agree never to assert any and all moral rights that you may have in the Inventions or in respect to any Invention which you may be entitled under the law or any relevant jurisdiction even after termination of your relationship/employment with the Company and undertake to not initiate any legal proceedings to enforce any such moral rights.

9.7 The obligations contained in Part 9 hereof shall continue beyond the termination of your employment and shall be binding upon your heirs, executors, administrators and other legal representatives.

## **PART 10. INJUNCTIVE RELIEF**

10.1 You acknowledge and agree that a breach by you of any of the covenants contained in Parts 8 or 9 hereof would result in irreparable harm to I IPL's business such that I IPL could not adequately be compensated for such harm by a damage award. Accordingly, you agree that in the event of any such breach, in addition to all other remedies available to I IPL at law or in equity, I IPL shall be entitled as a matter of right to obtain from a court of competent jurisdiction such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance with the provisions of Parts 8 or 9 herein and you waive any right to object and consents to the issuance of an injunction or interim injunction prohibiting you from breaching any of the provisions hereof.

## **PART 11. POLICIES AND PROCEDURE MANUAL AND CODE OF CONDUCT**

11.1 You agree to comply with and be bound by the provisions of I IPL's Guide and Code of Business Conduct and Ethics.

11.2 It is understood that I IPL maintains or may maintain certain policies, which may relate to the employment of you. You agree to comply with such policies. It is agreed that the introduction and administration of such policies are within the sole discretion of I IPL. I IPL has the sole discretion to revise/amend any such policies and you agree to abide by such revised/amended policies as may/may not be notified to you. If I IPL introduces, amends or deletes such policies as conditions warrant, such introduction, deletion or amendment does not constitute a breach of this Employment Agreement.

## **PART 12. TERMINATION OF EMPLOYMENT**

12.1 Your employment may be terminated at any time by I IPL:

a) without notice or remuneration in lieu thereof at any time:

- i) for just cause;
- ii) if you are convicted of an indictable criminal offense or become bankrupt;
- iii) if you are guilty of any misconduct which in the reasonable opinion of I IPL could injure the reputation or business of I IPL;
- iv) if you, by reason of illness or mental or physical disability or incapacity, are unable to perform your duties under this as an employee of I IPL for any period of sixty (60) consecutive calendar days; or
- v) if you breach any obligation of yours contained in this Annexure B.

b) otherwise, for convenience, upon notice of 60 days prior notice, in writing or with a payment to you in lieu of notice.

12.2 You may terminate your employment with I IPL at any time by providing I IPL with 60 days prior notice in writing to that effect.

12.3 Upon termination of your employment with I IPL for any reason, you agree that all items in possession of you in respect of I IPL's business including all files, manuals, information, Confidential Information, Inventions and documents and all equipment such as motor vehicles, cameras, tape recorders, office equipment, computers and related equipment shall remain the property of I IPL and you shall personally deliver same promptly to I IPL's office. No photostatic copy, duplication or reproduction of any kind whatsoever shall be made of such files, information or documents without the express written consent of I IPL.

12.4 The payment of the amount required pursuant to sub-paragraph 12.1 (a) if applicable, together with any amounts accrued pursuant to paragraphs 4.1 and 6.1, shall be full and final severance pay and settlement between the parties hereto and the Employee agrees that he will not be entitled to any further compensation or payment of any kind whatsoever.

## **PART 13. GOVERNING LAW**

13.1 This document shall be construed and interpreted in accordance with Indian law and the Courts of Hyderabad shall have exclusive jurisdiction on any matters related thereto.

The terms and conditions as outlined in this Employment Agreement are subject to the terms and conditions of the Employee guide. The guide shall prevail in case of any inconsistency between this Employment Agreement and Employee guide. The Company can change the terms and conditions in the employee guide at any time without notice and the latest employee guide shall prevail over previous sessions.

## **PART 14. OTHER TERMS**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

14.1 Non-Disparagement:

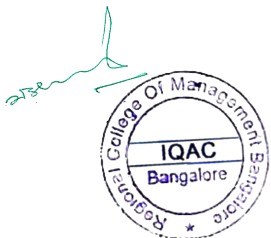
a) Upon cessation of your employment with IIPL, you shall refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of IIPL or its affiliates, publicly or otherwise, except as allowed or required by law. You shall also refrain from suggesting to anyone that any written or oral statements concerning IIPL or its affiliates, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.

b) You understand that nothing in this Employment Agreement shall in any way limit or prohibit you from engaging for a lawful purpose in any Protected Activity. For purposes of this Employment Agreement, "Protected Activity" shall mean filing a charge or complaint, or otherwise communicating, cooperating, or participating with any governmental agency or regulatory body, in accordance with applicable laws.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Gourab Mukherjee

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



### Annexure C: Sensitive Personal Data or Information (SPDI) Collection Statement

Throughout the course of your employment or service with Invesco India Private Limited ("IIPL"), we may collect certain Sensitive Personal Data or Information ("SPDI") from you.

The purpose of collection of SPDI includes but is not limited to: assessing an individual's qualifications and suitability including state of health for a particular job or task, administering a range of HR processes, provisioning of payroll benefits, record retention process, performance management, staff action on career development, tax-return filing, disclosures as permitted and required by law to assist in regulatory or other investigation or inspection, if any, or internal audit procedure and / or other administrative tasks ("Purposes").

The SPDI that we have collected and may collect from time to time may be used for the Purposes listed above by IIPL and/or may be transferred (whether in or outside of your employing country) to our group, affiliate or associate companies, our third party service providers such as insurers, bankers, administrators and other third party companies engaged in contractual activities on our behalf.

As per IIPL's Employment Data Protection Policy, we reserve the right to retain SPDI of employees, contractors, temporary employees, consultants, interns, trainees, prospective employees or applicants, and former employees when they cease to be employed by us for a period as allowed under applicable laws. Such SPDI may be required for any purposes, residual or ancillary to the above Purposes in relation to a former employee, including, but not limited to; the provision of job references, processing applications for the employment matters relating to retirement benefits and allowing us to fulfill other contractual or statutory obligations. Please note that you have a right to request access to or seek a correction to your SPDI in relation to your employment.

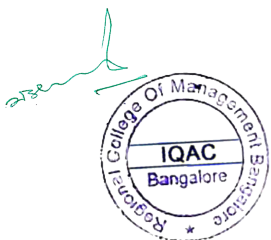
Please visit the intranet for our latest Employment Data Protection Policy should you have any enquiries concerning the SPDI collected, including obtaining copies and/ or seeking any correction. Please note that the Employment Data Protection Policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your acceptance of the Sensitive Personal Data or Information Collection Statement and acknowledge that you have read and agree to the terms of the Employment Data Protection Policy. You have the right to opt-out, in which case, you may contact the Human Resources department

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Gourab Mukherjee

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure D : Notice to Potential Employees**  
Invesco Limited and its subsidiaries (Invesco)

Invesco, as an investment company, is highly regulated by, and abides by all applicable regulatory requirements of, the Securities and Exchange Commission (SEC). As an individual providing service to Invesco as an employee, you are subject to certain regulations established by the SEC as a condition of providing services to the corporation. This document provides you with an overview of those requirements so you know what to expect in anticipation of working with the organization.

**Financial disclosure:**

Due to potential access to sensitive information and records, you will be subject to disclosure of your personal investment holdings and trading activity as well as those of your immediate family while working with the company. Disclosure and other requirements may include, but may not be limited to, the following:

- a) Disclosure of direct or indirect beneficial ownership of securities held now or in the future;
- b) Clearance by Invesco before engaging in certain personal securities transactions;
- c) Reporting of certain personal securities transactions to Invesco;
- d) Restrictions on engaging in personal securities transactions or holding securities issued during an initial public offering;
- e) Restrictions on and disclosures regarding personal securities transactions involving the purchase or sale of unregistered or restricted securities;
- f) Restrictions on engaging in personal securities transactions in certain securities during certain periods of time; and
- g) Holding demat and trading accounts with an approved broker only.

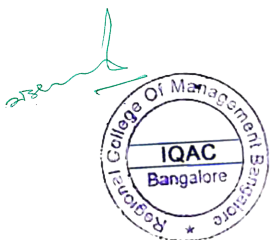
IIPL's Compliance department will contact you shortly after you begin your assignment regarding disclosure requirements and pre-clearance of personal trades (if applicable).

*Compliance with these requirements is a condition to any working relationship with Invesco, but does not guarantee a continued working relationship. All individuals work with Invesco on an at-will basis unless another status is agreed in writing with an authorized Invesco representative. Thank you for your cooperation and efforts toward maintaining Invesco as an organization that demonstrates the highest of ethical standards and behaviors in all of its business responsibilities.*

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Gourab Mukherjee

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



### Annexure E: Transportation

In line with regulatory requirement and prevailing Invesco policy, Invesco provides door to door transport where applicable, for employees.

Employees whose login and log-out falls in between 7pm-7am can opt for company-provided transport facility, provided the following conditions are met:

- (I) Transport service is provided to employees who resides within 30kms radius from IIPL Office location.
- (II) It is intended that the maximum journey time should not be more than 120 minutes (one way). The calculated time is based on normal traffic conditions.

One of the prerequisites to making the Invesco offer was your proximity of residence to the Invesco office location. If you are unable to reside within the radius of Invesco Transport eligibility, during your tenure at IIPL, IIPL shall be entitled to take such necessary steps as may be required including

- (I) Ceasing the transportation facility
- (II) Termination of your employment with Invesco.

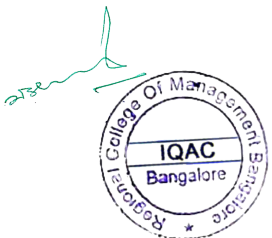
You are required to make yourself familiar with the Invesco Transport policy by reading the policy available on Intranet. More details can be obtained by contacting your Facilities Services department. Please note that the Invesco Transport policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your understanding and acceptance of the above.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Gourab Mukherjee

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





Jeethendra K

Regional College of Management  
Bengaluru 562164

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**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower

Divyasree Orion

SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032

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Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

March 26, 2021

Dear Jeethendra K

Congratulations! We are pleased to offer you the position of Trainee, NATA for Invesco India Pvt. Ltd. ('I IPL or Invesco') effective July 19, 2021. This position will be located in our office at DivyaSree Orion, Survey No. 66/1, Ranga Reddy District, Hyderabad 500 032. People are the foundation of our success and we believe you possess the experience, capability and talent to help us further build our organization into one of the preeminent leaders in the investment community. Speaking not only for myself, but for my colleagues as well, we look forward to the opportunity of working with you to achieve our collective objectives.

The terms and conditions of your employment with I IPL are set forth below, which, together with Annexure A (Compensation), Annexure B (Additional Terms and Conditions of Employment), Annexure C (Sensitive Personal Data or Information Collection Statement), Annexure D (Notice) and Annexure E attachment hereto and incorporated herein, shall constitute the entire agreement between you and I IPL regarding your employment with I IPL (collectively, the "Agreement"). If the terms and conditions of the Agreement meet with your approval, please evidence your acceptance of such by signing where indicated below. The terms of this offer letter, Annexure A, Annexure B, Annexure C, Annexure D, and Annexure E are collectively referred to as "Employment Agreement".

This offer and your services are contingent upon the satisfactory background investigations including employment history. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be solely for the Company's use and confidential, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company. At your request, we understand that no background check with your present employer will be initiated by us prior to expiry of 7 days of your accepting the offer letter.

**Compensation**

*Annual CTC*

You will receive an annual CTC of Rs 3,30,000 . For further details, please refer to Annexure A hereof.

*Discretionary Bonus Program*

In addition, you will be eligible for Invesco's annual discretionary bonus program. Your target bonus range will be between 0% – 10% of your annual CTC. Your actual bonus award will be based upon company and individual performance and subject to applicable policies of company from time to time. Any incentive or performance bonus paid by the Company to the employee shall be inclusive of the statutory annual bonus, if, where and when, the same may become payable by the Company to the employee.

**Relocation Expenses:**

Domestic Relocation (e.g., within India only) expense will be reimbursed if you are relocating from a location that is more than 150 Kms away from Invesco Office Location. This is a onetime payment at the time of hiring and you must provide Invesco with documents acceptable to Invesco documenting the relocation expense. Relocation allowance must be repaid to Invesco within 30 days should your employment with Invesco be terminated for any reason, save for death, permanent disability or involuntary reduction in force within twelve months from your actual start date with Invesco. Such repayment may be made by Invesco

deducting relocation amounts from your final paycheck. Below are the details on relocation:

Level / Title	Eligible Amount
Trainee	INR 2,50,000

Note: You can utilize the allocated relocation budget against any of below Service stack (Travel, Transit Stay, Movement of Goods, Miscellaneous Expenses, Brokerage Charges, Bike/ Car Movement, Bike/ Car registration and Local Travel). However, the reimbursement amount should be within the overall relocation budget. All the reimbursement will be paid on the actuals. You must submit dully filled and signed reimbursement form along with original bill containing Vendor GST Number and payments receipts for availing the reimbursement.

Please refer the attached relocation guide for more details

**Miscellaneous**

*Annual Leave*

Your annual leave will be communicated to you separately and will not be less than 30 working days in each full year and pro-rata in any part of a year.

Leave encashment would be paid as per the prevailing policy of I IPL at the time of your cessation of employment. The annual leave policy, carry over policy and leave encashment policy can be amended by I IPL at its sole discretion from time to time.

*Termination*

Your employment may be terminated in accordance with the terms and conditions of Part 12 of Annexure B hereto.  
Nilotpal Nath, we are excited to welcome you to Invesco!

Sincerely,



Mamata Vegunta  
Director of HR- Hyderabad

**Offer Confirmation and Acceptance**

If you are agreeable to the above terms and all terms and conditions as described in the Annexures to this document and Invesco (India) Private Limited Employee Guide, please sign this letter and return to Gayathri Santhoshi (at Santhoshi.Gayathri@invesco.com) by March 29, 2021. Please be sure to retain a copy of this letter for your records.

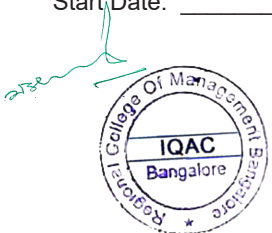
In the event you fail to provide your acceptance of this offer by March 29, 2021, this offer shall stand rescinded.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Jeethendra K

Date: \_\_\_\_\_

Start Date: \_\_\_\_\_



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Jeethendra K  
Regional College of Management  
Bengaluru 562164

**INVESCO (INDIA) PRIVATE LIMITED**  
15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032  
Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

**Annexure A: Compensation Details**

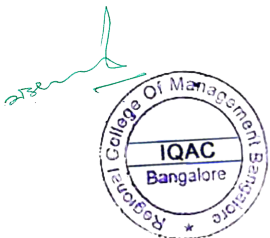
**March 26, 2021**

Name: Jeethendra K  
Job Title: Trainee, NATA

	<b>Annual Compensation (Rupees.)</b>
Basic Salary	99,000
Bonus/ex-gratia	12,000
Special Allowance (Flexible Plan)	1,92,648
Company contribution to Provident Fund	21,600
Gratuity as per Gratuity Act	4,752
<b>Total CTC</b>	<b>3,30,000</b>

Sincerely,

Mamata Vegunta  
Director of HR- Hyderabad



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Jeethendra K  
Regional College of Management  
Bengaluru 562164

---

**INVESCO (INDIA) PRIVATE LIMITED**

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SEZ, Raidurgam, Serilingampally,  
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Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

**Annexure B: Additional Terms and Conditions of Employment:**

**PART 1. EMPLOYMENT AND DUTIES**

1.1 You shall perform such duties, assume such responsibilities and carry out such instructions or policies as may be assigned by IIPL from time to time.

1.2 You shall at all times faithfully, diligently and to the best of your abilities perform all duties that may be required of you, and shall devote the whole of your working time, skill, experience, knowledge, labor, energy and attention exclusively to those duties and to the business and affairs of IIPL.

1.3 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you shall not, without first having obtained the written permission of IIPL, either as partner, officer, advisor, consultant, agent, employee, office bearer, contractor or otherwise, (i) be involved or become involved while this Employment Agreement is in effect or engage in any other activities that may conflict with your obligations to the Company; and (ii) carry on, own, manage, operate, join, assist, enable, have an interest in, control or otherwise engage or participate in a business similar to that of the Company or be connected (as a majority shareholder, director, officer, employee, partner, representative, lender, guarantor, distributor or advisor of, or consultant to or otherwise) in any business/ business entity which directly or indirectly is engaged in the business of the Company.

1.4 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you will not, either on your own or on behalf of any other person, firm or IIPL canvass, solicit, attempt to solicit or entice any of IIPL's customers, vendors, clients or any other employee working in IIPL.

1.5 You shall not bind IIPL to any commitment or obligations to third parties (whether in contract, tort or otherwise) without the prior approval of IIPL.

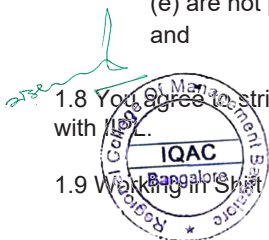
1.6 You shall in the discharge of your duties and in the exercise of your powers, observe, comply and adhere to all such prevailing laws and regulations, policies and procedures as may be applicable to IIPL, from time to time.

1.7 You represent to IIPL that you:

- (a) have the required skills and experience to perform the duties outlined in paragraph 1.2;
  - (b) are mentally and physically fit to perform the duties outlined in paragraph 1.2;
  - (c) are not using any illicit drugs;
  - (d) are not bankrupt;
  - (e) are not party to any agreement or covenant with any third party that may preclude your employment with IIPL;
- and

1.8 You agree to strictly comply with IIPL's HR policy as set out in IIPL's Employee Guide during the course of your employment with IIPL.

1.9 Working in Shift



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

- The normal "regular full-time" work schedule for IIPL is forty (40) working hours, not exceeding forty eight (48) working hours, during each working week.
- Daily and weekly work schedules may be changed from time to time, at the sole discretion of the Company, to meet varying business needs.
- In this regard, an employee is expected to work in any shift in a rotational basis in order to meet the business requirements. This may include working over the weekends / holidays, subject to applicable law.
- All employees are expected to adjust to these changes. Employees will be informed of changes in work schedules as far in advance as possible.
- All benefits contingent to working on shifts are guided by the Shift Allowance policy as described in the Employee Guide.

## **PART 2. TERM OF EMPLOYMENT**

2.1 Once your employment has commenced, it shall continue until terminated as hereinafter provided in Part 12, provided however that Parts 8 and 9, shall remain effective after the termination of employment hereunder.

## **PART 3. TRANSFERS AND PROMOTIONS**

3.1 All transfers and promotions will be considered on an individual basis and in line with IIPL's policy.

3.2 IIPL may, at its discretion, transfer you to any business location of IIPL or its affiliates in accordance with the Employee Guide.

## **PART 4. REMUNERATION**

4.1 For all services rendered by you as an employee of IIPL, you shall be entitled to total remuneration as set forth in Annexure A.

4.2 IIPL reserves the right to deduct from your salary and benefits any sums which you may owe IIPL including, without limitation, any overpayment made to you by IIPL or other deductions authorized or required by law.

4.3 In the event of any alteration of remuneration, being so notified, the alteration shall thereafter have effect as if it were specifically provided for in Annexure A.

4.4 Your remuneration will be reviewed periodically in accordance with the established Company policies.

## **PART 5. BENEFITS**

5.1 IIPL agrees to make available to every employee from the start date, the insurance scheme or insurance cum savings scheme as may be notified by the Government at the rates, stipulated by the Government in the notification either in lump sum every year or in monthly installments as may be prescribed by the Government in the notification from time to time.

## **PART 6. LEAVE**

6.1 You will be eligible to receive the annual leave in each full year (January to December) and pro-rata in any part of a year, in accordance with the Company policy.

6.2 Your leave entitlement shall be pro-rated for the years in which your employment with IIPL begins and terminates.

6.3 IIPL shall comply with regulatory requirements when authorizing leaves of absence for you due to medical conditions, pregnancy, childbirth, civic duties, or personal situations.

6.4 You shall request approval from your supervisor prior to taking leave.

## **PART 7. REIMBURSEMENT OF EXPENSES**

7.1 IIPL shall reimburse you for all authorized travel and other expenses actually and properly incurred in connection with your duties as an employee of IIPL in accordance with IIPL's travel and entertainment policy.

7.2 You agree to provide any expense information requested by IIPL together with an itemize expense account and receipts showing expenses actually expended under paragraph 7.1.

## **PART 8. CONFIDENTIAL INFORMATION**

8.1 As used herein, the term "Confidential Information" means information disclosed to, used by, developed by, or known to you in the course of your employment with IIPL, which is not generally known by persons outside IIPL's employment including, but not limited to, information pertaining to IIPL's and/or its affiliates' trade secrets, client information, marketing methods or strategies, personnel, sources or methods of financial position, pricing, bid proposal features, methods merchandising, interest rates, sales, customer and vendor lists, Inventions (as defined below), routines, policies and business procedures, including those outlined in IIPL's Employee Guide (if any).

8.2 You acknowledge that you shall have access to and be entrusted with Confidential Information in the course of your employment with IIPL, and that IIPL's business would be irreparably harmed if such Confidential Information were disclosed to, or used by, any persons outside IIPL's employment.

8.3 You acknowledge and agree that the right to maintain the absolute confidentiality of its Confidential Information is a proprietary right, which IIPL is entitled to protect.

8.4 You undertake, covenant and agree that you will not, during the term of your employment with IIPL or at any time thereafter, directly or indirectly, by any means whatsoever, divulge, furnish, provide access to, or use for any purpose other than the purposes authorized by IIPL, any of IIPL's Confidential Information, except if (i) it is required by law or any regulatory or government authority but only after giving reasonable notice to enable IIPL to limit such disclosure to the extent possible under law; (ii) it is considered necessary by you to disclose the Confidential Information to your professional advisers, auditors and bankers provided that he does so on terms protecting the Confidential Information which are at least as stringent as those specified herein; or (iii) IIPL has given its consent in writing in relation to such disclosure.

## **PART 9. INVENTIONS**

9.1 As used herein, "Invention" means and includes any invention, improvement, method, process, advertisement, concept, system, apparatus, design or computer program or software, system or database or copyrights, patents, trademarks and designs (whether registered or unregistered), trade secrets or know how.

9.2 You acknowledge and agree that every Invention which you may, at any time during the term of your employment with IIPL or its affiliates, make, devise, develop or conceive, individually or jointly with others, whether during IIPL's business hours or otherwise, and which relates in any manner to IIPL's business or which may be useful to IIPL in connection with IIPL's business shall belong to, and be the exclusive property of IIPL, and you will make full and prompt disclosure to IIPL of every such Invention.

9.3 You undertake to assign to IIPL, or its nominee, every such Invention and to execute all assignments or other instruments and to do any other things necessary and proper to confirm IIPL's right and title in and to every such Invention. You further undertake to perform all proper acts within your power necessary or desired by IIPL to obtain letters patented in the name of IIPL and at IIPL's expense for every such Invention in whatever countries IIPL may desire, without payment by IIPL to You of any royalty, license fee, price or additional compensation. To the extent that such assignment of the rights in the Inventions from you to the Company is held unenforceable under applicable law for any reason, you agree to irrevocably grant a worldwide, enterprise-wide, perpetual, unlimited right and license in the Inventions, to use modify, improve, interpret, compile, recompile and further assign such rights provided in the Inventions for any purpose of the Company and without identifying or seeking your consent.

9.4 You further agree and acknowledge that even if IIPL does not exercise any of the rights in any of the assigned Inventions for more than a period of 1 (one) year, such assignment of, and license to, the rights in such assigned Inventions will not lapse and such rights will not revert pursuant to Section 19(4) of the Copyright Act, 1957.

9.5 You agree that, all duties and responsibilities provided by you under this Employment Agreement are specially ordered or commissioned by the Company for its sole and exclusive use and shall constitute 'work for hire' at the instance of the Company in accordance with Section 17 (b) Copyrights Act, 1957, as amended from time to time. You will not, during or at any time after the completion, expiry or termination of this Employment Agreement in any way question or dispute the ownership of the Inventions developed, discovered, prepared, created, conceived or reduced to practice by you, either alone or jointly with others, during the course of performance of your duties under this Employment Agreement.

9.6 You may only use the Inventions to perform your duties under this Employment Agreement. You agree not to use the Inventions for your own gain. Further, you agree to not disclose any Inventions to any third party without the express written consent of the Company. To the extent any rights considered as moral rights in any jurisdiction cannot be assigned, you hereby forever waive and agree never to assert any and all moral rights that you may have in the Inventions or in respect to any Invention which you may be entitled under the law or any relevant jurisdiction even after termination of your relationship/employment with the Company and undertake to not initiate any legal proceedings to enforce any such moral rights.

9.7 The obligations contained in Part 9 hereof shall continue beyond the termination of your employment and shall be binding upon your heirs, executors, administrators and other legal representatives.

## **PART 10. INJUNCTIVE RELIEF**

10.1 You acknowledge and agree that a breach by you of any of the covenants contained in Parts 8 or 9 hereof would result in irreparable harm to I IPL's business such that I IPL could not adequately be compensated for such harm by a damage award. Accordingly, you agree that in the event of any such breach, in addition to all other remedies available to I IPL at law or in equity, I IPL shall be entitled as a matter of right to obtain from a court of competent jurisdiction such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance with the provisions of Parts 8 or 9 herein and you waive any right to object and consents to the issuance of an injunction or interim injunction prohibiting you from breaching any of the provisions hereof.

## **PART 11. POLICIES AND PROCEDURE MANUAL AND CODE OF CONDUCT**

11.1 You agree to comply with and be bound by the provisions of I IPL's Guide and Code of Business Conduct and Ethics.

11.2 It is understood that I IPL maintains or may maintain certain policies, which may relate to the employment of you. You agree to comply with such policies. It is agreed that the introduction and administration of such policies are within the sole discretion of I IPL. I IPL has the sole discretion to revise/amend any such policies and you agree to abide by such revised/amended policies as may/may not be notified to you. If I IPL introduces, amends or deletes such policies as conditions warrant, such introduction, deletion or amendment does not constitute a breach of this Employment Agreement.

## **PART 12. TERMINATION OF EMPLOYMENT**

12.1 Your employment may be terminated at any time by I IPL:

a) without notice or remuneration in lieu thereof at any time:

- i) for just cause;
- ii) if you are convicted of an indictable criminal offense or become bankrupt;
- iii) if you are guilty of any misconduct which in the reasonable opinion of I IPL could injure the reputation or business of I IPL;
- iv) if you, by reason of illness or mental or physical disability or incapacity, are unable to perform your duties under this as an employee of I IPL for any period of sixty (60) consecutive calendar days; or
- v) if you breach any obligation of yours contained in this Annexure B.

b) otherwise, for convenience, upon notice of 60 days prior notice, in writing or with a payment to you in lieu of notice.

12.2 You may terminate your employment with I IPL at any time by providing I IPL with 60 days prior notice in writing to that effect.

12.3 Upon termination of your employment with I IPL for any reason, you agree that all items in possession of you in respect of I IPL's business including all files, manuals, information, Confidential Information, Inventions and documents and all equipment such as motor vehicles, cameras, tape recorders, office equipment, computers and related equipment shall remain the property of I IPL and you shall personally deliver same promptly to I IPL's office. No photostatic copy, duplication or reproduction of any kind whatsoever shall be made of such files, information or documents without the express written consent of I IPL.

12.4 The payment of the amount required pursuant to sub-paragraph 12.1 (a) if applicable, together with any amounts accrued pursuant to paragraphs 4.1 and 6.1, shall be full and final severance pay and settlement between the parties hereto and the Employee agrees that he will not be entitled to any further compensation or payment of any kind whatsoever.

## **PART 13. GOVERNING LAW**

13.1 This document shall be construed and interpreted in accordance with Indian law and the Courts of Hyderabad shall have exclusive jurisdiction on any matters related thereto.

The terms and conditions as outlined in this Employment Agreement are subject to the terms and conditions of the Employee guide. The guide shall prevail in case of any inconsistency between this Employment Agreement and Employee guide. The Company can change the terms and conditions in the employee guide at any time without notice and the latest employee guide shall prevail over previous sessions.

## **PART 14. OTHER TERMS**



14.1 Non-Disparagement:

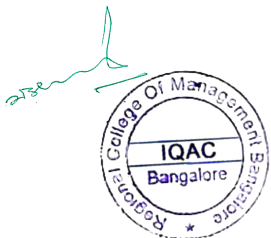
a) Upon cessation of your employment with I IPL, you shall refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of I IPL or its affiliates, publicly or otherwise, except as allowed or required by law. You shall also refrain from suggesting to anyone that any written or oral statements concerning I IPL or its affiliates, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.

b) You understand that nothing in this Employment Agreement shall in any way limit or prohibit you from engaging for a lawful purpose in any Protected Activity. For purposes of this Employment Agreement, "Protected Activity" shall mean filing a charge or complaint, or otherwise communicating, cooperating, or participating with any governmental agency or regulatory body, in accordance with applicable laws.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Jeethendra K

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





### Annexure C: Sensitive Personal Data or Information (SPDI) Collection Statement

Throughout the course of your employment or service with Invesco India Private Limited ("IIPL"), we may collect certain Sensitive Personal Data or Information ("SPDI") from you.

The purpose of collection of SPDI includes but is not limited to: assessing an individual's qualifications and suitability including state of health for a particular job or task, administering a range of HR processes, provisioning of payroll benefits, record retention process, performance management, staff action on career development, tax-return filing, disclosures as permitted and required by law to assist in regulatory or other investigation or inspection, if any, or internal audit procedure and / or other administrative tasks ("Purposes").

The SPDI that we have collected and may collect from time to time may be used for the Purposes listed above by IIPL and/or may be transferred (whether in or outside of your employing country) to our group, affiliate or associate companies, our third party service providers such as insurers, bankers, administrators and other third party companies engaged in contractual activities on our behalf.

As per IIPL's Employment Data Protection Policy, we reserve the right to retain SPDI of employees, contractors, temporary employees, consultants, interns, trainees, prospective employees or applicants, and former employees when they cease to be employed by us for a period as allowed under applicable laws. Such SPDI may be required for any purposes, residual or ancillary to the above Purposes in relation to a former employee, including, but not limited to; the provision of job references, processing applications for the employment matters relating to retirement benefits and allowing us to fulfill other contractual or statutory obligations. Please note that you have a right to request access to or seek a correction to your SPDI in relation to your employment.

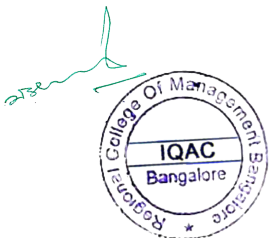
Please visit the intranet for our latest Employment Data Protection Policy should you have any enquiries concerning the SPDI collected, including obtaining copies and/ or seeking any correction. Please note that the Employment Data Protection Policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your acceptance of the Sensitive Personal Data or Information Collection Statement and acknowledge that you have read and agree to the terms of the Employment Data Protection Policy. You have the right to opt-out, in which case, you may contact the Human Resources department

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Jeethendra K

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure D : Notice to Potential Employees**  
Invesco Limited and its subsidiaries (Invesco)

Invesco, as an investment company, is highly regulated by, and abides by all applicable regulatory requirements of, the Securities and Exchange Commission (SEC). As an individual providing service to Invesco as an employee, you are subject to certain regulations established by the SEC as a condition of providing services to the corporation. This document provides you with an overview of those requirements so you know what to expect in anticipation of working with the organization.

**Financial disclosure:**

Due to potential access to sensitive information and records, you will be subject to disclosure of your personal investment holdings and trading activity as well as those of your immediate family while working with the company. Disclosure and other requirements may include, but may not be limited to, the following:

- a) Disclosure of direct or indirect beneficial ownership of securities held now or in the future;
- b) Clearance by Invesco before engaging in certain personal securities transactions;
- c) Reporting of certain personal securities transactions to Invesco;
- d) Restrictions on engaging in personal securities transactions or holding securities issued during an initial public offering;
- e) Restrictions on and disclosures regarding personal securities transactions involving the purchase or sale of unregistered or restricted securities;
- f) Restrictions on engaging in personal securities transactions in certain securities during certain periods of time; and
- g) Holding demat and trading accounts with an approved broker only.

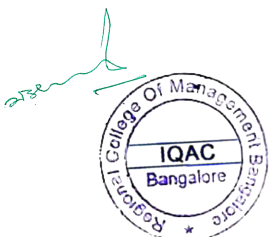
IIPL's Compliance department will contact you shortly after you begin your assignment regarding disclosure requirements and pre-clearance of personal trades (if applicable).

*Compliance with these requirements is a condition to any working relationship with Invesco, but does not guarantee a continued working relationship. All individuals work with Invesco on an at-will basis unless another status is agreed in writing with an authorized Invesco representative. Thank you for your cooperation and efforts toward maintaining Invesco as an organization that demonstrates the highest of ethical standards and behaviors in all of its business responsibilities.*

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Jeethendra K

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



### Annexure E: Transportation

In line with regulatory requirement and prevailing Invesco policy, Invesco provides door to door transport where applicable, for employees.

Employees whose login and log-out falls in between 7pm-7am can opt for company-provided transport facility, provided the following conditions are met:

- (I) Transport service is provided to employees who resides within 30kms radius from IIPL Office location.
- (II) It is intended that the maximum journey time should not be more than 120 minutes (one way). The calculated time is based on normal traffic conditions.

One of the prerequisites to making the Invesco offer was your proximity of residence to the Invesco office location. If you are unable to reside within the radius of Invesco Transport eligibility, during your tenure at IIPL, IIPL shall be entitled to take such necessary steps as may be required including

- (I) Ceasing the transportation facility
- (II) Termination of your employment with Invesco.

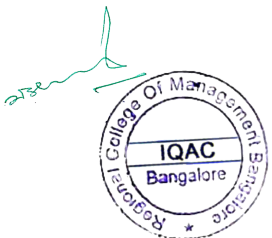
You are required to make yourself familiar with the Invesco Transport policy by reading the policy available on Intranet. More details can be obtained by contacting your Facilities Services department. Please note that the Invesco Transport policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your understanding and acceptance of the above.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Jeethendra K

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**April 10, 2021**

**Kareti Poojitha**  
RCM, Bangalore

Dear Kareti Poojitha

**JM Financial Products Limited** (the "Firm") is pleased to offer you an employment in the Firm as a **Management Trainee** on the following terms and conditions:

**1. Date of Joining**

You shall join the services of the Firm latest by April 10, 2021. However, this is subject to the Firm receiving satisfactory references, your previous Company's relieving letter and on you being certified medically fit by the Firm appointed doctor, failing which this Contract shall stand cancelled and will hence be null and void.

**2. Probation**

You will be on a probation period of 12 months from the date of your joining which may be extended at the discretion of the Management. Your services in the Firm may be confirmed in writing on successful completion of the probation period. During the period of your probation, either party can terminate your services by giving 7 days' notice in writing to the other party. However, the Firm reserves the right to terminate your services without giving any notice in writing or otherwise to you during such probation period.

Upon your joining the Firm may at its own discretion, hire any Agency to verify inter alia, the information and documents furnished by you. Should there be any discrepancy in the information gathered by the Agency from the information and documents provided by you, the Firm may at its own discretion terminate your employment immediately without any notice or salary in lieu thereof.

**3. Compensation**

In consideration for the services to be rendered by you, the Firm shall pay you the following annual Base Salary.

**Basic:** Rs. 2,16,000/- (Rupees Two Lakh Sixteen Thousand only)

**House Rent Allowance:** Rs. 1,29,600/- (Rupees One Lakh Twenty Nine Thousand Six Hundred only)

**Supplementary Allowance:** Rs. 65,280/- (Rupees Sixty Five Thousand Two Hundred Eighty only)

**Advance Statutory Bonus:** Rs. 43,200/- (Rupees Forty Three Thousand Two Hundred only)

You are also entitled to Provident Fund, Gratuity and other benefits in accordance with the Firm's policies in effect, and as amended from time to time.

You will be entitled to receive Incentive under the Incentive Scheme applicable to you as per the Company's policy. The same is at the sole discretion of the Management and will be reviewed for change from time to time.

The Incentive amount earned shall be payable quarterly provided you are employed on the Firm's payroll and not resigned or serving notice period as on the date of Incentive payout.

**4. Group Insurance Benefit**

You will be covered under Group Insurance policies of the Firm, as/if applicable to all employees from time to time.

**5. Leave**

You shall be entitled to a maximum leave of 23 working days for the period April 1st to March 31st as per the Firm's policy. The Firm reserves the right to amend the policy from time to time.

**Strictly Confidential**

**JM Financial Products Limited**

Corporate Identity Number: U74140MH1984PLC033397

**Regd. Office:** 7th Floor, Cnergy, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025

T: +91 22 6630 3030 F: +91 22 6630 3344 [www.jmfinancialproducts.com](http://www.jmfinancialproducts.com)

Page 1 of 4

You will not be eligible for leave during your probation period (except in unavoidable cases such as illness or emergencies). If you resign from employment or your services are terminated by the Firm, while still on probation, all leaves availed will be treated as leave without pay and recovered at the time of final settlement.

#### **6. Transfer**

Your services are subject to transfer to another department/ division of the Firm or to the Firm's holding or subsidiary company or any associate/affiliate/joint venture falling within the JM Financial Group that are in existence today and that may come into existence any time in future anywhere in India or abroad.

#### **7. Hours of Work**

Your working days will be Tuesday to Sunday. Your normal working hours will be communicated by your respective Reporting Manager. At the sole discretion of the Management, you may be asked to work beyond the normal working hours and also on weekends or holidays.

#### **8. Termination**

Upon Confirmation, your services can be terminated by either party by giving one month's notice in writing to the other. The Firm reserves the right to enforce or waive all or part of the notice period at its sole discretion. Should the Firm decide to waive the notice period upon your request, you shall not be entitled to receive any further compensation beyond your last day of work in the office. In the event of termination of services by the Firm without notice your termination shall become effective immediately upon the Firm paying you one month's Base salary in lieu of the notice. However, your services may be terminated by the Firm without any notice or Base salary in lieu thereof in case of any non-compliance or breach or violation by you of the Firm's Code of Conduct or other policies and procedures for the time being in force. Further, the Firm may require you not to begin alternative employment or conduct other business for the duration of your contractual notice period. However, during such period, the Firm will continue to maintain your salary and other contractual benefits.

Upon your resignation or termination of your services, the Firm may require you to sign such documents/ letters to safeguard its interests and the intellectual property rights and confidentiality of the information gathered by you during the course of your employment. You shall not, upon leaving the employment with the Firm, make any attempt or endeavor to directly or indirectly encourage/assist/solicit other employees of the Firm to join you in your new assignment or any other employment.

In the event of uninformed absence from work for 7 working days or more, without intimating your immediate supervisor or respective HR Business Partner, would state that you have no intention to continue with your services and the Firm has all rights to consider this as abandonment of your services with immediate effect, without giving any notice or salary in lieu of the notice.

#### **9. Employee Hand Book and Code of Conduct**

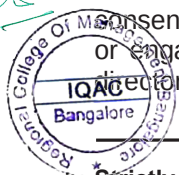
Your service conditions / conduct are also governed by the Human Resource Policies and other related matters enshrined in the Employee Hand Book and the Firm's Code of Conduct. You are required to strictly adhere to the Firm's Code of Conduct. The Code of Conduct sets out the Firm's compliance policies and the standards of conduct required of you as an employee of the Firm.

On the day of your joining the Firm, you will receive a copy each of the Employee Handbook and the Firm's Code of Conduct. You shall be required to carefully read, understand and sign the acknowledgement form of both these documents and return the same to the Human Resources department. You hereby undertake to abide by at all times the Firm's Code of Conduct as amended from time to time.

#### **10. Engagement in other Business Activities**

You acknowledge that you shall devote your whole time and attention to the services of the Firm during the term of your employment.

For this reason, during the term of your employment, you must not (without the Firm's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other entity or organization (whether as an employee, officer, director, agent, partner, consultant or otherwise).



**11. Intellectual Property**

You acknowledge that all materials you create in the course of your employment (regardless of the form they take) will belong to the Firm so that the Firm is considered their author or producer. If, for any reason, you are considered the author or producer of these materials, you hereby assign to the Firm all right, title and interest you may have in them. You shall not be entitled to utilize such materials after you leave the employment with the Firm. You hereby expressly acknowledge and declare that the Firm would always continue to be the author and owner of all such materials copyrights, properties, etc. You shall before leaving the employment of the Firm arrange to give a proper handover all such documents that are in your custody to a person nominated by the Firm and also of the charge of assignments last handled by you.

**12. Confidentiality**

You agree that the terms and conditions governing your employment are strictly confidential. Any disclosure of these terms and conditions to any third party (including other employees of the Firm or any employees of the associate/group entities of the Firm) constitutes a breach of the terms of your employment.

You also acknowledge that the information you acquire about the business of the Firm and any of the associate/group companies in the course of your employment with the Firm is highly confidential. You agree, during the term of your employment hereunder and thereafter not to use such information for any purpose other than for the sole benefit of the associate/group companies including the Firm. You further agree and undertake not to disclose any information to any third party without the prior written consent of the Firm.

By signing and accepting this offer letter you expressly acknowledge that you have understood the terms of your employment contract. Your employment is liable to be terminated for the breach of any of the terms and conditions contained in this contract. Further, the Firm reserves the right to initiate such legal action against you as it may think appropriate.

This letter constitutes the written terms and conditions governing your Contract of employment with the Firm.

You are requested to return a copy of this letter duly signed by you, in acknowledgment of your acceptance of the terms and conditions governing the contract.

We look forward to welcoming you.

Sincerely,



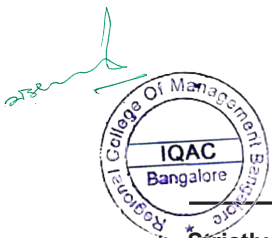
Terence Raphael  
**Authorized Signatory**

I have read and understood the contents of offer letter as above. I acknowledge that the contents of this letter constitute my Contract of employment. I undertake and declare that I shall abide by the terms of my employment with the Firm. I will join the Services of the Firm on \_\_\_\_\_.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date : \_\_\_\_\_ at \_\_\_\_\_



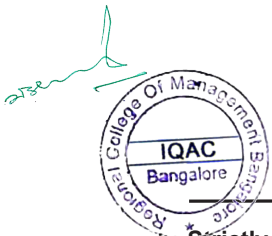
### JM Financial Products Limited

<b>Name:</b>	Kareti Poojitha
<b>Designation:</b>	Management Trainee
<b>Department</b>	Sales

Particulars	Monthly (Rs.)	Annual (Rs.)
Basic	18,000	2,16,000
HRA	10,800	1,29,600
Supplementary Allowance	5,440	65,280
Advance Statutory Bonus	3,600	43,200
Employer's Contribution to PF	2,160	25,920
<b>Total Fixed Salary</b>	<b>40,000</b>	<b>4,80,000</b>

Note:
The above amount includes your Travel/Conveyance
<b>Provident Fund</b> - PF mentioned above is Employer's contribution. The same amount will also be deducted from the salary as your contribution towards PF.
<b>Income Tax</b> - The amount stated above is pre- Income & Professional Tax and deductions will be made from salary as per regulations.
Other Benefits
<b>Group Insurance Policy as per Company Policy</b> Mediclaime & Hospitalization Insurance Cover Term Life Insurance Cover Personal Accident Cover
<b>Employee Health Check-up as per Company policy</b>
<b>Gratuity</b> :- Payable as per the Gratuity Act, 1972.

JPB





**KPMG Global Services Private Limited**  
 RMZ Ecoworld  
 2nd Floor, Campus 7  
 Devarabeesanahalli, Outer Ring Road  
 Bangalore 560 103 Karnataka India

Telephone +91 80 6132 6100  
 Internet www.in.kpmg.com/in  
 Email indiawebsite@kpmg.com

Private & Confidential

Date: 11<sup>th</sup> October 2021

To,

Candidate name: Karthik G

College name: Regional College of Management, Bangalore 562164

Congratulations!

We thank you for taking the time to attend the interview process of KPMG Global Services Private Limited (KGS). The Firm is a global delivery centre for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Associate 1 in the Tax business unit at KGS with a total compensation of INR 500,000 PA fixed (Five lakh per annum only).

Your anticipated joining date is between April -June 2022 at Bangalore/Kochi any of our office location. In case you are unable to join the Firm by May-June 2022, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

**This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".**

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

For KPMG Global Services Private Limited (KGS)

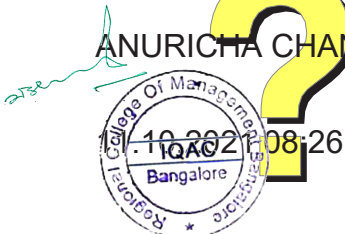
Accepted and Agreed

\_\_\_\_\_  
 Anuricha Chander

Associate Partner

Signature Not Verified

ANURICHA CHANDER



\_\_\_\_\_  
 Name:

Date:

KPMG Global Services Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74140HR2010PTC041413

Registered Office:  
 Building No.10  
 6th Floor, Tower C  
 DLF Cyber City, Phase II  
 Gurugram - 122 002, Haryana  
 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore





**KPMG Global Services Private Limited**  
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Devarabeesanahalli, Outer Ring Road  
Bangalore 560 103 Karnataka India

Telephone +91 80 6132 6100  
Internet www.in.kpmg.com/in  
Email indiawebsite@kpmg.com

**Authorization:**

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to KGS to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

**No binding obligation:**

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

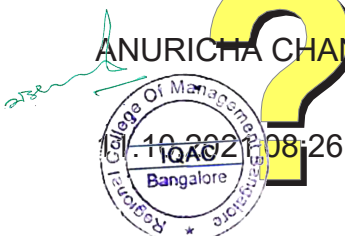
Name:

Date:

Please enclose self-attested Aadhar card and Pan Card (if available)

Signature Not Verified

ANURICHA CHANDER



KPMG Global Services Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

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 Internet www.in.kpmg.com/in  
 Email indiawebsite@kpmg.com

Private & Confidential

Date: 11<sup>th</sup> October 2021

To,  
 Candidate name: Kavita  
 College name: Regional College of Management, Bangalore 562164

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**This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".**

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

For KPMG Global Services Private Limited (KGS)

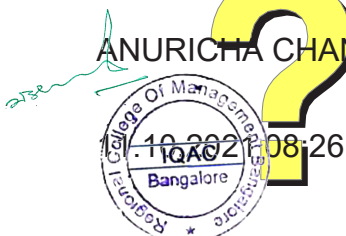
Accepted and Agreed

\_\_\_\_\_  
 Anuricha Chander

Associate Partner

Signature Not Verified

ANURICHA CHANDER



\_\_\_\_\_  
 Name:

Date:

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**Authorization:**

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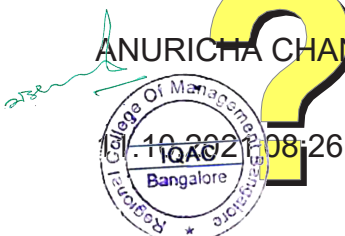
Name:

Date:

Please enclose self-attested Aadhar card and Pan Card (if available)

Signature Not Verified

ANURICHA CHANDER



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 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore



Date: 20 June, 2021

**Subject: Offer of Employment**

Dear Keerthan K R

**Hearvest Congratulations to you!**

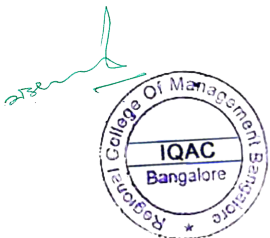
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

**Sushil Chander**  
**Vice President – Human Resources**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**Annexure 1**

**Date:** 20 June, 2021

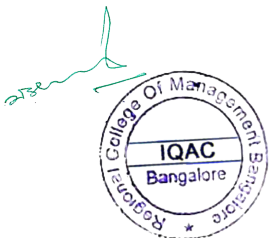
**Name:** Keerthan K R

**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

<b>Other Benefits (as per prevalent Company Policy):</b>
Group Term Insurance: Term cover of INR 12,00,000
Mediclaim: INR2,00,000 for self and dependents



Dear Khan Nabeel Abdul Ejaz

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

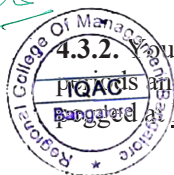
4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are **Rs. 150,000 /- p.a**)



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

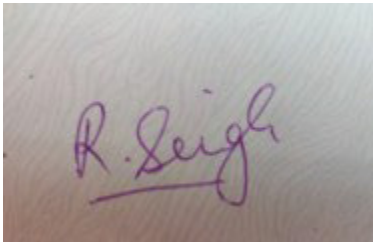
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2022.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

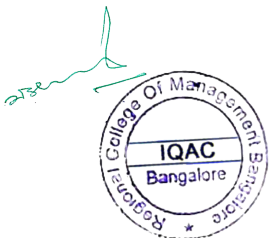


**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Date: 20 June, 2021

**Subject: Offer of Employment**

Dear Khirod Kumar Naik

Hearvest Congratulations to you!

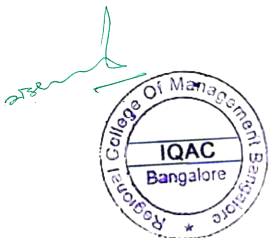
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For & on behalf of  
**HDFC Life Insurance Company Limited**

**Sushil Chander**  
**Vice President – Human Resources**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure 1**

**Date:** 20 June, 2021

**Name:** Khirod Kumar Naik

**Designation:** Executive Trainee

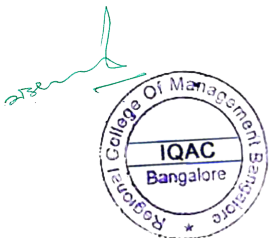
**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000

Mediclaim: INR2,00,000 for self and dependents



  
 DIRECTOR  
 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore

July 4th, 2021

Dear **Kobireddy Sai Nikhil Reddy**

Congratulations! Linking Spaces Technologies Pvt. Ltd. is pleased to extend you this offer.

We are confident that you will be a great addition to our team and look forward to working with you. While you will be contributing to the success of this company, the company will be committed towards your personal and professional growth. We recognize and reward sincerity, hard work and performance, and hope that you will do your best.

**Position/Role:** Trainee - Relationship Manager / Tele-counselor  
**Remuneration (Rs.):** Greater than INR 3 Lacs / annum : 3 Lacs (fixed) + Monthly Incentives  
**Date of Joining:** July 7th, 2021  
**Work Timings:** 10:00 am to 6:00 pm (1 week off on weekdays)  
**Reporting Manager:** Vineeth V

#### Probation Period

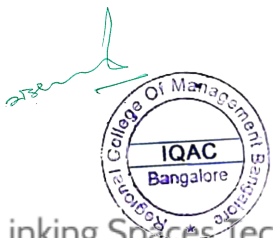
You shall be on probation for a period of 3 months, including the first 2 months' training period, from the effective start date of your employment with the Company. The company may, in its sole discretion, at any time extend this period of probation for an additional specified period, upon notice to you. Your employment with us will be confirmed upon the satisfactory performance and completion of the probation period. Notwithstanding anything contained herein, during your probation period, the company may terminate your employment in a day's notice and with or without stating any reason whatsoever.

#### Notice Period

Notice period on termination of services by you will be 60 days. On termination initiated by the company the notice period can be anything between 10 days to 60 days, as decided by the management.

#### Confidentiality, Non-Disclosure and Non-Compete Agreement

1. During the period of employment you might receive valuable information pertaining to the Company's new businesses and process, which should not be disclosed to any other third party without the prior permission of Management.
2. All the research done and data generated including that of the client database is the sole property of the Organization. Unauthorized storing, copying, deleting or transmitting (digital/non-digital) of any such information is strictly prohibited and will constitute a legal offense.
3. Commitments & Dealings: You will not enter into any commitments or dealing on behalf of a Company for which you have no expressed authority.
4. Singularity of Service: You will not, without previous written permission, carry on any business, full time or part time, in any capacity, or be employed by, any other firm, company or person.



**Leaves and other related details:**

- Weekends ( i.e Saturday & Sundays) are working days. They are usually the busiest.
- No provision of Work from home for Level I and II.
- First 3 months mandatory probation period with only 1 paid leave allowed in each month.
- 6 days/week office for Level I and II.
- 5 days/week office for Level III and beyond and 1 day WFH
- Total 36 days paid leaves in a year.

Please sign the enclosed copy of this letter and revert back with its scan by tomorrow, to indicate your acceptance of this offer.

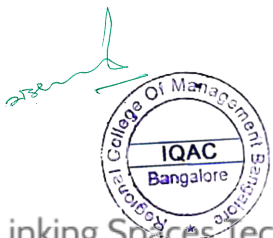
With Best Wishes,

Vineeth  
General Manager  
Linking Spaces Technologies Pvt. Ltd

I, Kobireddy Sai Nikhil Reddy  
terms of engagement,

signing below, to confirm my acceptance to the above position, offer and all the

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





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BFS031407-6707960

**Date: April 30, 2021**  
**Lusy Pradhan**  
**Bangalore**

Dear Lusy Pradhan

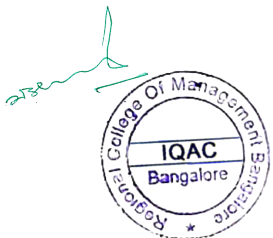
**Sub: Appointment letter**

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

**TERMS AND CONDITIONS**

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be **India>Bangalore>Bangalore Surya Park IN - Office**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.
5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.
6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.
7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.
8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

**Genpact India Private Limited**  
**CIN: U73100DL2005PTC307363**  
**Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,**  
**Tolstoy Marg, New Delhi-110001**



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

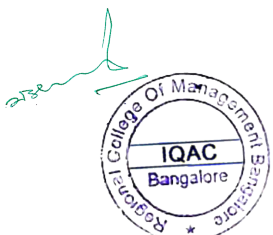
13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.



**Genpact India Private Limited**  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001

  
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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **May 29, 2021**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

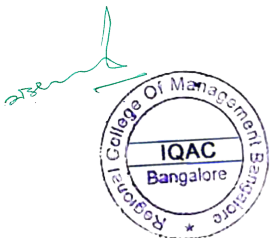
For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

Accepted and Agreed

\_\_\_\_\_  
Lusy Pradhan

Genpact India Private Limited  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

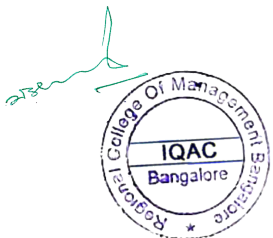


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### Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
  2. If already a member of a provident fund (PF) scheme with previous employer, then;
    - a. Employer's name
    - b. Provident Fund account number from your previous employer
    - c. Universal account number provided by your previous employer
    - d. Employee Pension number provided by your previous employerOR
    - e. Date of joining & leaving from previous employer
    - f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
  3. Below mentioned KYC (Know Your Customer) Documents
    - a. Copy of PAN
    - b. Copy of Aadhaar Card.
    - c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
  4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC ( Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
    - a. 3 Post card size (4X7) photographs of yourselfOr
    - b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- \*Please check the company policy for the applicable limit
5. 4 recent Passport size Photograph
    - a. One for Genpact ID card
    - b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
    - c. Two for PAN card application if you do not have one



**Genpact India Private Limited**  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001

  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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**ANNEXURE - II**  
**COMPENSATION DETAILS**

<b>NAME</b>	Lusy Pradhan
<b>BAND</b>	5B
<b>DESIGNATION</b>	Senior Associate
<b>LOCATION</b>	India>Bangalore>Bangalore Surya Park IN - Office
<b>COMPONENTS</b>	<b>AMOUNT (PER ANNUM)</b>
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
<b>FIXED PAY</b>	<b>350,000.00</b>
<b>ANNUAL PERFORMANCE BONUS*(APB)</b>	<b>7200</b>
<b>PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**</b>	<b>AMOUNT (PER ANNUM)</b>
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
<b>Total Earning Potential</b>	<b>Amount (Per Annum)</b>
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
<b>Benefits</b>	<b>Amount (Per Annum)</b>
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

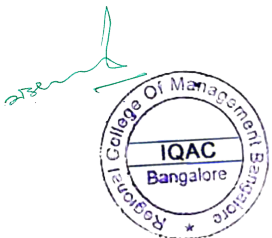
Accepted and Agreed

Lusy Pradhan

Genpact India Private Limited

CIN: U73100DL2005PTC307363

Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





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Company Contribution ESIC	As per Act
Gratuity	12,260.00
<b>Other Attractions</b>	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

**Notes:**

\* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB). An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

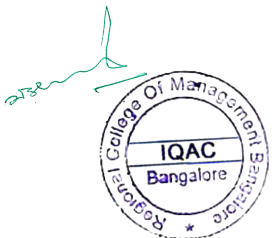
\*\*Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year. You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act, 1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

**Genpact India Private Limited**

**CIN: U73100DL2005PTC307363**

**Regd. Off.:** 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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Dear Lusy Pradhan  
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated April 30, 2021  
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal\*
- Copy of self-attested cancelled cheque (\*\*if you are eligible for ESIC enrolment as per government norms)
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (\*\*IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

\* SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.

\*\*The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.  
if your CTC is more than 2.6 lakhs. you may ignore the same.

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. [Click Here](#)

Wishing you all the best!

**Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date**

Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,  
Genpact Hiring Team

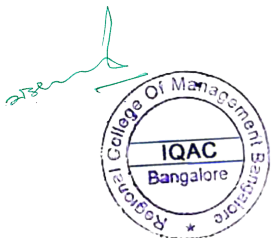
**Accepted and Agreed**

**Lusy Pradhan**

**Genpact India Private Limited**

**CIN: U73100DL2005PTC307363**

**Regd. Off.:** 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Date: 20 June, 2021

**Subject: Offer of Employment**

Dear Mala N

Hearvest Congratulations to you!

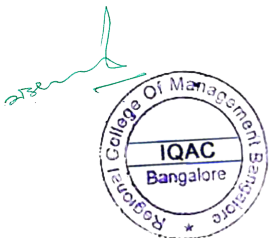
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

**Sushil Chander**  
**Vice President – Human Resources**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**Annexure 1**

**Date:** 20 June, 2021

**Name:** Mala N

**Designation:** Executive Trainee

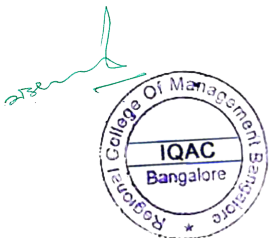
**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
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Basic	142,500	11875
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Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000

Mediclaim: INR2,00,000 for self and dependents



**April 10, 2021**

**Manjunath Basappa Nidawani**

RCM, Bangalore

Dear Manjunath Basappa Nidawani

**JM Financial Products Limited** (the "Firm") is pleased to offer you an employment in the Firm as a **Management Trainee** on the following terms and conditions:

**1. Date of Joining**

You shall join the services of the Firm latest by April 10, 2021. However, this is subject to the Firm receiving satisfactory references, your previous Company's relieving letter and on you being certified medically fit by the Firm appointed doctor, failing which this Contract shall stand cancelled and will hence be null and void.

**2. Probation**

You will be on a probation period of 12 months from the date of your joining which may be extended at the discretion of the Management. Your services in the Firm may be confirmed in writing on successful completion of the probation period. During the period of your probation, either party can terminate your services by giving 7 days' notice in writing to the other party. However, the Firm reserves the right to terminate your services without giving any notice in writing or otherwise to you during such probation period.

Upon your joining the Firm may at its own discretion, hire any Agency to verify inter alia, the information and documents furnished by you. Should there be any discrepancy in the information gathered by the Agency from the information and documents provided by you, the Firm may at its own discretion terminate your employment immediately without any notice or salary in lieu thereof.

**3. Compensation**

In consideration for the services to be rendered by you, the Firm shall pay you the following annual Base Salary.

**Basic:** Rs. 2,16,000/- (Rupees Two Lakh Sixteen Thousand only)

**House Rent Allowance:** Rs. 1,29,600/- (Rupees One Lakh Twenty Nine Thousand Six Hundred only)

**Supplementary Allowance:** Rs. 65,280/- (Rupees Sixty Five Thousand Two Hundred Eighty only)

**Advance Statutory Bonus:** Rs. 43,200/- (Rupees Forty Three Thousand Two Hundred only)

You are also entitled to Provident Fund, Gratuity and other benefits in accordance with the Firm's policies in effect, and as amended from time to time.

You will be entitled to receive Incentive under the Incentive Scheme applicable to you as per the Company's policy. The same is at the sole discretion of the Management and will be reviewed for change from time to time.

The Incentive amount earned shall be payable quarterly provided you are employed on the Firm's payroll and not resigned or serving notice period as on the date of Incentive payout.

**4. Group Insurance Benefit**

You will be covered under Group Insurance policies of the Firm, as/if applicable to all employees from time to time.

**5. Leave**

You shall be entitled to a maximum leave of 23 working days for the period April 1st to March 31st as per the Firm's policy. The Firm reserves the right to amend the policy from time to time.

**Strictly Confidential**

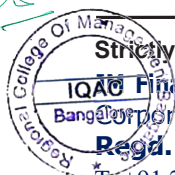
**JM Financial Products Limited**

Corporate Identity Number: U74140MH1984PLC033397

**Regd. Office:** 7th Floor, Cnergy, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025

T: +91 22 6630 3030 F: +91 22 6630 3344 [www.jmfinancialproducts.com](http://www.jmfinancialproducts.com)

Page 1 of 4



You will not be eligible for leave during your probation period (except in unavoidable cases such as illness or emergencies). If you resign from employment or your services are terminated by the Firm, while still on probation, all leaves availed will be treated as leave without pay and recovered at the time of final settlement.

#### **6. Transfer**

Your services are subject to transfer to another department/ division of the Firm or to the Firm's holding or subsidiary company or any associate/affiliate/joint venture falling within the JM Financial Group that are in existence today and that may come into existence any time in future anywhere in India or abroad.

#### **7. Hours of Work**

Your working days will be Tuesday to Sunday. Your normal working hours will be communicated by your respective Reporting Manager. At the sole discretion of the Management, you may be asked to work beyond the normal working hours and also on weekends or holidays.

#### **8. Termination**

Upon Confirmation, your services can be terminated by either party by giving one month's notice in writing to the other. The Firm reserves the right to enforce or waive all or part of the notice period at its sole discretion. Should the Firm decide to waive the notice period upon your request, you shall not be entitled to receive any further compensation beyond your last day of work in the office. In the event of termination of services by the Firm without notice your termination shall become effective immediately upon the Firm paying you one month's Base salary in lieu of the notice. However, your services may be terminated by the Firm without any notice or Base salary in lieu thereof in case of any non-compliance or breach or violation by you of the Firm's Code of Conduct or other policies and procedures for the time being in force. Further, the Firm may require you not to begin alternative employment or conduct other business for the duration of your contractual notice period. However, during such period, the Firm will continue to maintain your salary and other contractual benefits.

Upon your resignation or termination of your services, the Firm may require you to sign such documents/ letters to safeguard its interests and the intellectual property rights and confidentiality of the information gathered by you during the course of your employment. You shall not, upon leaving the employment with the Firm, make any attempt or endeavor to directly or indirectly encourage/assist/solicit other employees of the Firm to join you in your new assignment or any other employment.

In the event of uninformed absence from work for 7 working days or more, without intimating your immediate supervisor or respective HR Business Partner, would state that you have no intention to continue with your services and the Firm has all rights to consider this as abandonment of your services with immediate effect, without giving any notice or salary in lieu of the notice.

#### **9. Employee Hand Book and Code of Conduct**

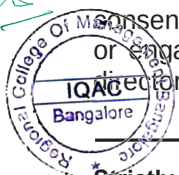
Your service conditions / conduct are also governed by the Human Resource Policies and other related matters enshrined in the Employee Hand Book and the Firm's Code of Conduct. You are required to strictly adhere to the Firm's Code of Conduct. The Code of Conduct sets out the Firm's compliance policies and the standards of conduct required of you as an employee of the Firm.

On the day of your joining the Firm, you will receive a copy each of the Employee Handbook and the Firm's Code of Conduct. You shall be required to carefully read, understand and sign the acknowledgement form of both these documents and return the same to the Human Resources department. You hereby undertake to abide by at all times the Firm's Code of Conduct as amended from time to time.

#### **10. Engagement in other Business Activities**

You acknowledge that you shall devote your whole time and attention to the services of the Firm during the term of your employment.

For this reason, during the term of your employment, you must not (without the Firm's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other entity or organization (whether as an employee, officer, director, agent, partner, consultant or otherwise).



**11. Intellectual Property**

You acknowledge that all materials you create in the course of your employment (regardless of the form they take) will belong to the Firm so that the Firm is considered their author or producer. If, for any reason, you are considered the author or producer of these materials, you hereby assign to the Firm all right, title and interest you may have in them. You shall not be entitled to utilize such materials after you leave the employment with the Firm. You hereby expressly acknowledge and declare that the Firm would always continue to be the author and owner of all such materials copyrights, properties, etc. You shall before leaving the employment of the Firm arrange to give a proper handover all such documents that are in your custody to a person nominated by the Firm and also of the charge of assignments last handled by you.

**12. Confidentiality**

You agree that the terms and conditions governing your employment are strictly confidential. Any disclosure of these terms and conditions to any third party (including other employees of the Firm or any employees of the associate/group entities of the Firm) constitutes a breach of the terms of your employment.

You also acknowledge that the information you acquire about the business of the Firm and any of the associate/group companies in the course of your employment with the Firm is highly confidential. You agree, during the term of your employment hereunder and thereafter not to use such information for any purpose other than for the sole benefit of the associate/group companies including the Firm. You further agree and undertake not to disclose any information to any third party without the prior written consent of the Firm.

By signing and accepting this offer letter you expressly acknowledge that you have understood the terms of your employment contract. Your employment is liable to be terminated for the breach of any of the terms and conditions contained in this contract. Further, the Firm reserves the right to initiate such legal action against you as it may think appropriate.

This letter constitutes the written terms and conditions governing your Contract of employment with the Firm.

You are requested to return a copy of this letter duly signed by you, in acknowledgment of your acceptance of the terms and conditions governing the contract.

We look forward to welcoming you.

Sincerely,



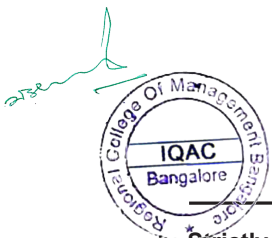
Terence Raphael  
**Authorized Signatory**

I have read and understood the contents of offer letter as above. I acknowledge that the contents of this letter constitute my Contract of employment. I undertake and declare that I shall abide by the terms of my employment with the Firm. I will join the Services of the Firm on \_\_\_\_\_.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date : \_\_\_\_\_ at \_\_\_\_\_



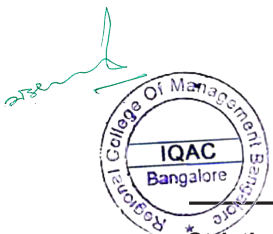
### JM Financial Products Limited

<b>Name:</b>	<b>Manjunath Basappa Nidawani</b>
<b>Designation:</b>	Management Trainee
<b>Department</b>	Sales

Particulars	Monthly (Rs.)	Annual (Rs.)
Basic	18,000	2,16,000
HRA	10,800	1,29,600
Supplementary Allowance	5,440	65,280
Advance Statutory Bonus	3,600	43,200
Employer's Contribution to PF	2,160	25,920
<b>Total Fixed Salary</b>	<b>40,000</b>	<b>4,80,000</b>

<b>Note:</b>
The above amount includes your Travel/Conveyance
<b>Provident Fund</b> - PF mentioned above is Employer's contribution. The same amount will also be deducted from the salary as your contribution towards PF.
<b>Income Tax</b> - The amount stated above is pre- Income & Professional Tax and deductions will be made from salary as per regulations.
<b>Other Benefits</b>
<b>Group Insurance Policy as per Company Policy</b> Mediclaime & Hospitalization Insurance Cover Term Life Insurance Cover Personal Accident Cover
<b>Employee Health Check-up as per Company policy</b>
<b>Gratuity</b> :- Payable as per the Gratuity Act, 1972.









Meghana K S

Regional College of Management  
Bengaluru 562164

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**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower

Divyasree Orion

SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032

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Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

March 26, 2021

Dear Meghana K S

Congratulations! We are pleased to offer you the position of Trainee, NATA for Invesco India Pvt. Ltd. ('I IPL or Invesco') effective July 19, 2021. This position will be located in our office at DivyaSree Orion, Survey No. 66/1, Ranga Reddy District, Hyderabad 500 032. People are the foundation of our success and we believe you possess the experience, capability and talent to help us further build our organization into one of the preeminent leaders in the investment community. Speaking not only for myself, but for my colleagues as well, we look forward to the opportunity of working with you to achieve our collective objectives.

The terms and conditions of your employment with I IPL are set forth below, which, together with Annexure A (Compensation), Annexure B (Additional Terms and Conditions of Employment), Annexure C (Sensitive Personal Data or Information Collection Statement), Annexure D (Notice) and Annexure E attachment hereto and incorporated herein, shall constitute the entire agreement between you and I IPL regarding your employment with I IPL (collectively, the "Agreement"). If the terms and conditions of the Agreement meet with your approval, please evidence your acceptance of such by signing where indicated below. The terms of this offer letter, Annexure A, Annexure B, Annexure C, Annexure D, and Annexure E are collectively referred to as "Employment Agreement".

This offer and your services are contingent upon the satisfactory background investigations including employment history. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be solely for the Company's use and confidential, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company. At your request, we understand that no background check with your present employer will be initiated by us prior to expiry of 7 days of your accepting the offer letter.

**Compensation**

*Annual CTC*

You will receive an annual CTC of Rs 3,30,000 . For further details, please refer to Annexure A hereof.

*Discretionary Bonus Program*

In addition, you will be eligible for Invesco's annual discretionary bonus program. Your target bonus range will be between 0% – 10% of your annual CTC. Your actual bonus award will be based upon company and individual performance and subject to applicable policies of company from time to time. Any incentive or performance bonus paid by the Company to the employee shall be inclusive of the statutory annual bonus, if, where and when, the same may become payable by the Company to the employee.

**Relocation Expenses:**

Domestic Relocation (e.g., within India only) expense will be reimbursed if you are relocating from a location that is more than 150 Kms away from Invesco Office Location. This is a onetime payment at the time of hiring and you must provide Invesco with documents acceptable to Invesco documenting the relocation expense. Relocation allowance must be repaid to Invesco within 30 days should your employment with Invesco be terminated for any reason, save for death, permanent disability or involuntary reduction in force within twelve months from your actual start date with Invesco. Such repayment may be made by Invesco

deducting relocation amounts from your final paycheck. Below are the details on relocation:

Level / Title	Eligible Amount
Trainee	INR 2,50,000

Note: You can utilize the allocated relocation budget against any of below Service stack (Travel, Transit Stay, Movement of Goods, Miscellaneous Expenses, Brokerage Charges, Bike/ Car Movement, Bike/ Car registration and Local Travel). However, the reimbursement amount should be within the overall relocation budget. All the reimbursement will be paid on the actuals. You must submit dully filled and signed reimbursement form along with original bill containing Vendor GST Number and payments receipts for availing the reimbursement.

Please refer the attached relocation guide for more details

### **Miscellaneous**

#### *Annual Leave*

Your annual leave will be communicated to you separately and will not be less than 30 working days in each full year and pro-rata in any part of a year.

Leave encashment would be paid as per the prevailing policy of I IPL at the time of your cessation of employment. The annual leave policy, carry over policy and leave encashment policy can be amended by I IPL at its sole discretion from time to time.

#### *Termination*

Your employment may be terminated in accordance with the terms and conditions of Part 12 of Annexure B hereto.

Nilotpal Nath, we are excited to welcome you to Invesco!

Sincerely,



Mamata Vegunta  
Director of HR- Hyderabad

### **Offer Confirmation and Acceptance**

If you are agreeable to the above terms and all terms and conditions as described in the Annexures to this document and Invesco (India) Private Limited Employee Guide, please sign this letter and return to Gayathri Santhoshi (at Santhoshi.Gayathri@invesco.com) by March 29, 2021. Please be sure to retain a copy of this letter for your records.

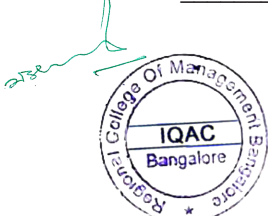
In the event you fail to provide your acceptance of this offer by March 29, 2021, this offer shall stand rescinded.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Meghana K S

Date: \_\_\_\_\_

Start Date: \_\_\_\_\_



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Meghana K S  
Regional College of Management  
Bengaluru 562164

**INVESCO (INDIA) PRIVATE LIMITED**  
15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032  
Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

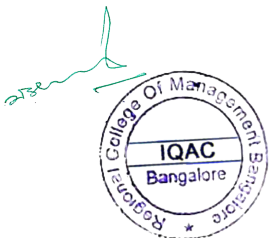
**Annexure A: Compensation Details**

**March 26, 2021**  
Name: Meghana K S  
Job Title: Trainee, NATA

	Annual Compensation (Rupees.)
Basic Salary	99,000
Bonus/ex-gratia	12,000
Special Allowance (Flexible Plan)	1,92,648
Company contribution to Provident Fund	21,600
Gratuity as per Gratuity Act	4,752
<b>Total CTC</b>	<b>3,30,000</b>

Sincerely,

Mamata Vegunta  
Director of HR- Hyderabad



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Meghana K S

Regional College of Management  
Bengaluru 562164

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Hyderabad, Telangana 500 032

Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

**Annexure B: Additional Terms and Conditions of Employment:**

**PART 1. EMPLOYMENT AND DUTIES**

1.1 You shall perform such duties, assume such responsibilities and carry out such instructions or policies as may be assigned by IIPL from time to time.

1.2 You shall at all times faithfully, diligently and to the best of your abilities perform all duties that may be required of you, and shall devote the whole of your working time, skill, experience, knowledge, labor, energy and attention exclusively to those duties and to the business and affairs of IIPL.

1.3 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you shall not, without first having obtained the written permission of IIPL, either as partner, officer, advisor, consultant, agent, employee, office bearer, contractor or otherwise, (i) be involved or become involved while this Employment Agreement is in effect or engage in any other activities that may conflict with your obligations to the Company; and (ii) carry on, own, manage, operate, join, assist, enable, have an interest in, control or otherwise engage or participate in a business similar to that of the Company or be connected (as a majority shareholder, director, officer, employee, partner, representative, lender, guarantor, distributor or advisor of, or consultant to or otherwise) in any business/ business entity which directly or indirectly is engaged in the business of the Company.

1.4 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you will not, either on your own or on behalf of any other person, firm or IIPL canvass, solicit, attempt to solicit or entice any of IIPL's customers, vendors, clients or any other employee working in IIPL.

1.5 You shall not bind IIPL to any commitment or obligations to third parties (whether in contract, tort or otherwise) without the prior approval of IIPL.

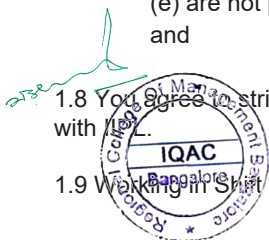
1.6 You shall in the discharge of your duties and in the exercise of your powers, observe, comply and adhere to all such prevailing laws and regulations, policies and procedures as may be applicable to IIPL, from time to time.

1.7 You represent to IIPL that you:

- (a) have the required skills and experience to perform the duties outlined in paragraph 1.2;
  - (b) are mentally and physically fit to perform the duties outlined in paragraph 1.2;
  - (c) are not using any illicit drugs;
  - (d) are not bankrupt;
  - (e) are not party to any agreement or covenant with any third party that may preclude your employment with IIPL;
- and

1.8 You agree to strictly comply with IIPL's HR policy as set out in IIPL's Employee Guide during the course of your employment with IIPL.

1.9 Working in Shift



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

- The normal "regular full-time" work schedule for IIPL is forty (40) working hours, not exceeding forty eight (48) working hours, during each working week.
- Daily and weekly work schedules may be changed from time to time, at the sole discretion of the Company, to meet varying business needs.
- In this regard, an employee is expected to work in any shift in a rotational basis in order to meet the business requirements. This may include working over the weekends / holidays, subject to applicable law.
- All employees are expected to adjust to these changes. Employees will be informed of changes in work schedules as far in advance as possible.
- All benefits contingent to working on shifts are guided by the Shift Allowance policy as described in the Employee Guide.

## **PART 2. TERM OF EMPLOYMENT**

2.1 Once your employment has commenced, it shall continue until terminated as hereinafter provided in Part 12, provided however that Parts 8 and 9, shall remain effective after the termination of employment hereunder.

## **PART 3. TRANSFERS AND PROMOTIONS**

3.1 All transfers and promotions will be considered on an individual basis and in line with IIPL's policy.

3.2 IIPL may, at its discretion, transfer you to any business location of IIPL or its affiliates in accordance with the Employee Guide.

## **PART 4. REMUNERATION**

4.1 For all services rendered by you as an employee of IIPL, you shall be entitled to total remuneration as set forth in Annexure A.

4.2 IIPL reserves the right to deduct from your salary and benefits any sums which you may owe IIPL including, without limitation, any overpayment made to you by IIPL or other deductions authorized or required by law.

4.3 In the event of any alteration of remuneration, being so notified, the alteration shall thereafter have effect as if it were specifically provided for in Annexure A.

4.4 Your remuneration will be reviewed periodically in accordance with the established Company policies.

## **PART 5. BENEFITS**

5.1 IIPL agrees to make available to every employee from the start date, the insurance scheme or insurance cum savings scheme as may be notified by the Government at the rates, stipulated by the Government in the notification either in lump sum every year or in monthly installments as may be prescribed by the Government in the notification from time to time.

## **PART 6. LEAVE**

6.1 You will be eligible to receive the annual leave in each full year (January to December) and pro-rata in any part of a year, in accordance with the Company policy.

6.2 Your leave entitlement shall be pro-rated for the years in which your employment with IIPL begins and terminates.

6.3 IIPL shall comply with regulatory requirements when authorizing leaves of absence for you due to medical conditions, pregnancy, childbirth, civic duties, or personal situations.

6.4 You shall request approval from your supervisor prior to taking leave.

## **PART 7. REIMBURSEMENT OF EXPENSES**

7.1 IIPL shall reimburse you for all authorized travel and other expenses actually and properly incurred in connection with your duties as an employee of IIPL in accordance with IIPL's travel and entertainment policy.

7.2 You shall provide any expense information requested by IIPL together with an itemize expense account and receipts showing expenses actually expended under paragraph 7.1.

## **PART 8. CONFIDENTIAL INFORMATION**

8.1 As used herein, the term "Confidential Information" means information disclosed to, used by, developed by, or known to you in the course of your employment with IIPL, which is not generally known by persons outside IIPL's employment including, but not limited to, information pertaining to IIPL's and/or its affiliates' trade secrets, client information, marketing methods or strategies, personnel, sources or methods of financial position, pricing, bid proposal features, methods merchandising, interest rates, sales, customer and vendor lists, Inventions (as defined below), routines, policies and business procedures, including those outlined in IIPL's Employee Guide (if any).

8.2 You acknowledge that you shall have access to and be entrusted with Confidential Information in the course of your employment with IIPL, and that IIPL's business would be irreparably harmed if such Confidential Information were disclosed to, or used by, any persons outside IIPL's employment.

8.3 You acknowledge and agree that the right to maintain the absolute confidentiality of its Confidential Information is a proprietary right, which IIPL is entitled to protect.

8.4 You undertake, covenant and agree that you will not, during the term of your employment with IIPL or at any time thereafter, directly or indirectly, by any means whatsoever, divulge, furnish, provide access to, or use for any purpose other than the purposes authorized by IIPL, any of IIPL's Confidential Information, except if (i) it is required by law or any regulatory or government authority but only after giving reasonable notice to enable IIPL to limit such disclosure to the extent possible under law; (ii) it is considered necessary by you to disclose the Confidential Information to your professional advisers, auditors and bankers provided that he does so on terms protecting the Confidential Information which are at least as stringent as those specified herein; or (iii) IIPL has given its consent in writing in relation to such disclosure.

## **PART 9. INVENTIONS**

9.1 As used herein, "Invention" means and includes any invention, improvement, method, process, advertisement, concept, system, apparatus, design or computer program or software, system or database or copyrights, patents, trademarks and designs (whether registered or unregistered), trade secrets or know how.

9.2 You acknowledge and agree that every Invention which you may, at any time during the term of your employment with IIPL or its affiliates, make, devise, develop or conceive, individually or jointly with others, whether during IIPL's business hours or otherwise, and which relates in any manner to IIPL's business or which may be useful to IIPL in connection with IIPL's business shall belong to, and be the exclusive property of IIPL, and you will make full and prompt disclosure to IIPL of every such Invention.

9.3 You undertake to assign to IIPL, or its nominee, every such Invention and to execute all assignments or other instruments and to do any other things necessary and proper to confirm IIPL's right and title in and to every such Invention. You further undertake to perform all proper acts within your power necessary or desired by IIPL to obtain letters patented in the name of IIPL and at IIPL's expense for every such Invention in whatever countries IIPL may desire, without payment by IIPL to You of any royalty, license fee, price or additional compensation. To the extent that such assignment of the rights in the Inventions from you to the Company is held unenforceable under applicable law for any reason, you agree to irrevocably grant a worldwide, enterprise-wide, perpetual, unlimited right and license in the Inventions, to use modify, improve, interpret, compile, recompile and further assign such rights provided in the Inventions for any purpose of the Company and without identifying or seeking your consent.

9.4 You further agree and acknowledge that even if IIPL does not exercise any of the rights in any of the assigned Inventions for more than a period of 1 (one) year, such assignment of, and license to, the rights in such assigned Inventions will not lapse and such rights will not revert pursuant to Section 19(4) of the Copyright Act, 1957.

9.5 You agree that, all duties and responsibilities provided by you under this Employment Agreement are specially ordered or commissioned by the Company for its sole and exclusive use and shall constitute 'work for hire' at the instance of the Company in accordance with Section 17 (b) Copyrights Act, 1957, as amended from time to time. You will not, during or at any time after the completion, expiry or termination of this Employment Agreement in any way question or dispute the ownership of the Inventions developed, discovered, prepared, created, conceived or reduced to practice by you, either alone or jointly with others, during the course of performance of your duties under this Employment Agreement.

9.6 You may only use the Inventions to perform your duties under this Employment Agreement. You agree not to use the Inventions for your own gain. Further, you agree to not disclose any Inventions to any third party without the express written consent of the Company. To the extent any rights considered as moral rights in any jurisdiction cannot be assigned, you hereby forever waive and agree never to assert any and all moral rights that you may have in the Inventions or in respect to any Invention which you may be entitled under the law or any relevant jurisdiction even after termination of your relationship/employment with the Company and undertake to not initiate any legal proceedings to enforce any such moral rights.

9.7 The obligations contained in Part 9 hereof shall continue beyond the termination of your employment and shall be binding upon your heirs, executors, administrators and other legal representatives.

## **PART 10. INJUNCTIVE RELIEF**

10.1 You acknowledge and agree that a breach by you of any of the covenants contained in Parts 8 or 9 hereof would result in irreparable harm to I IPL's business such that I IPL could not adequately be compensated for such harm by a damage award. Accordingly, you agree that in the event of any such breach, in addition to all other remedies available to I IPL at law or in equity, I IPL shall be entitled as a matter of right to obtain from a court of competent jurisdiction such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance with the provisions of Parts 8 or 9 herein and you waive any right to object and consents to the issuance of an injunction or interim injunction prohibiting you from breaching any of the provisions hereof.

## **PART 11. POLICIES AND PROCEDURE MANUAL AND CODE OF CONDUCT**

11.1 You agree to comply with and be bound by the provisions of I IPL's Guide and Code of Business Conduct and Ethics.

11.2 It is understood that I IPL maintains or may maintain certain policies, which may relate to the employment of you. You agree to comply with such policies. It is agreed that the introduction and administration of such policies are within the sole discretion of I IPL. I IPL has the sole discretion to revise/amend any such policies and you agree to abide by such revised/amended policies as may/may not be notified to you. If I IPL introduces, amends or deletes such policies as conditions warrant, such introduction, deletion or amendment does not constitute a breach of this Employment Agreement.

## **PART 12. TERMINATION OF EMPLOYMENT**

12.1 Your employment may be terminated at any time by I IPL:

a) without notice or remuneration in lieu thereof at any time:

- i) for just cause;
- ii) if you are convicted of an indictable criminal offense or become bankrupt;
- iii) if you are guilty of any misconduct which in the reasonable opinion of I IPL could injure the reputation or business of I IPL;
- iv) if you, by reason of illness or mental or physical disability or incapacity, are unable to perform your duties under this as an employee of I IPL for any period of sixty (60) consecutive calendar days; or
- v) if you breach any obligation of yours contained in this Annexure B.

b) otherwise, for convenience, upon notice of 60 days prior notice, in writing or with a payment to you in lieu of notice.

12.2 You may terminate your employment with I IPL at any time by providing I IPL with 60 days prior notice in writing to that effect.

12.3 Upon termination of your employment with I IPL for any reason, you agree that all items in possession of you in respect of I IPL's business including all files, manuals, information, Confidential Information, Inventions and documents and all equipment such as motor vehicles, cameras, tape recorders, office equipment, computers and related equipment shall remain the property of I IPL and you shall personally deliver same promptly to I IPL's office. No photostatic copy, duplication or reproduction of any kind whatsoever shall be made of such files, information or documents without the express written consent of I IPL.

12.4 The payment of the amount required pursuant to sub-paragraph 12.1 (a) if applicable, together with any amounts accrued pursuant to paragraphs 4.1 and 6.1, shall be full and final severance pay and settlement between the parties hereto and the Employee agrees that he will not be entitled to any further compensation or payment of any kind whatsoever.

## **PART 13. GOVERNING LAW**

13.1 This document shall be construed and interpreted in accordance with Indian law and the Courts of Hyderabad shall have exclusive jurisdiction on any matters related thereto.

The terms and conditions as outlined in this Employment Agreement are subject to the terms and conditions of the Employee guide. The guide shall prevail in case of any inconsistency between this Employment Agreement and Employee guide. The Company can change the terms and conditions in the employee guide at any time without notice and the latest employee guide shall prevail over previous sessions.

## **PART 14. OTHER TERMS**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

14.1 Non-Disparagement:

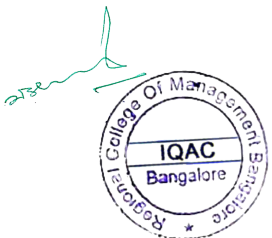
a) Upon cessation of your employment with IIPL, you shall refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of IIPL or its affiliates, publicly or otherwise, except as allowed or required by law. You shall also refrain from suggesting to anyone that any written or oral statements concerning IIPL or its affiliates, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.

b) You understand that nothing in this Employment Agreement shall in any way limit or prohibit you from engaging for a lawful purpose in any Protected Activity. For purposes of this Employment Agreement, "Protected Activity" shall mean filing a charge or complaint, or otherwise communicating, cooperating, or participating with any governmental agency or regulatory body, in accordance with applicable laws.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Meghana K S

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





### Annexure C: Sensitive Personal Data or Information (SPDI) Collection Statement

Throughout the course of your employment or service with Invesco India Private Limited ("IIPL"), we may collect certain Sensitive Personal Data or Information ("SPDI") from you.

The purpose of collection of SPDI includes but is not limited to: assessing an individual's qualifications and suitability including state of health for a particular job or task, administering a range of HR processes, provisioning of payroll benefits, record retention process, performance management, staff action on career development, tax-return filing, disclosures as permitted and required by law to assist in regulatory or other investigation or inspection, if any, or internal audit procedure and / or other administrative tasks ("Purposes").

The SPDI that we have collected and may collect from time to time may be used for the Purposes listed above by IIPL and/or may be transferred (whether in or outside of your employing country) to our group, affiliate or associate companies, our third party service providers such as insurers, bankers, administrators and other third party companies engaged in contractual activities on our behalf.

As per IIPL's Employment Data Protection Policy, we reserve the right to retain SPDI of employees, contractors, temporary employees, consultants, interns, trainees, prospective employees or applicants, and former employees when they cease to be employed by us for a period as allowed under applicable laws. Such SPDI may be required for any purposes, residual or ancillary to the above Purposes in relation to a former employee, including, but not limited to; the provision of job references, processing applications for the employment matters relating to retirement benefits and allowing us to fulfill other contractual or statutory obligations. Please note that you have a right to request access to or seek a correction to your SPDI in relation to your employment.

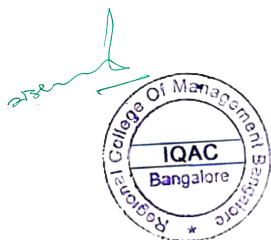
Please visit the intranet for our latest Employment Data Protection Policy should you have any enquiries concerning the SPDI collected, including obtaining copies and/ or seeking any correction. Please note that the Employment Data Protection Policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your acceptance of the Sensitive Personal Data or Information Collection Statement and acknowledge that you have read and agree to the terms of the Employment Data Protection Policy. You have the right to opt-out, in which case, you may contact the Human Resources department

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Meghana K S

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



## Annexure D : Notice to Potential Employees

Invesco Limited and its subsidiaries (Invesco)

Invesco, as an investment company, is highly regulated by, and abides by all applicable regulatory requirements of, the Securities and Exchange Commission (SEC). As an individual providing service to Invesco as an employee, you are subject to certain regulations established by the SEC as a condition of providing services to the corporation. This document provides you with an overview of those requirements so you know what to expect in anticipation of working with the organization.

### Financial disclosure:

Due to potential access to sensitive information and records, you will be subject to disclosure of your personal investment holdings and trading activity as well as those of your immediate family while working with the company. Disclosure and other requirements may include, but may not be limited to, the following:

- a) Disclosure of direct or indirect beneficial ownership of securities held now or in the future;
- b) Clearance by Invesco before engaging in certain personal securities transactions;
- c) Reporting of certain personal securities transactions to Invesco;
- d) Restrictions on engaging in personal securities transactions or holding securities issued during an initial public offering;
- e) Restrictions on and disclosures regarding personal securities transactions involving the purchase or sale of unregistered or restricted securities;
- f) Restrictions on engaging in personal securities transactions in certain securities during certain periods of time; and
- g) Holding demat and trading accounts with an approved broker only.

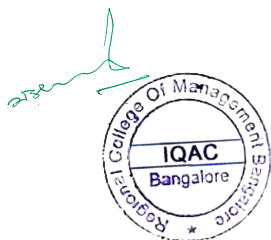
IIPL's Compliance department will contact you shortly after you begin your assignment regarding disclosure requirements and pre-clearance of personal trades (if applicable).

*Compliance with these requirements is a condition to any working relationship with Invesco, but does not guarantee a continued working relationship. All individuals work with Invesco on an at-will basis unless another status is agreed in writing with an authorized Invesco representative. Thank you for your cooperation and efforts toward maintaining Invesco as an organization that demonstrates the highest of ethical standards and behaviors in all of its business responsibilities.*

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Meghana K S

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



## Annexure E: Transportation

In line with regulatory requirement and prevailing Invesco policy, Invesco provides door to door transport where applicable, for employees.

Employees whose login and log-out falls in between 7pm-7am can opt for company-provided transport facility, provided the following conditions are met:

- (I) Transport service is provided to employees who resides within 30kms radius from IIPL Office location.
- (II) It is intended that the maximum journey time should not be more than 120 minutes (one way). The calculated time is based on normal traffic conditions.

One of the prerequisites to making the Invesco offer was your proximity of residence to the Invesco office location. If you are unable to reside within the radius of Invesco Transport eligibility, during your tenure at IIPL, IIPL shall be entitled to take such necessary steps as may be required including

- (I) Ceasing the transportation facility
- (II) Termination of your employment with Invesco.

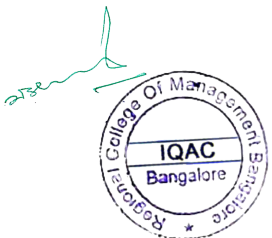
You are required to make yourself familiar with the Invesco Transport policy by reading the policy available on Intranet. More details can be obtained by contacting your Facilities Services department. Please note that the Invesco Transport policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your understanding and acceptance of the above.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Meghana K S

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Mohammed Syed Irfan M  
Regional College of Management  
Bengaluru 562164

**INVESCO (INDIA) PRIVATE LIMITED**  
15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032  
Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

March 26, 2021

Dear Mohammed Syed Irfan M

Congratulations! We are pleased to offer you the position of Trainee, NATA for Invesco India Pvt. Ltd. ('I IPL or Invesco') effective July 19, 2021. This position will be located in our office at DivyaSree Orion, Survey No. 66/1, Ranga Reddy District, Hyderabad 500 032. People are the foundation of our success and we believe you possess the experience, capability and talent to help us further build our organization into one of the preeminent leaders in the investment community. Speaking not only for myself, but for my colleagues as well, we look forward to the opportunity of working with you to achieve our collective objectives.

The terms and conditions of your employment with I IPL are set forth below, which, together with Annexure A (Compensation), Annexure B (Additional Terms and Conditions of Employment), Annexure C (Sensitive Personal Data or Information Collection Statement), Annexure D (Notice) and Annexure E attachment hereto and incorporated herein, shall constitute the entire agreement between you and I IPL regarding your employment with I IPL (collectively, the "Agreement"). If the terms and conditions of the Agreement meet with your approval, please evidence your acceptance of such by signing where indicated below. The terms of this offer letter, Annexure A, Annexure B, Annexure C, Annexure D, and Annexure E are collectively referred to as "Employment Agreement".

This offer and your services are contingent upon the satisfactory background investigations including employment history. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be solely for the Company's use and confidential, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company. At your request, we understand that no background check with your present employer will be initiated by us prior to expiry of 7 days of your accepting the offer letter.

### **Compensation**

#### *Annual CTC*

You will receive an annual CTC of Rs 3,30,000 . For further details, please refer to Annexure A hereof.

#### *Discretionary Bonus Program*

In addition, you will be eligible for Invesco's annual discretionary bonus program. Your target bonus range will be between 0% – 10% of your annual CTC. Your actual bonus award will be based upon company and individual performance and subject to applicable policies of company from time to time. Any incentive or performance bonus paid by the Company to the employee shall be inclusive of the statutory annual bonus, if, where and when, the same may become payable by the Company to the employee.

### **Relocation Expenses:**

Domestic Relocation (e.g., within India only) expense will be reimbursed if you are relocating from a location that is more than 150 Kms away from Invesco Office Location. This is a onetime payment at the time of hiring and you must provide Invesco with documents acceptable to Invesco documenting the relocation expense. Relocation allowance must be repaid to Invesco within 30 days should your employment with Invesco be terminated for any reason, save for death, permanent disability or involuntary reduction in force within twelve months from your actual start date with Invesco. Such repayment may be made by Invesco

deducting relocation amounts from your final paycheck. Below are the details on relocation:

Level / Title	Eligible Amount
Trainee	INR 2,50,000

Note: You can utilize the allocated relocation budget against any of below Service stack (Travel, Transit Stay, Movement of Goods, Miscellaneous Expenses, Brokerage Charges, Bike/ Car Movement, Bike/ Car registration and Local Travel). However, the reimbursement amount should be within the overall relocation budget. All the reimbursement will be paid on the actuals. You must submit dully filled and signed reimbursement form along with original bill containing Vendor GST Number and payments receipts for availing the reimbursement.

Please refer the attached relocation guide for more details

### **Miscellaneous**

#### *Annual Leave*

Your annual leave will be communicated to you separately and will not be less than 30 working days in each full year and pro-rata in any part of a year.

Leave encashment would be paid as per the prevailing policy of IIPPL at the time of your cessation of employment. The annual leave policy, carry over policy and leave encashment policy can be amended by IIPPL at its sole discretion from time to time.

#### *Termination*

Your employment may be terminated in accordance with the terms and conditions of Part 12 of Annexure B hereto.

Nilotpal Nath, we are excited to welcome you to Invesco!

Sincerely,



Mamata Vegunta  
Director of HR- Hyderabad

### **Offer Confirmation and Acceptance**

If you are agreeable to the above terms and all terms and conditions as described in the Annexures to this document and Invesco (India) Private Limited Employee Guide, please sign this letter and return to Gayathri Santhoshi (at Santhoshi.Gayithri@invesco.com) by March 29, 2021. Please be sure to retain a copy of this letter for your records.

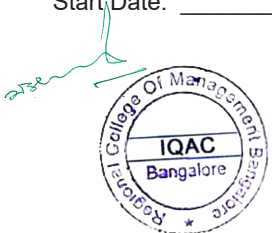
In the event you fail to provide your acceptance of this offer by March 29, 2021, this offer shall stand rescinded.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Mohammed Syed Irfan M

Date: \_\_\_\_\_

Start Date: \_\_\_\_\_



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Mohammed Syed Irfan M  
Regional College of Management  
Bengaluru 562164

**INVESCO (INDIA) PRIVATE LIMITED**  
15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032  
Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

**Annexure A: Compensation Details**

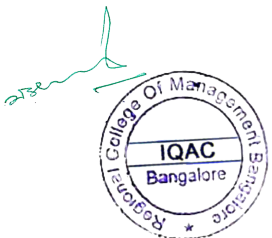
**March 26, 2021**

Name: Mohammed Syed Irfan M  
Job Title: Trainee, NATA

	<b>Annual Compensation (Rupees.)</b>
Basic Salary	99,000
Bonus/ex-gratia	12,000
Special Allowance (Flexible Plan)	1,92,648
Company contribution to Provident Fund	21,600
Gratuity as per Gratuity Act	4,752
<b>Total CTC</b>	<b>3,30,000</b>

Sincerely,

Mamata Vegunta  
Director of HR- Hyderabad



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Mohammed Syed Irfan M  
Regional College of Management  
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Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

**Annexure B: Additional Terms and Conditions of Employment:**

**PART 1. EMPLOYMENT AND DUTIES**

1.1 You shall perform such duties, assume such responsibilities and carry out such instructions or policies as may be assigned by IIPL from time to time.

1.2 You shall at all times faithfully, diligently and to the best of your abilities perform all duties that may be required of you, and shall devote the whole of your working time, skill, experience, knowledge, labor, energy and attention exclusively to those duties and to the business and affairs of IIPL.

1.3 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you shall not, without first having obtained the written permission of IIPL, either as partner, officer, advisor, consultant, agent, employee, office bearer, contractor or otherwise, (i) be involved or become involved while this Employment Agreement is in effect or engage in any other activities that may conflict with your obligations to the Company; and (ii) carry on, own, manage, operate, join, assist, enable, have an interest in, control or otherwise engage or participate in a business similar to that of the Company or be connected (as a majority shareholder, director, officer, employee, partner, representative, lender, guarantor, distributor or advisor of, or consultant to or otherwise) in any business/ business entity which directly or indirectly is engaged in the business of the Company.

1.4 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you will not, either on your own or on behalf of any other person, firm or IIPL canvass, solicit, attempt to solicit or entice any of IIPL's customers, vendors, clients or any other employee working in IIPL.

1.5 You shall not bind IIPL to any commitment or obligations to third parties (whether in contract, tort or otherwise) without the prior approval of IIPL.

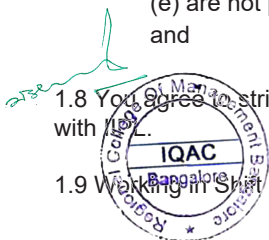
1.6 You shall in the discharge of your duties and in the exercise of your powers, observe, comply and adhere to all such prevailing laws and regulations, policies and procedures as may be applicable to IIPL, from time to time.

1.7 You represent to IIPL that you:

- (a) have the required skills and experience to perform the duties outlined in paragraph 1.2;
  - (b) are mentally and physically fit to perform the duties outlined in paragraph 1.2;
  - (c) are not using any illicit drugs;
  - (d) are not bankrupt;
  - (e) are not party to any agreement or covenant with any third party that may preclude your employment with IIPL;
- and

1.8 You agree to strictly comply with IIPL's HR policy as set out in IIPL's Employee Guide during the course of your employment with IIPL.

1.9 Working in Shift



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

- The normal "regular full-time" work schedule for IIPL is forty (40) working hours, not exceeding forty eight (48) working hours, during each working week.
- Daily and weekly work schedules may be changed from time to time, at the sole discretion of the Company, to meet varying business needs.
- In this regard, an employee is expected to work in any shift in a rotational basis in order to meet the business requirements. This may include working over the weekends / holidays, subject to applicable law.
- All employees are expected to adjust to these changes. Employees will be informed of changes in work schedules as far in advance as possible.
- All benefits contingent to working on shifts are guided by the Shift Allowance policy as described in the Employee Guide.

## **PART 2. TERM OF EMPLOYMENT**

2.1 Once your employment has commenced, it shall continue until terminated as hereinafter provided in Part 12, provided however that Parts 8 and 9, shall remain effective after the termination of employment hereunder.

## **PART 3. TRANSFERS AND PROMOTIONS**

3.1 All transfers and promotions will be considered on an individual basis and in line with IIPL's policy.

3.2 IIPL may, at its discretion, transfer you to any business location of IIPL or its affiliates in accordance with the Employee Guide.

## **PART 4. REMUNERATION**

4.1 For all services rendered by you as an employee of IIPL, you shall be entitled to total remuneration as set forth in Annexure A.

4.2 IIPL reserves the right to deduct from your salary and benefits any sums which you may owe IIPL including, without limitation, any overpayment made to you by IIPL or other deductions authorized or required by law.

4.3 In the event of any alteration of remuneration, being so notified, the alteration shall thereafter have effect as if it were specifically provided for in Annexure A.

4.4 Your remuneration will be reviewed periodically in accordance with the established Company policies.

## **PART 5. BENEFITS**

5.1 IIPL agrees to make available to every employee from the start date, the insurance scheme or insurance cum savings scheme as may be notified by the Government at the rates, stipulated by the Government in the notification either in lump sum every year or in monthly installments as may be prescribed by the Government in the notification from time to time.

## **PART 6. LEAVE**

6.1 You will be eligible to receive the annual leave in each full year (January to December) and pro-rata in any part of a year, in accordance with the Company policy.

6.2 Your leave entitlement shall be pro-rated for the years in which your employment with IIPL begins and terminates.

6.3 IIPL shall comply with regulatory requirements when authorizing leaves of absence for you due to medical conditions, pregnancy, childbirth, civic duties, or personal situations.

6.4 You shall request approval from your supervisor prior to taking leave.

## **PART 7. REIMBURSEMENT OF EXPENSES**

7.1 IIPL shall reimburse you for all authorized travel and other expenses actually and properly incurred in connection with your duties as an employee of IIPL in accordance with IIPL's travel and entertainment policy.

7.2 You shall provide any expense information requested by IIPL together with an itemize expense account and receipts showing expenses actually expended under paragraph 7.1.

## **PART 8. CONFIDENTIAL INFORMATION**



8.1 As used herein, the term "Confidential Information" means information disclosed to, used by, developed by, or known to you in the course of your employment with IIPL, which is not generally known by persons outside IIPL's employment including, but not limited to, information pertaining to IIPL's and/or its affiliates' trade secrets, client information, marketing methods or strategies, personnel, sources or methods of financial position, pricing, bid proposal features, methods merchandising, interest rates, sales, customer and vendor lists, Inventions (as defined below), routines, policies and business procedures, including those outlined in IIPL's Employee Guide (if any).

8.2 You acknowledge that you shall have access to and be entrusted with Confidential Information in the course of your employment with IIPL, and that IIPL's business would be irreparably harmed if such Confidential Information were disclosed to, or used by, any persons outside IIPL's employment.

8.3 You acknowledge and agree that the right to maintain the absolute confidentiality of its Confidential Information is a proprietary right, which IIPL is entitled to protect.

8.4 You undertake, covenant and agree that you will not, during the term of your employment with IIPL or at any time thereafter, directly or indirectly, by any means whatsoever, divulge, furnish, provide access to, or use for any purpose other than the purposes authorized by IIPL, any of IIPL's Confidential Information, except if (i) it is required by law or any regulatory or government authority but only after giving reasonable notice to enable IIPL to limit such disclosure to the extent possible under law; (ii) it is considered necessary by you to disclose the Confidential Information to your professional advisers, auditors and bankers provided that he does so on terms protecting the Confidential Information which are at least as stringent as those specified herein; or (iii) IIPL has given its consent in writing in relation to such disclosure.

## **PART 9. INVENTIONS**

9.1 As used herein, "Invention" means and includes any invention, improvement, method, process, advertisement, concept, system, apparatus, design or computer program or software, system or database or copyrights, patents, trademarks and designs (whether registered or unregistered), trade secrets or know how.

9.2 You acknowledge and agree that every Invention which you may, at any time during the term of your employment with IIPL or its affiliates, make, devise, develop or conceive, individually or jointly with others, whether during IIPL's business hours or otherwise, and which relates in any manner to IIPL's business or which may be useful to IIPL in connection with IIPL's business shall belong to, and be the exclusive property of IIPL, and you will make full and prompt disclosure to IIPL of every such Invention.

9.3 You undertake to assign to IIPL, or its nominee, every such Invention and to execute all assignments or other instruments and to do any other things necessary and proper to confirm IIPL's right and title in and to every such Invention. You further undertake to perform all proper acts within your power necessary or desired by IIPL to obtain letters patented in the name of IIPL and at IIPL's expense for every such Invention in whatever countries IIPL may desire, without payment by IIPL to You of any royalty, license fee, price or additional compensation. To the extent that such assignment of the rights in the Inventions from you to the Company is held unenforceable under applicable law for any reason, you agree to irrevocably grant a worldwide, enterprise-wide, perpetual, unlimited right and license in the Inventions, to use modify, improve, interpret, compile, recompile and further assign such rights provided in the Inventions for any purpose of the Company and without identifying or seeking your consent.

9.4 You further agree and acknowledge that even if IIPL does not exercise any of the rights in any of the assigned Inventions for more than a period of 1 (one) year, such assignment of, and license to, the rights in such assigned Inventions will not lapse and such rights will not revert pursuant to Section 19(4) of the Copyright Act, 1957.

9.5 You agree that, all duties and responsibilities provided by you under this Employment Agreement are specially ordered or commissioned by the Company for its sole and exclusive use and shall constitute 'work for hire' at the instance of the Company in accordance with Section 17 (b) Copyrights Act, 1957, as amended from time to time. You will not, during or at any time after the completion, expiry or termination of this Employment Agreement in any way question or dispute the ownership of the Inventions developed, discovered, prepared, created, conceived or reduced to practice by you, either alone or jointly with others, during the course of performance of your duties under this Employment Agreement.

9.6 You may only use the Inventions to perform your duties under this Employment Agreement. You agree not to use the Inventions for your own gain. Further, you agree to not disclose any Inventions to any third party without the express written consent of the Company. To the extent any rights considered as moral rights in any jurisdiction cannot be assigned, you hereby forever waive and agree never to assert any and all moral rights that you may have in the Inventions or in respect to any Invention which you may be entitled under the law or any relevant jurisdiction even after termination of your relationship/employment with the Company and undertake to not initiate any legal proceedings to enforce any such moral rights.

9.7 The obligations contained in Part 9 hereof shall continue beyond the termination of your employment and shall be binding upon your heirs, executors, administrators and other legal representatives.

## **PART 10. INJUNCTIVE RELIEF**

10.1 You acknowledge and agree that a breach by you of any of the covenants contained in Parts 8 or 9 hereof would result in irreparable harm to I IPL's business such that I IPL could not adequately be compensated for such harm by a damage award. Accordingly, you agree that in the event of any such breach, in addition to all other remedies available to I IPL at law or in equity, I IPL shall be entitled as a matter of right to obtain from a court of competent jurisdiction such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance with the provisions of Parts 8 or 9 herein and you waive any right to object and consents to the issuance of an injunction or interim injunction prohibiting you from breaching any of the provisions hereof.

## **PART 11. POLICIES AND PROCEDURE MANUAL AND CODE OF CONDUCT**

11.1 You agree to comply with and be bound by the provisions of I IPL's Guide and Code of Business Conduct and Ethics.

11.2 It is understood that I IPL maintains or may maintain certain policies, which may relate to the employment of you. You agree to comply with such policies. It is agreed that the introduction and administration of such policies are within the sole discretion of I IPL. I IPL has the sole discretion to revise/amend any such policies and you agree to abide by such revised/amended policies as may/may not be notified to you. If I IPL introduces, amends or deletes such policies as conditions warrant, such introduction, deletion or amendment does not constitute a breach of this Employment Agreement.

## **PART 12. TERMINATION OF EMPLOYMENT**

12.1 Your employment may be terminated at any time by I IPL:

a) without notice or remuneration in lieu thereof at any time:

- i) for just cause;
- ii) if you are convicted of an indictable criminal offense or become bankrupt;
- iii) if you are guilty of any misconduct which in the reasonable opinion of I IPL could injure the reputation or business of I IPL;
- iv) if you, by reason of illness or mental or physical disability or incapacity, are unable to perform your duties under this as an employee of I IPL for any period of sixty (60) consecutive calendar days; or
- v) if you breach any obligation of yours contained in this Annexure B.

b) otherwise, for convenience, upon notice of 60 days prior notice, in writing or with a payment to you in lieu of notice.

12.2 You may terminate your employment with I IPL at any time by providing I IPL with 60 days prior notice in writing to that effect.

12.3 Upon termination of your employment with I IPL for any reason, you agree that all items in possession of you in respect of I IPL's business including all files, manuals, information, Confidential Information, Inventions and documents and all equipment such as motor vehicles, cameras, tape recorders, office equipment, computers and related equipment shall remain the property of I IPL and you shall personally deliver same promptly to I IPL's office. No photostatic copy, duplication or reproduction of any kind whatsoever shall be made of such files, information or documents without the express written consent of I IPL.

12.4 The payment of the amount required pursuant to sub-paragraph 12.1 (a) if applicable, together with any amounts accrued pursuant to paragraphs 4.1 and 6.1, shall be full and final severance pay and settlement between the parties hereto and the Employee agrees that he will not be entitled to any further compensation or payment of any kind whatsoever.

## **PART 13. GOVERNING LAW**

13.1 This document shall be construed and interpreted in accordance with Indian law and the Courts of Hyderabad shall have exclusive jurisdiction on any matters related thereto.

The terms and conditions as outlined in this Employment Agreement are subject to the terms and conditions of the Employee guide. The guide shall prevail in case of any inconsistency between this Employment Agreement and Employee guide. The Company can change the terms and conditions in the employee guide at any time without notice and the latest employee guide shall prevail over previous sessions.

## **PART 14. OTHER TERMS**



14.1 Non-Disparagement:

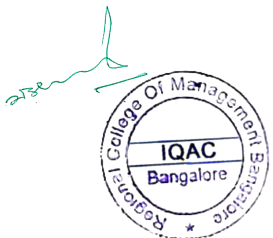
a) Upon cessation of your employment with IIPL, you shall refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of IIPL or its affiliates, publicly or otherwise, except as allowed or required by law. You shall also refrain from suggesting to anyone that any written or oral statements concerning IIPL or its affiliates, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.

b) You understand that nothing in this Employment Agreement shall in any way limit or prohibit you from engaging for a lawful purpose in any Protected Activity. For purposes of this Employment Agreement, "Protected Activity" shall mean filing a charge or complaint, or otherwise communicating, cooperating, or participating with any governmental agency or regulatory body, in accordance with applicable laws.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Mohammed Syed Irfan M

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



### Annexure C: Sensitive Personal Data or Information (SPDI) Collection Statement

Throughout the course of your employment or service with Invesco India Private Limited ("IIPL"), we may collect certain Sensitive Personal Data or Information ("SPDI") from you.

The purpose of collection of SPDI includes but is not limited to: assessing an individual's qualifications and suitability including state of health for a particular job or task, administering a range of HR processes, provisioning of payroll benefits, record retention process, performance management, staff action on career development, tax-return filing, disclosures as permitted and required by law to assist in regulatory or other investigation or inspection, if any, or internal audit procedure and / or other administrative tasks ("Purposes").

The SPDI that we have collected and may collect from time to time may be used for the Purposes listed above by IIPL and/or may be transferred (whether in or outside of your employing country) to our group, affiliate or associate companies, our third party service providers such as insurers, bankers, administrators and other third party companies engaged in contractual activities on our behalf.

As per IIPL's Employment Data Protection Policy, we reserve the right to retain SPDI of employees, contractors, temporary employees, consultants, interns, trainees, prospective employees or applicants, and former employees when they cease to be employed by us for a period as allowed under applicable laws. Such SPDI may be required for any purposes, residual or ancillary to the above Purposes in relation to a former employee, including, but not limited to; the provision of job references, processing applications for the employment matters relating to retirement benefits and allowing us to fulfill other contractual or statutory obligations. Please note that you have a right to request access to or seek a correction to your SPDI in relation to your employment.

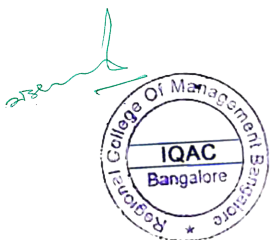
Please visit the intranet for our latest Employment Data Protection Policy should you have any enquiries concerning the SPDI collected, including obtaining copies and/ or seeking any correction. Please note that the Employment Data Protection Policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your acceptance of the Sensitive Personal Data or Information Collection Statement and acknowledge that you have read and agree to the terms of the Employment Data Protection Policy. You have the right to opt-out, in which case, you may contact the Human Resources department

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Mohammed Syed Irfan M

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure D : Notice to Potential Employees**  
Invesco Limited and its subsidiaries (Invesco)

Invesco, as an investment company, is highly regulated by, and abides by all applicable regulatory requirements of, the Securities and Exchange Commission (SEC). As an individual providing service to Invesco as an employee, you are subject to certain regulations established by the SEC as a condition of providing services to the corporation. This document provides you with an overview of those requirements so you know what to expect in anticipation of working with the organization.

**Financial disclosure:**

Due to potential access to sensitive information and records, you will be subject to disclosure of your personal investment holdings and trading activity as well as those of your immediate family while working with the company. Disclosure and other requirements may include, but may not be limited to, the following:

- a) Disclosure of direct or indirect beneficial ownership of securities held now or in the future;
- b) Clearance by Invesco before engaging in certain personal securities transactions;
- c) Reporting of certain personal securities transactions to Invesco;
- d) Restrictions on engaging in personal securities transactions or holding securities issued during an initial public offering;
- e) Restrictions on and disclosures regarding personal securities transactions involving the purchase or sale of unregistered or restricted securities;
- f) Restrictions on engaging in personal securities transactions in certain securities during certain periods of time; and
- g) Holding demat and trading accounts with an approved broker only.

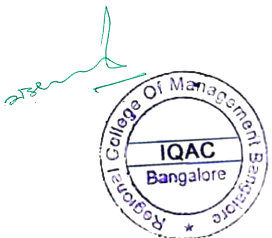
IIPL's Compliance department will contact you shortly after you begin your assignment regarding disclosure requirements and pre-clearance of personal trades (if applicable).

*Compliance with these requirements is a condition to any working relationship with Invesco, but does not guarantee a continued working relationship. All individuals work with Invesco on an at-will basis unless another status is agreed in writing with an authorized Invesco representative. Thank you for your cooperation and efforts toward maintaining Invesco as an organization that demonstrates the highest of ethical standards and behaviors in all of its business responsibilities.*

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Mohammed Syed Irfan M

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



### Annexure E: Transportation

In line with regulatory requirement and prevailing Invesco policy, Invesco provides door to door transport where applicable, for employees.

Employees whose login and log-out falls in between 7pm-7am can opt for company-provided transport facility, provided the following conditions are met:

- (I) Transport service is provided to employees who resides within 30kms radius from IIPL Office location.
- (II) It is intended that the maximum journey time should not be more than 120 minutes (one way). The calculated time is based on normal traffic conditions.

One of the prerequisites to making the Invesco offer was your proximity of residence to the Invesco office location. If you are unable to reside within the radius of Invesco Transport eligibility, during your tenure at IIPL, IIPL shall be entitled to take such necessary steps as may be required including

- (I) Ceasing the transportation facility
- (II) Termination of your employment with Invesco.

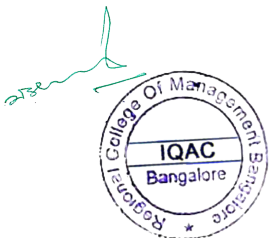
You are required to make yourself familiar with the Invesco Transport policy by reading the policy available on Intranet. More details can be obtained by contacting your Facilities Services department. Please note that the Invesco Transport policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your understanding and acceptance of the above.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Mohammed Syed Irfan M

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

April 10, 2021

**Mouli Roy**  
RCM, Bangalore

Dear Mouli Roy

**JM Financial Products Limited** (the "Firm") is pleased to offer you an employment in the Firm as a **Management Trainee** on the following terms and conditions:

**1. Date of Joining**

You shall join the services of the Firm latest by April 10, 2021. However, this is subject to the Firm receiving satisfactory references, your previous Company's relieving letter and on you being certified medically fit by the Firm appointed doctor, failing which this Contract shall stand cancelled and will hence be null and void.

**2. Probation**

You will be on a probation period of 12 months from the date of your joining which may be extended at the discretion of the Management. Your services in the Firm may be confirmed in writing on successful completion of the probation period. During the period of your probation, either party can terminate your services by giving 7 days' notice in writing to the other party. However, the Firm reserves the right to terminate your services without giving any notice in writing or otherwise to you during such probation period.

Upon your joining the Firm may at its own discretion, hire any Agency to verify inter alia, the information and documents furnished by you. Should there be any discrepancy in the information gathered by the Agency from the information and documents provided by you, the Firm may at its own discretion terminate your employment immediately without any notice or salary in lieu thereof.

**3. Compensation**

In consideration for the services to be rendered by you, the Firm shall pay you the following annual Base Salary.

**Basic:** Rs. 2,16,000/- (Rupees Two Lakh Sixteen Thousand only)

**House Rent Allowance:** Rs. 1,29,600/- (Rupees One Lakh Twenty Nine Thousand Six Hundred only)

**Supplementary Allowance:** Rs. 65,280/- (Rupees Sixty Five Thousand Two Hundred Eighty only)

**Advance Statutory Bonus:** Rs. 43,200/- (Rupees Forty Three Thousand Two Hundred only)

You are also entitled to Provident Fund, Gratuity and other benefits in accordance with the Firm's policies in effect, and as amended from time to time.

You will be entitled to receive Incentive under the Incentive Scheme applicable to you as per the Company's policy. The same is at the sole discretion of the Management and will be reviewed for change from time to time.

The Incentive amount earned shall be payable quarterly provided you are employed on the Firm's payroll and not resigned or serving notice period as on the date of Incentive payout.

**4. Group Insurance Benefit**

You will be covered under Group Insurance policies of the Firm, as/if applicable to all employees from time to time.

**5. Leave**

You shall be entitled to a maximum leave of 23 working days for the period April 1st to March 31st as per the Firm's policy. The Firm reserves the right to amend the policy from time to time.

**Strictly Confidential**

**JM Financial Products Limited**

Corporate Identity Number: U74140MH1984PLC033397

**Regd. Office:** 7th Floor, Cnergy, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025

T: +91 22 6630 3030 F: +91 22 6630 3344 [www.jmfinancialproducts.com](http://www.jmfinancialproducts.com)

Page 1 of 4

You will not be eligible for leave during your probation period (except in unavoidable cases such as illness or emergencies). If you resign from employment or your services are terminated by the Firm, while still on probation, all leaves availed will be treated as leave without pay and recovered at the time of final settlement.

#### **6. Transfer**

Your services are subject to transfer to another department/ division of the Firm or to the Firm's holding or subsidiary company or any associate/affiliate/joint venture falling within the JM Financial Group that are in existence today and that may come into existence any time in future anywhere in India or abroad.

#### **7. Hours of Work**

Your working days will be Tuesday to Sunday. Your normal working hours will be communicated by your respective Reporting Manager. At the sole discretion of the Management, you may be asked to work beyond the normal working hours and also on weekends or holidays.

#### **8. Termination**

Upon Confirmation, your services can be terminated by either party by giving one month's notice in writing to the other. The Firm reserves the right to enforce or waive all or part of the notice period at its sole discretion. Should the Firm decide to waive the notice period upon your request, you shall not be entitled to receive any further compensation beyond your last day of work in the office. In the event of termination of services by the Firm without notice your termination shall become effective immediately upon the Firm paying you one month's Base salary in lieu of the notice. However, your services may be terminated by the Firm without any notice or Base salary in lieu thereof in case of any non-compliance or breach or violation by you of the Firm's Code of Conduct or other policies and procedures for the time being in force. Further, the Firm may require you not to begin alternative employment or conduct other business for the duration of your contractual notice period. However, during such period, the Firm will continue to maintain your salary and other contractual benefits.

Upon your resignation or termination of your services, the Firm may require you to sign such documents/ letters to safeguard its interests and the intellectual property rights and confidentiality of the information gathered by you during the course of your employment. You shall not, upon leaving the employment with the Firm, make any attempt or endeavor to directly or indirectly encourage/assist/solicit other employees of the Firm to join you in your new assignment or any other employment.

In the event of uninformed absence from work for 7 working days or more, without intimating your immediate supervisor or respective HR Business Partner, would state that you have no intention to continue with your services and the Firm has all rights to consider this as abandonment of your services with immediate effect, without giving any notice or salary in lieu of the notice.

#### **9. Employee Hand Book and Code of Conduct**

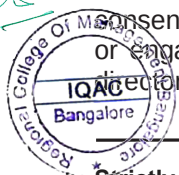
Your service conditions / conduct are also governed by the Human Resource Policies and other related matters enshrined in the Employee Hand Book and the Firm's Code of Conduct. You are required to strictly adhere to the Firm's Code of Conduct. The Code of Conduct sets out the Firm's compliance policies and the standards of conduct required of you as an employee of the Firm.

On the day of your joining the Firm, you will receive a copy each of the Employee Handbook and the Firm's Code of Conduct. You shall be required to carefully read, understand and sign the acknowledgement form of both these documents and return the same to the Human Resources department. You hereby undertake to abide by at all times the Firm's Code of Conduct as amended from time to time.

#### **10. Engagement in other Business Activities**

You acknowledge that you shall devote your whole time and attention to the services of the Firm during the term of your employment.

For this reason, during the term of your employment, you must not (without the Firm's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other entity or organization (whether as an employee, officer, director, agent, partner, consultant or otherwise).





**11. Intellectual Property**

You acknowledge that all materials you create in the course of your employment (regardless of the form they take) will belong to the Firm so that the Firm is considered their author or producer. If, for any reason, you are considered the author or producer of these materials, you hereby assign to the Firm all right, title and interest you may have in them. You shall not be entitled to utilize such materials after you leave the employment with the Firm. You hereby expressly acknowledge and declare that the Firm would always continue to be the author and owner of all such materials copyrights, properties, etc. You shall before leaving the employment of the Firm arrange to give a proper handover all such documents that are in your custody to a person nominated by the Firm and also of the charge of assignments last handled by you.

**12. Confidentiality**

You agree that the terms and conditions governing your employment are strictly confidential. Any disclosure of these terms and conditions to any third party (including other employees of the Firm or any employees of the associate/group entities of the Firm) constitutes a breach of the terms of your employment.

You also acknowledge that the information you acquire about the business of the Firm and any of the associate/group companies in the course of your employment with the Firm is highly confidential. You agree, during the term of your employment hereunder and thereafter not to use such information for any purpose other than for the sole benefit of the associate/group companies including the Firm. You further agree and undertake not to disclose any information to any third party without the prior written consent of the Firm.

By signing and accepting this offer letter you expressly acknowledge that you have understood the terms of your employment contract. Your employment is liable to be terminated for the breach of any of the terms and conditions contained in this contract. Further, the Firm reserves the right to initiate such legal action against you as it may think appropriate.

This letter constitutes the written terms and conditions governing your Contract of employment with the Firm.

You are requested to return a copy of this letter duly signed by you, in acknowledgment of your acceptance of the terms and conditions governing the contract.

We look forward to welcoming you.

Sincerely,



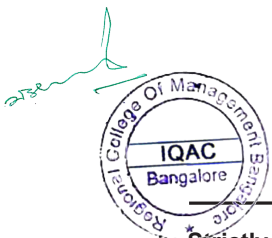
Terence Raphael  
**Authorized Signatory**

I have read and understood the contents of offer letter as above. I acknowledge that the contents of this letter constitute my Contract of employment. I undertake and declare that I shall abide by the terms of my employment with the Firm. I will join the Services of the Firm on \_\_\_\_\_.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date : \_\_\_\_\_ at \_\_\_\_\_







**KPMG Global Services Private Limited**  
 RMZ Ecoworld  
 2nd Floor, Campus 7  
 Devarabeesanahalli, Outer Ring Road  
 Bangalore 560 103 Karnataka India

Telephone +91 80 6132 6100  
 Internet www.in.kpmg.com/in  
 Email indiawebsite@kpmg.com

Private & Confidential

Date: 11<sup>th</sup> October 2021

To,

Candidate name: Mukul Dadheech

College name: Regional College of Management, Bangalore 562164

Congratulations!

We thank you for taking the time to attend the interview process of KPMG Global Services Private Limited (KGS). The Firm is a global delivery centre for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Associate 1 in the Tax business unit at KGS with a total compensation of INR 500,000 PA fixed (Five lakh per annum only).

Your anticipated joining date is between April -June 2022 at Bangalore/Kochi any of our office location. In case you are unable to join the Firm by May-June 2022, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

**This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".**

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

For KPMG Global Services Private Limited (KGS)

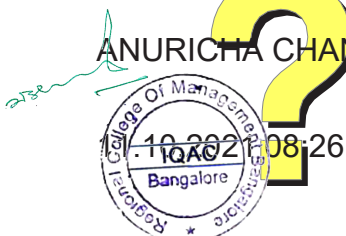
Accepted and Agreed

\_\_\_\_\_  
 Anuricha Chander

Associate Partner

Signature Not Verified

ANURICHA CHANDER



\_\_\_\_\_  
 Name:

Date:

KPMG Global Services Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74140HR2010PTC041413

Registered Office:  
 Building No.10  
 6th Floor, Tower C  
 DLF Cyber City, Phase II  
 Gurugram - 122 002, Haryana  
 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore



**KPMG Global Services Private Limited**  
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 Devarabeesanahalli, Outer Ring Road  
 Bangalore 560 103 Karnataka India

Telephone +91 80 6132 6100  
 Internet www.in.kpmg.com/in  
 Email indiawebsite@kpmg.com

**Authorization:**

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to KGS to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

**No binding obligation:**

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

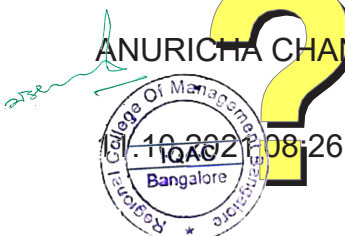
Name:

Date:

Please enclose self-attested Aadhar card and Pan Card (if available)

Signature Not Verified

ANURICHA CHANDER



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 Internet www.in.kpmg.com/in  
 Email indiawebsite@kpmg.com

Private & Confidential

Date: 11<sup>th</sup> October 2021

To,

Candidate name: Nandish B

College name: Regional College of Management, Bangalore 562164

Congratulations!

We thank you for taking the time to attend the interview process of KPMG Global Services Private Limited (KGS). The Firm is a global delivery centre for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Associate 1 in the Tax business unit at KGS with a total compensation of INR 500,000 PA fixed (Five lakh per annum only).

Your anticipated joining date is between April -June 2022 at Bangalore/Kochi any of our office location. In case you are unable to join the Firm by May-June 2022, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

**This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".**

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

For KPMG Global Services Private Limited (KGS)

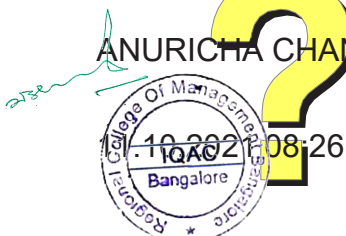
Accepted and Agreed

\_\_\_\_\_  
 Anuricha Chander

Associate Partner

Signature Not Verified

ANURICHA CHANDER



\_\_\_\_\_  
 Name:

Date:

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 DIRECTOR  
 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
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**Authorization:**

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to KGS to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

**No binding obligation:**

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

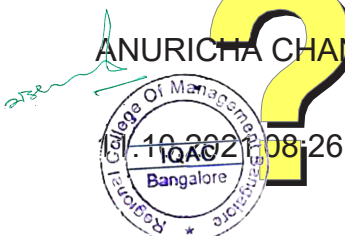
Name:

Date:

Please enclose self-attested Aadhar card and Pan Card (if available)

Signature Not Verified

ANURICHA CHANDER



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 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore



**2nd Mar 2021**

**Neerati Ramya**  
**Regional College of Management, Bangalore 562164**

**Subject: Employment offer for the post of Associate - Business Development**

Dear Neerati Ramya

We are delighted to offer you a position with **Leverage Ed-Tech Private Limited** (the “Company”), at our Delhi office as **Associate - Business Development**. This letter describes the basic terms of the offer subjected to a mutual agreement on the terms stated below.

This offer stands contingent on a background check and validation of the information provided by you during the interview or any other process related to your employment with the Company.

#### **Employment Start Date**

You are required to commence employment with the Company on **March 8th, 2021** (the “Joining Date”). You will be on probation for a period of three months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or maybe reduced with either earlier or on completion or thereafter till confirmation. Your services are liable to be terminated without any notice during the initial or extended period of probation. In case you decide to leave the company during this period, you will have to give a notice of 15 days to the company.

#### **Employment Benefits and Compensation**

Your annual CTC will be **Rs. 6,60,000/- (Six Lakh Sixty Thousand Only)** per annum

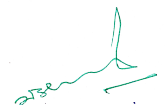
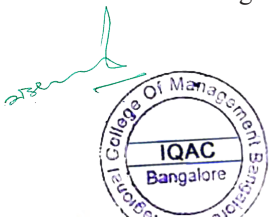
.1) Your Fixed CTC will be **Rs. 3,60,000/- (Three Lakh Sixty Thousand Only)** per annum.

Basic Amount	HRA Amount	Special Allowance	Gross Salary	Employer PF	Net Salary (Pre Tax)	Employee PF	Monthly CTC	CTC
15,000	7,500	5,700	28,200	1,800	26,400	1,800	30,000	3,60,000

2) **Variable:** Incentive up to **3,00,000/- (Three lakh Only)** per annum (based on performance).

#### **Leave/Holidays**

You are entitled to a casual leave of 7 days. You are entitled to 7 working days of paid sick leave. You are entitled to 15 days of earned leave as per the leave policy of the company. The Company shall notify a list of declared holidays at the beginning of each year.



## **Employment Agreement, Confidentiality of Proprietary Information, and Non-Disclosure Agreement**

The employee's duties may be reasonably modified at the Company's discretion from time to time. The employee will be required to work full time with the Company and during this employment, will not engage in any other business activity, regardless of whether that activity is pursued profit, gain, or any other monetary advantage. The employee is also prohibited from investing in any other competing business. The employee will be required, during, and after the term of this employment, not to reveal any confidential information or trade secrets to any person, firm, corporation, or entity. In case of breach of this condition, the Company can take action against the employee, which may be disciplinary or legal in nature.

For a period of 6 (Six) months after the Termination of Employment with the Company, you shall not, directly or indirectly, engage or get employed in a business similar to that of the Company. If in case, you discontinue your association with the Company, you shall not directly or indirectly, solicit or attempt in any manner to solicit, any business from any existing customer/ client of the Company or employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Company.

If the terms stated above are acceptable to you, please return a copy of this document signed on each page.

### **Termination conditions**

Your appointment can be terminated by the Company, without any reason, by giving you not less than 30 days prior notice in writing or salary in lieu thereof. You may terminate your employment with the Company, without any cause, by giving no less than 60 days prior notice or salary for an unsaved period, left after adjustment of pending leaves, as on date.

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

### **Documents required**

On the day of your joining please bring the following documents to help us get you onboard quickly.

1. Relieving certificate from the previous employer, if any
2. The Last three-month payslips received from the previous employer if any
3. Form 16 (TDS Certificate), if any
4. 10th mark sheet, 12th mark sheet, Graduation mark sheet, Post Graduation mark sheet, Additional Qualification documents
5. Three passport size photo
6. Identity Proof (PAN Card, DL, Passport, Aadhar Card, etc.)

If you have any queries or need assistance regarding your joining, please contact HR at [hr@leverageedu.com](mailto:hr@leverageedu.com).

We are excited about the possibility of you joining us and look forward to a mutually beneficial working relationship.





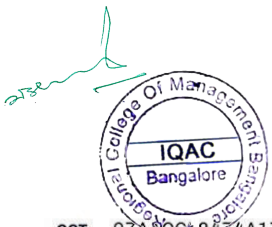
Yours Sincerely,  
**For Leverage ED-Tech Private Limited**

**Akshay Chaturvedi**  
**(Founder & CEO)**

**Employee acceptance:**

**I accept employment with the Leverage ED-Tech Private Limited under the terms described in this letter:**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_**

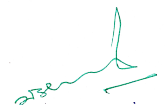


GST 07AFCCL8474A1ZL

+91 8826 200 293

19/47, Old Rajinder Nagar, New Delhi- 110060

CIN U80900DL2015PTC279331



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
info@leverageedu.com  
Devanahalli, Bangalore

Dear Niladri Das

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

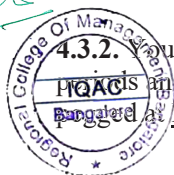
4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are **Rs. 150,000 /- p.a**)



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

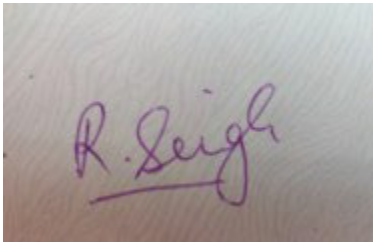
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2022.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

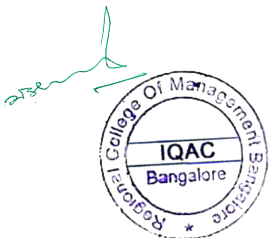


**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

July 4th, 2021

Dear Nuthan Kumar I

Congratulations! Linking Spaces Technologies Pvt. Ltd. is pleased to extend you this offer.

We are confident that you will be a great addition to our team and look forward to working with you. While you will be contributing to the success of this company, the company will be committed towards your personal and professional growth. We recognize and reward sincerity, hard work and performance, and hope that you will do your best.

**Position/Role:** Trainee - Relationship Manager / Tele-counselor  
**Remuneration (Rs.):** Greater than INR 3 Lacs / annum : 3 Lacs (fixed) + Monthly Incentives  
**Date of Joining:** July 7th, 2021  
**Work Timings:** 10:00 am to 6:00 pm (1 week off on weekdays)  
**Reporting Manager:** Vineeth V

#### Probation Period

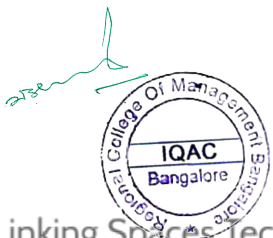
You shall be on probation for a period of 3 months, including the first 2 months' training period, from the effective start date of your employment with the Company. The company may, in its sole discretion, at any time extend this period of probation for an additional specified period, upon notice to you. Your employment with us will be confirmed upon the satisfactory performance and completion of the probation period. Notwithstanding anything contained herein, during your probation period, the company may terminate your employment in a day's notice and with or without stating any reason whatsoever.

#### Notice Period

Notice period on termination of services by you will be 60 days. On termination initiated by the company the notice period can be anything between 10 days to 60 days, as decided by the management.

#### Confidentiality, Non-Disclosure and Non-Compete Agreement

1. During the period of employment you might receive valuable information pertaining to the Company's new businesses and process, which should not be disclosed to any other third party without the prior permission of Management.
2. All the research done and data generated including that of the client database is the sole property of the Organization. Unauthorized storing, copying, deleting or transmitting (digital/non-digital) of any such information is strictly prohibited and will constitute a legal offense.
3. Commitments & Dealings: You will not enter into any commitments or dealing on behalf of a Company for which you have no expressed authority.
4. Singularity of Service: You will not, without previous written permission, carry on any business, full time or part time, in any capacity, or be employed by, any other firm, company or person.



**Leaves and other related details:**

- Weekends ( i.e Saturday & Sundays) are working days. They are usually the busiest.
- No provision of Work from home for Level I and II.
- First 3 months mandatory probation period with only 1 paid leave allowed in each month.
- 6 days/week office for Level I and II.
- 5 days/week office for Level III and beyond and 1 day WFH
- Total 36 days paid leaves in a year.

Please sign the enclosed copy of this letter and revert back with its scan by tomorrow, to indicate your acceptance of this offer.

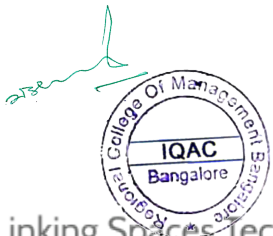
With Best Wishes,

Vineeth  
General Manager  
Linking Spaces Technologies Pvt. Ltd

I, Nuthan Kumar I  
terms of engagement,

signing below, to confirm my acceptance to the above position, offer and all the

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



July 4th, 2021

Dear Ooha Senapathi

Congratulations! Linking Spaces Technologies Pvt. Ltd. is pleased to extend you this offer.

We are confident that you will be a great addition to our team and look forward to working with you. While you will be contributing to the success of this company, the company will be committed towards your personal and professional growth. We recognize and reward sincerity, hard work and performance, and hope that you will do your best.

**Position/Role:** Trainee - Relationship Manager / Tele-counselor  
**Remuneration (Rs.):** Greater than INR 3 Lacs / annum : 3 Lacs (fixed) + Monthly Incentives  
**Date of Joining:** July 7th, 2021  
**Work Timings:** 10:00 am to 6:00 pm (1 week off on weekdays)  
**Reporting Manager:** Vineeth V

#### Probation Period

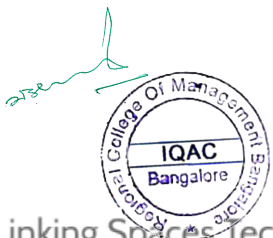
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#### Notice Period

Notice period on termination of services by you will be 60 days. On termination initiated by the company the notice period can be anything between 10 days to 60 days, as decided by the management.

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2. All the research done and data generated including that of the client database is the sole property of the Organization. Unauthorized storing, copying, deleting or transmitting (digital/non-digital) of any such information is strictly prohibited and will constitute a legal offense.
3. Commitments & Dealings: You will not enter into any commitments or dealing on behalf of a Company for which you have no expressed authority.
4. Singularity of Service: You will not, without previous written permission, carry on any business, full time or part time, in any capacity, or be employed by, any other firm, company or person.



**Leaves and other related details:**

- Weekends ( i.e Saturday & Sundays) are working days. They are usually the busiest.
- No provision of Work from home for Level I and II.
- First 3 months mandatory probation period with only 1 paid leave allowed in each month.
- 6 days/week office for Level I and II.
- 5 days/week office for Level III and beyond and 1 day WFH
- Total 36 days paid leaves in a year.

Please sign the enclosed copy of this letter and revert back with its scan by tomorrow, to indicate your acceptance of this offer.

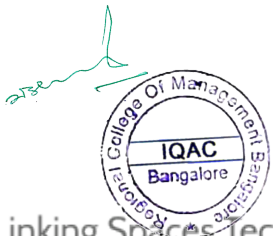
With Best Wishes,

Vineeth  
General Manager  
Linking Spaces Technologies Pvt. Ltd

I, Ooha Senapathi  
terms of engagement,

signing below, to confirm my acceptance to the above position, offer and all the

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





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BFS031407-6707960

Date: April 30, 2021  
Partho Banerjee  
Bangalore

Dear Partho Banerjee

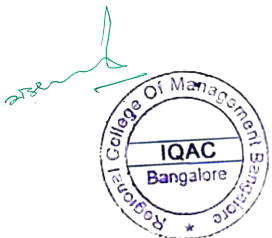
**Sub: Appointment letter**

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

**TERMS AND CONDITIONS**

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be **India>Bangalore>Bangalore Surya Park IN - Office**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.
5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.
6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.
7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.
8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

**Genpact India Private Limited**  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

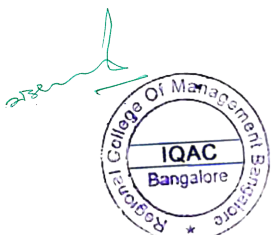
13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.



**Genpact India Private Limited**  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001

  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **May 29, 2021**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

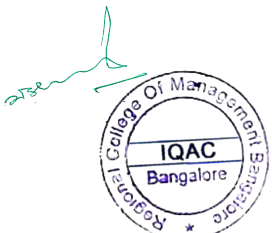
Accepted and Agreed

\_\_\_\_\_  
Partho Banerjee

Genpact India Private Limited

CIN: U73100DL2005PTC307363

Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

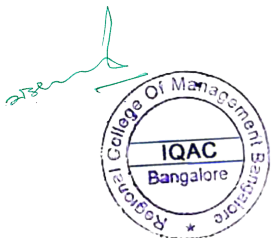


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### Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
  2. If already a member of a provident fund (PF) scheme with previous employer, then;
    - a. Employer's name
    - b. Provident Fund account number from your previous employer
    - c. Universal account number provided by your previous employer
    - d. Employee Pension number provided by your previous employerOR
    - e. Date of joining & leaving from previous employer
    - f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
  3. Below mentioned KYC (Know Your Customer) Documents
    - a. Copy of PAN
    - b. Copy of Aadhaar Card.
    - c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
  4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC ( Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
    - a. 3 Post card size (4X7) photographs of yourselfOr
    - b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- \*Please check the company policy for the applicable limit
5. 4 recent Passport size Photograph
    - a. One for Genpact ID card
    - b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
    - c. Two for PAN card application if you do not have one



**Genpact India Private Limited**  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001

  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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BFS028504-6707545

**ANNEXURE - II**  
**COMPENSATION DETAILS**

<b>NAME</b>	Partho Banerjee
<b>BAND</b>	5B
<b>DESIGNATION</b>	Senior Associate
<b>LOCATION</b>	India>Bangalore>Bangalore Surya Park IN - Office
<b>COMPONENTS</b>	<b>AMOUNT (PER ANNUM)</b>
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
<b>FIXED PAY</b>	<b>350,000.00</b>
<b>ANNUAL PERFORMANCE BONUS*(APB)</b>	<b>7200</b>
<b>PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**</b>	<b>AMOUNT (PER ANNUM)</b>
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
<b>Total Earning Potential</b>	<b>Amount (Per Annum)</b>
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
<b>Benefits</b>	<b>Amount (Per Annum)</b>
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

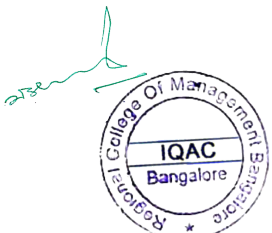
Accepted and Agreed

Partho Banerjee

Genpact India Private Limited

CIN: U73100DL2005PTC307363

Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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Company Contribution ESIC	As per Act
Gratuity	12,260.00
<b>Other Attractions</b>	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

**Notes:**

\* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB). An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

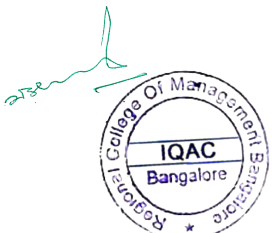
\*\*Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year. You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act, 1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

**Genpact India Private Limited**

**CIN: U73100DL2005PTC307363**

**Regd. Off.:** 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



genpact

Transformation  
Happens Here

Dear **Partho Banerjee**  
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated April 30, 2021  
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal\*
- Copy of self-attested cancelled cheque (\*\*if you are eligible for ESIC enrolment as per government norms)
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (\*\*IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

\* SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.

\*\*The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.  
if your CTC is more than 2.6 lakhs. you may ignore the same.

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. [Click Here](#)

Wishing you all the best!

**Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date**

Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,  
Genpact Hiring Team

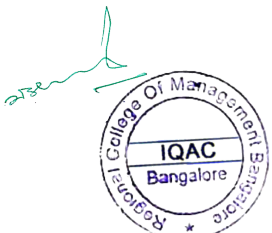
**Accepted and Agreed**

**Partho Banerjee**

**Genpact India Private Limited**

**CIN: U73100DL2005PTC307363**

**Regd. Off.:** 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Date: 20 June, 2021

**Subject: Offer of Employment**

Dear Pasagadugula Durgaprasad

Hearvest Congratulations to you!

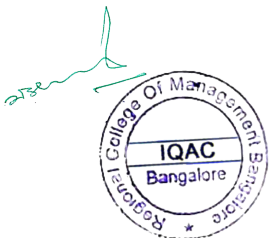
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

**Sushil Chander**  
**Vice President – Human Resources**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**Annexure 1**

**Date:** 20 June, 2021

**Name:** Pasagadugula Durgaprasad

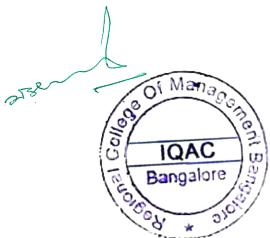
**Designation:** Executive Trainee

**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Mediciam: INR2,00,000 for self and dependents





Dear **Pavankumar K G**

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are **Rs. 150,000 /- p.a**)



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

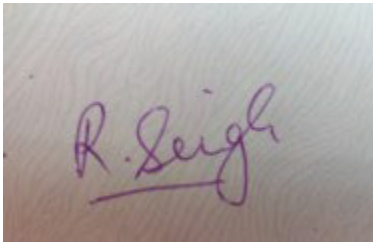
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2022.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

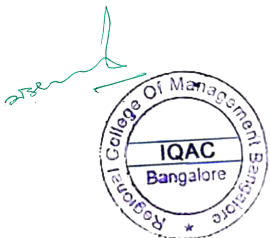


**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



2nd Mar 2021

**Payal Pandey**  
**Regional College of Management, Bangalore 562164**

**Subject: Employment offer for the post of Associate - Business Development**

Dear Payal Pandey

We are delighted to offer you a position with **Leverage Ed-Tech Private Limited** (the “Company”), at our Delhi office as **Associate - Business Development**. This letter describes the basic terms of the offer subjected to a mutual agreement on the terms stated below.

This offer stands contingent on a background check and validation of the information provided by you during the interview or any other process related to your employment with the Company.

#### **Employment Start Date**

You are required to commence employment with the Company on **March 8th, 2021** (the “Joining Date”). You will be on probation for a period of three months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or maybe reduced with either earlier or on completion or thereafter till confirmation. Your services are liable to be terminated without any notice during the initial or extended period of probation. In case you decide to leave the company during this period, you will have to give a notice of 15 days to the company.

#### **Employment Benefits and Compensation**

Your annual CTC will be **Rs. 6,60,000/- (Six Lakh Sixty Thousand Only)** per annum

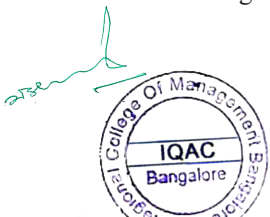
.1) Your **Fixed CTC** will be **Rs. 3,60,000/- (Three Lakh Sixty Thousand Only)** per annum.

Basic Amount	HRA Amount	Special Allowance	Gross Salary	Employer PF	Net Salary (Pre Tax)	Employee PF	Monthly CTC	CTC
15,000	7,500	5,700	28,200	1,800	26,400	1,800	30,000	3,60,000

2) **Variable:** Incentive up to **3,00,000/- (Three lakh Only)** per annum (**based on performance**).

#### **Leave/Holidays**

You are entitled to a casual leave of 7 days. You are entitled to 7 working days of paid sick leave. You are entitled to 15 days of earned leave as per the leave policy of the company. The Company shall notify a list of declared holidays at the beginning of each year.



## **Employment Agreement, Confidentiality of Proprietary Information, and Non-Disclosure Agreement**

The employee's duties may be reasonably modified at the Company's discretion from time to time. The employee will be required to work full time with the Company and during this employment, will not engage in any other business activity, regardless of whether that activity is pursued profit, gain, or any other monetary advantage. The employee is also prohibited from investing in any other competing business. The employee will be required, during, and after the term of this employment, not to reveal any confidential information or trade secrets to any person, firm, corporation, or entity. In case of breach of this condition, the Company can take action against the employee, which may be disciplinary or legal in nature.

For a period of 6 (Six) months after the Termination of Employment with the Company, you shall not, directly or indirectly, engage or get employed in a business similar to that of the Company. If in case, you discontinue your association with the Company, you shall not directly or indirectly, solicit or attempt in any manner to solicit, any business from any existing customer/ client of the Company or employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Company.

If the terms stated above are acceptable to you, please return a copy of this document signed on each page.

### **Termination conditions**

Your appointment can be terminated by the Company, without any reason, by giving you not less than 30 days prior notice in writing or salary in lieu thereof. You may terminate your employment with the Company, without any cause, by giving no less than 60 days prior notice or salary for an unsaved period, left after adjustment of pending leaves, as on date.

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

### **Documents required**

On the day of your joining please bring the following documents to help us get you onboard quickly.

1. Relieving certificate from the previous employer, if any
2. The Last three-month payslips received from the previous employer if any
3. Form 16 (TDS Certificate), if any
4. 10th mark sheet, 12th mark sheet, Graduation mark sheet, Post Graduation mark sheet, Additional Qualification documents
5. Three passport size photo
6. Identity Proof (PAN Card, DL, Passport, Aadhar Card, etc.)

If you have any queries or need assistance regarding your joining, please contact HR at [hr@leverageedu.com](mailto:hr@leverageedu.com).

We are excited about the possibility of you joining us and look forward to a mutually beneficial working relationship.



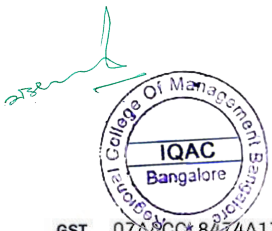
Yours Sincerely,  
**For Leverage ED-Tech Private Limited**

**Akshay Chaturvedi**  
**(Founder & CEO)**

**Employee acceptance:**

**I accept employment with the Leverage ED-Tech Private Limited under the terms described in this letter:**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_**

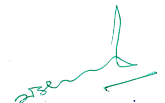


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CIN U80900DL2015PTC279331



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Info@leverageedu.com  
Devanahalli, Bangalore



**2nd Mar 2021**

**Payel Roy**

**Regional College of Management, Bangalore 562164**

**Subject: Employment offer for the post of Associate - Business Development**

Dear Payel Roy

We are delighted to offer you a position with **Leverage Ed-Tech Private Limited** (the “Company”), at our Delhi office as **Associate - Business Development**. This letter describes the basic terms of the offer subjected to a mutual agreement on the terms stated below.

This offer stands contingent on a background check and validation of the information provided by you during the interview or any other process related to your employment with the Company.

**Employment Start Date**

You are required to commence employment with the Company on **March 8th, 2021** (the “Joining Date”). You will be on probation for a period of three months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or maybe reduced with either earlier or on completion or thereafter till confirmation. Your services are liable to be terminated without any notice during the initial or extended period of probation. In case you decide to leave the company during this period, you will have to give a notice of 15 days to the company.

**Employment Benefits and Compensation**

Your annual CTC will be **Rs. 6,60,000/- (Six Lakh Sixty Thousand Only)** per annum

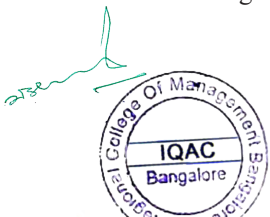
.1) Your **Fixed CTC** will be **Rs. 3,60,000/- (Three Lakh Sixty Thousand Only)** per annum.

Basic Amount	HRA Amount	Special Allowance	Gross Salary	Employer PF	Net Salary (Pre Tax)	Employee PF	Monthly CTC	CTC
15,000	7,500	5,700	28,200	1,800	26,400	1,800	30,000	3,60,000

2) **Variable:** Incentive up to **3,00,000/- (Three lakh Only)** per annum (based on performance).

**Leave/Holidays**

You are entitled to a casual leave of 7 days. You are entitled to 7 working days of paid sick leave. You are entitled to 15 days of earned leave as per the leave policy of the company. The Company shall notify a list of declared holidays at the beginning of each year.



## **Employment Agreement, Confidentiality of Proprietary Information, and Non-Disclosure Agreement**

The employee's duties may be reasonably modified at the Company's discretion from time to time. The employee will be required to work full time with the Company and during this employment, will not engage in any other business activity, regardless of whether that activity is pursued profit, gain, or any other monetary advantage. The employee is also prohibited from investing in any other competing business. The employee will be required, during, and after the term of this employment, not to reveal any confidential information or trade secrets to any person, firm, corporation, or entity. In case of breach of this condition, the Company can take action against the employee, which may be disciplinary or legal in nature.

For a period of 6 (Six) months after the Termination of Employment with the Company, you shall not, directly or indirectly, engage or get employed in a business similar to that of the Company. If in case, you discontinue your association with the Company, you shall not directly or indirectly, solicit or attempt in any manner to solicit, any business from any existing customer/ client of the Company or employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Company.

If the terms stated above are acceptable to you, please return a copy of this document signed on each page.

### **Termination conditions**

Your appointment can be terminated by the Company, without any reason, by giving you not less than 30 days prior notice in writing or salary in lieu thereof. You may terminate your employment with the Company, without any cause, by giving no less than 60 days prior notice or salary for an unsaved period, left after adjustment of pending leaves, as on date.

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

### **Documents required**

On the day of your joining please bring the following documents to help us get you onboard quickly.

1. Relieving certificate from the previous employer, if any
2. The Last three-month payslips received from the previous employer if any
3. Form 16 (TDS Certificate), if any
4. 10th mark sheet, 12th mark sheet, Graduation mark sheet, Post Graduation mark sheet, Additional Qualification documents
5. Three passport size photo
6. Identity Proof (PAN Card, DL, Passport, Aadhar Card, etc.)

If you have any queries or need assistance regarding your joining, please contact HR at [hr@leverageedu.com](mailto:hr@leverageedu.com).

We are excited about the possibility of you joining us and look forward to a mutually beneficial working relationship.



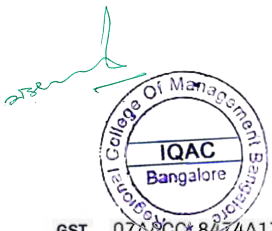
Yours Sincerely,  
**For Leverage ED-Tech Private Limited**

**Akshay Chaturvedi**  
**(Founder & CEO)**

**Employee acceptance:**

**I accept employment with the Leverage ED-Tech Private Limited under the terms described in this letter:**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_**

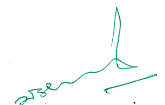


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CIN U80900DL2015PTC279331



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
info@leverageedu.com  
Devanahalli, Bangalore



**April 10, 2021**

**Praful Kumar K R**  
RCM, Bangalore

Dear Praful Kumar K R

**JM Financial Products Limited** (the "Firm") is pleased to offer you an employment in the Firm as a **Management Trainee** on the following terms and conditions:

**1. Date of Joining**

You shall join the services of the Firm latest by April 10, 2021. However, this is subject to the Firm receiving satisfactory references, your previous Company's relieving letter and on you being certified medically fit by the Firm appointed doctor, failing which this Contract shall stand cancelled and will hence be null and void.

**2. Probation**

You will be on a probation period of 12 months from the date of your joining which may be extended at the discretion of the Management. Your services in the Firm may be confirmed in writing on successful completion of the probation period. During the period of your probation, either party can terminate your services by giving 7 days' notice in writing to the other party. However, the Firm reserves the right to terminate your services without giving any notice in writing or otherwise to you during such probation period.

Upon your joining the Firm may at its own discretion, hire any Agency to verify inter alia, the information and documents furnished by you. Should there be any discrepancy in the information gathered by the Agency from the information and documents provided by you, the Firm may at its own discretion terminate your employment immediately without any notice or salary in lieu thereof.

**3. Compensation**

In consideration for the services to be rendered by you, the Firm shall pay you the following annual Base Salary.

**Basic:** Rs. 2,16,000/- (Rupees Two Lakh Sixteen Thousand only)

**House Rent Allowance:** Rs. 1,29,600/- (Rupees One Lakh Twenty Nine Thousand Six Hundred only)

**Supplementary Allowance:** Rs. 65,280/- (Rupees Sixty Five Thousand Two Hundred Eighty only)

**Advance Statutory Bonus:** Rs. 43,200/- (Rupees Forty Three Thousand Two Hundred only)

You are also entitled to Provident Fund, Gratuity and other benefits in accordance with the Firm's policies in effect, and as amended from time to time.

You will be entitled to receive Incentive under the Incentive Scheme applicable to you as per the Company's policy. The same is at the sole discretion of the Management and will be reviewed for change from time to time.

The Incentive amount earned shall be payable quarterly provided you are employed on the Firm's payroll and not resigned or serving notice period as on the date of Incentive payout.

**4. Group Insurance Benefit**

You will be covered under Group Insurance policies of the Firm, as/if applicable to all employees from time to time.

**5. Leave**

You shall be entitled to a maximum leave of 23 working days for the period April 1st to March 31st as per the Firm's policy. The Firm reserves the right to amend the policy from time to time.

**Strictly Confidential**

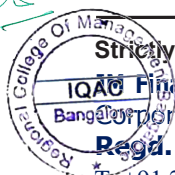
**JM Financial Products Limited**

Corporate Identity Number: U74140MH1984PLC033397

**Regd. Office:** 7th Floor, Cnergy, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025

T: +91 22 6630 3030 F: +91 22 6630 3344 [www.jmfinancialproducts.com](http://www.jmfinancialproducts.com)

Page 1 of 4



You will not be eligible for leave during your probation period (except in unavoidable cases such as illness or emergencies). If you resign from employment or your services are terminated by the Firm, while still on probation, all leaves availed will be treated as leave without pay and recovered at the time of final settlement.

#### **6. Transfer**

Your services are subject to transfer to another department/ division of the Firm or to the Firm's holding or subsidiary company or any associate/affiliate/joint venture falling within the JM Financial Group that are in existence today and that may come into existence any time in future anywhere in India or abroad.

#### **7. Hours of Work**

Your working days will be Tuesday to Sunday. Your normal working hours will be communicated by your respective Reporting Manager. At the sole discretion of the Management, you may be asked to work beyond the normal working hours and also on weekends or holidays.

#### **8. Termination**

Upon Confirmation, your services can be terminated by either party by giving one month's notice in writing to the other. The Firm reserves the right to enforce or waive all or part of the notice period at its sole discretion. Should the Firm decide to waive the notice period upon your request, you shall not be entitled to receive any further compensation beyond your last day of work in the office. In the event of termination of services by the Firm without notice your termination shall become effective immediately upon the Firm paying you one month's Base salary in lieu of the notice. However, your services may be terminated by the Firm without any notice or Base salary in lieu thereof in case of any non-compliance or breach or violation by you of the Firm's Code of Conduct or other policies and procedures for the time being in force. Further, the Firm may require you not to begin alternative employment or conduct other business for the duration of your contractual notice period. However, during such period, the Firm will continue to maintain your salary and other contractual benefits.

Upon your resignation or termination of your services, the Firm may require you to sign such documents/ letters to safeguard its interests and the intellectual property rights and confidentiality of the information gathered by you during the course of your employment. You shall not, upon leaving the employment with the Firm, make any attempt or endeavor to directly or indirectly encourage/assist/solicit other employees of the Firm to join you in your new assignment or any other employment.

In the event of uninformed absence from work for 7 working days or more, without intimating your immediate supervisor or respective HR Business Partner, would state that you have no intention to continue with your services and the Firm has all rights to consider this as abandonment of your services with immediate effect, without giving any notice or salary in lieu of the notice.

#### **9. Employee Hand Book and Code of Conduct**

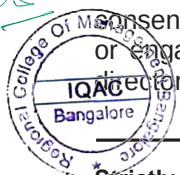
Your service conditions / conduct are also governed by the Human Resource Policies and other related matters enshrined in the Employee Hand Book and the Firm's Code of Conduct. You are required to strictly adhere to the Firm's Code of Conduct. The Code of Conduct sets out the Firm's compliance policies and the standards of conduct required of you as an employee of the Firm.

On the day of your joining the Firm, you will receive a copy each of the Employee Handbook and the Firm's Code of Conduct. You shall be required to carefully read, understand and sign the acknowledgement form of both these documents and return the same to the Human Resources department. You hereby undertake to abide by at all times the Firm's Code of Conduct as amended from time to time.

#### **10. Engagement in other Business Activities**

You acknowledge that you shall devote your whole time and attention to the services of the Firm during the term of your employment.

For this reason, during the term of your employment, you must not (without the Firm's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other entity or organization (whether as an employee, officer, director, agent, partner, consultant or otherwise).



**11. Intellectual Property**

You acknowledge that all materials you create in the course of your employment (regardless of the form they take) will belong to the Firm so that the Firm is considered their author or producer. If, for any reason, you are considered the author or producer of these materials, you hereby assign to the Firm all right, title and interest you may have in them. You shall not be entitled to utilize such materials after you leave the employment with the Firm. You hereby expressly acknowledge and declare that the Firm would always continue to be the author and owner of all such materials copyrights, properties, etc. You shall before leaving the employment of the Firm arrange to give a proper handover all such documents that are in your custody to a person nominated by the Firm and also of the charge of assignments last handled by you.

**12. Confidentiality**

You agree that the terms and conditions governing your employment are strictly confidential. Any disclosure of these terms and conditions to any third party (including other employees of the Firm or any employees of the associate/group entities of the Firm) constitutes a breach of the terms of your employment.

You also acknowledge that the information you acquire about the business of the Firm and any of the associate/group companies in the course of your employment with the Firm is highly confidential. You agree, during the term of your employment hereunder and thereafter not to use such information for any purpose other than for the sole benefit of the associate/group companies including the Firm. You further agree and undertake not to disclose any information to any third party without the prior written consent of the Firm.

By signing and accepting this offer letter you expressly acknowledge that you have understood the terms of your employment contract. Your employment is liable to be terminated for the breach of any of the terms and conditions contained in this contract. Further, the Firm reserves the right to initiate such legal action against you as it may think appropriate.

This letter constitutes the written terms and conditions governing your Contract of employment with the Firm.

You are requested to return a copy of this letter duly signed by you, in acknowledgment of your acceptance of the terms and conditions governing the contract.

We look forward to welcoming you.

Sincerely,



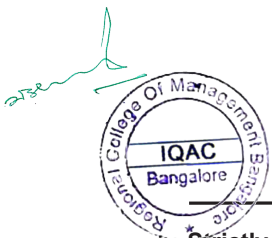
Terence Raphael  
**Authorized Signatory**

I have read and understood the contents of offer letter as above. I acknowledge that the contents of this letter constitute my Contract of employment. I undertake and declare that I shall abide by the terms of my employment with the Firm. I will join the Services of the Firm on \_\_\_\_\_.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date : \_\_\_\_\_ at \_\_\_\_\_



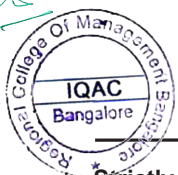
### JM Financial Products Limited

<b>Name:</b>	<b>Praful Kumar K R</b>
<b>Designation:</b>	Management Trainee
<b>Department</b>	Sales

<b>Particulars</b>	<b>Monthly (Rs.)</b>	<b>Annual (Rs.)</b>
Basic	18,000	2,16,000
HRA	10,800	1,29,600
Supplementary Allowance	5,440	65,280
Advance Statutory Bonus	3,600	43,200
Employer's Contribution to PF	2,160	25,920
<b>Total Fixed Salary</b>	<b>40,000</b>	<b>4,80,000</b>

<b>Note:</b>
The above amount includes your Travel/Conveyance
<b>Provident Fund</b> - PF mentioned above is Employer's contribution. The same amount will also be deducted from the salary as your contribution towards PF.
<b>Income Tax</b> - The amount stated above is pre- Income & Professional Tax and deductions will be made from salary as per regulations.
<b>Other Benefits</b>
<b>Group Insurance Policy as per Company Policy</b> Mediclaime & Hospitalization Insurance Cover Term Life Insurance Cover Personal Accident Cover
<b>Employee Health Check-up as per Company policy</b>
<b>Gratuity</b> :- Payable as per the Gratuity Act, 1972.







2nd Mar 2021

Pranati Sangiri  
Regional College of Management, Bangalore 562164

**Subject: Employment offer for the post of Associate - Business Development**

Dear Pranati Sangiri

We are delighted to offer you a position with **Leverage Ed-Tech Private Limited** (the “Company”), at our Delhi office as **Associate - Business Development**. This letter describes the basic terms of the offer subjected to a mutual agreement on the terms stated below.

This offer stands contingent on a background check and validation of the information provided by you during the interview or any other process related to your employment with the Company.

**Employment Start Date**

You are required to commence employment with the Company on **March 8th, 2021** (the “Joining Date”). You will be on probation for a period of three months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or maybe reduced with either earlier or on completion or thereafter till confirmation. Your services are liable to be terminated without any notice during the initial or extended period of probation. In case you decide to leave the company during this period, you will have to give a notice of 15 days to the company.

**Employment Benefits and Compensation**

Your annual CTC will be **Rs. 6,60,000/- (Six Lakh Sixty Thousand Only)** per annum

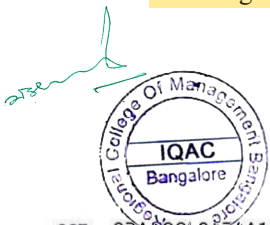
.1) Your Fixed CTC will be **Rs. 3,60,000/- (Three Lakh Sixty Thousand Only)** per annum.

Basic Amount	HRA Amount	Special Allowance	Gross Salary	Employer PF	Net Salary (Pre Tax)	Employee PF	Monthly CTC	CTC
15,000	7,500	5,700	28,200	1,800	26,400	1,800	30,000	3,60,000

2) **Variable: Incentive up to 3,00,000/- (Three lakh Only)** per annum (based on performance).

**Leave/Holidays**

You are entitled to a casual leave of 7 days. You are entitled to 7 working days of paid sick leave. You are entitled to 15 days of earned leave as per the leave policy of the company. The Company shall notify a list of declared holidays at the beginning of each year.



## **Employment Agreement, Confidentiality of Proprietary Information, and Non-Disclosure Agreement**

The employee's duties may be reasonably modified at the Company's discretion from time to time. The employee will be required to work full time with the Company and during this employment, will not engage in any other business activity, regardless of whether that activity is pursued profit, gain, or any other monetary advantage. The employee is also prohibited from investing in any other competing business. The employee will be required, during, and after the term of this employment, not to reveal any confidential information or trade secrets to any person, firm, corporation, or entity. In case of breach of this condition, the Company can take action against the employee, which may be disciplinary or legal in nature.

For a period of 6 (Six) months after the Termination of Employment with the Company, you shall not, directly or indirectly, engage or get employed in a business similar to that of the Company. If in case, you discontinue your association with the Company, you shall not directly or indirectly, solicit or attempt in any manner to solicit, any business from any existing customer/ client of the Company or employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Company.

If the terms stated above are acceptable to you, please return a copy of this document signed on each page.

### **Termination conditions**

Your appointment can be terminated by the Company, without any reason, by giving you not less than 30 days prior notice in writing or salary in lieu thereof. You may terminate your employment with the Company, without any cause, by giving no less than 60 days prior notice or salary for an unsaved period, left after adjustment of pending leaves, as on date.

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

### **Documents required**

On the day of your joining please bring the following documents to help us get you onboard quickly.

1. Relieving certificate from the previous employer, if any
2. The Last three-month payslips received from the previous employer if any
3. Form 16 (TDS Certificate), if any
4. 10th mark sheet, 12th mark sheet, Graduation mark sheet, Post Graduation mark sheet, Additional Qualification documents
5. Three passport size photo
6. Identity Proof (PAN Card, DL, Passport, Aadhar Card, etc.)

If you have any queries or need assistance regarding your joining, please contact HR at [hr@leverageedu.com](mailto:hr@leverageedu.com).

We are excited about the possibility of you joining us and look forward to a mutually beneficial working relationship.



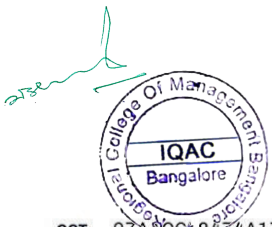
Yours Sincerely,  
**For Leverage ED-Tech Private Limited**

**Akshay Chaturvedi**  
**(Founder & CEO)**

**Employee acceptance:**

**I accept employment with the Leverage ED-Tech Private Limited under the terms described in this letter:**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_**

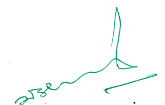


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CIN U80900DL2015PTC279331



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
info@leverageedu.com  
Devanahalli, Bangalore



**2nd Mar 2021**

**Priyanka Guha Roy**  
**Regional College of Management, Bangalore 562164**

**Subject: Employment offer for the post of Associate - Business Development**

Dear Priyanka Guha Roy

We are delighted to offer you a position with **Leverage Ed-Tech Private Limited** (the “Company”), at our Delhi office as **Associate - Business Development**. This letter describes the basic terms of the offer subjected to a mutual agreement on the terms stated below.

This offer stands contingent on a background check and validation of the information provided by you during the interview or any other process related to your employment with the Company.

**Employment Start Date**

You are required to commence employment with the Company on **March 8th, 2021** (the “Joining Date”). You will be on probation for a period of three months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or maybe reduced with either earlier or on completion or thereafter till confirmation. Your services are liable to be terminated without any notice during the initial or extended period of probation. In case you decide to leave the company during this period, you will have to give a notice of 15 days to the company.

**Employment Benefits and Compensation**

Your annual CTC will be **Rs. 6,60,000/- (Six Lakh Sixty Thousand Only)** per annum

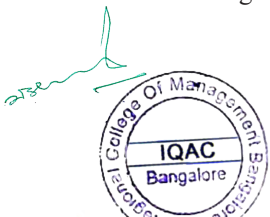
.1) Your **Fixed CTC** will be **Rs. 3,60,000/- (Three Lakh Sixty Thousand Only)** per annum.

Basic Amount	HRA Amount	Special Allowance	Gross Salary	Employer PF	Net Salary (Pre Tax)	Employee PF	Monthly CTC	CTC
15,000	7,500	5,700	28,200	1,800	26,400	1,800	30,000	3,60,000

2) **Variable:** Incentive up to **3,00,000/- (Three lakh Only)** per annum (based on performance).

**Leave/Holidays**

You are entitled to a casual leave of 7 days. You are entitled to 7 working days of paid sick leave. You are entitled to 15 days of earned leave as per the leave policy of the company. The Company shall notify a list of declared holidays at the beginning of each year.





## **Employment Agreement, Confidentiality of Proprietary Information, and Non-Disclosure Agreement**

The employee's duties may be reasonably modified at the Company's discretion from time to time. The employee will be required to work full time with the Company and during this employment, will not engage in any other business activity, regardless of whether that activity is pursued profit, gain, or any other monetary advantage. The employee is also prohibited from investing in any other competing business. The employee will be required, during, and after the term of this employment, not to reveal any confidential information or trade secrets to any person, firm, corporation, or entity. In case of breach of this condition, the Company can take action against the employee, which may be disciplinary or legal in nature.

For a period of 6 (Six) months after the Termination of Employment with the Company, you shall not, directly or indirectly, engage or get employed in a business similar to that of the Company. If in case, you discontinue your association with the Company, you shall not directly or indirectly, solicit or attempt in any manner to solicit, any business from any existing customer/ client of the Company or employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Company.

If the terms stated above are acceptable to you, please return a copy of this document signed on each page.

### **Termination conditions**

Your appointment can be terminated by the Company, without any reason, by giving you not less than 30 days prior notice in writing or salary in lieu thereof. You may terminate your employment with the Company, without any cause, by giving no less than 60 days prior notice or salary for an unsaved period, left after adjustment of pending leaves, as on date.

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

### **Documents required**

On the day of your joining please bring the following documents to help us get you onboard quickly.

1. Relieving certificate from the previous employer, if any
2. The Last three-month payslips received from the previous employer if any
3. Form 16 (TDS Certificate), if any
4. 10th mark sheet, 12th mark sheet, Graduation mark sheet, Post Graduation mark sheet, Additional Qualification documents
5. Three passport size photo
6. Identity Proof (PAN Card, DL, Passport, Aadhar Card, etc.)

If you have any queries or need assistance regarding your joining, please contact HR at [hr@leverageedu.com](mailto:hr@leverageedu.com).

We are excited about the possibility of you joining us and look forward to a mutually beneficial working relationship.



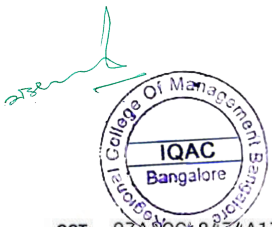
Yours Sincerely,  
**For Leverage ED-Tech Private Limited**

**Akshay Chaturvedi**  
**(Founder & CEO)**

**Employee acceptance:**

**I accept employment with the Leverage ED-Tech Private Limited under the terms described in this letter:**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_**

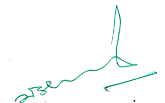


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DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Info@leverageedu.com  
Devanahalli, Bangalore



**2nd Mar 2021**

**Rahul Kumar**  
**Regional College of Management, Bangalore 562164**

**Subject: Employment offer for the post of Associate - Business Development**

Dear Rahul Kumar

We are delighted to offer you a position with **Leverage Ed-Tech Private Limited** (the “Company”), at our Delhi office as **Associate - Business Development**. This letter describes the basic terms of the offer subjected to a mutual agreement on the terms stated below.

This offer stands contingent on a background check and validation of the information provided by you during the interview or any other process related to your employment with the Company.

#### **Employment Start Date**

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#### **Employment Benefits and Compensation**

Your annual CTC will be **Rs. 6,60,000/- (Six Lakh Sixty Thousand Only)** per annum

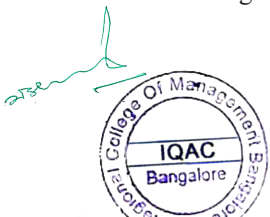
.1) Your Fixed CTC will be **Rs. 3,60,000/- (Three Lakh Sixty Thousand Only)** per annum.

Basic Amount	HRA Amount	Special Allowance	Gross Salary	Employer PF	Net Salary (Pre Tax)	Employee PF	Monthly CTC	CTC
15,000	7,500	5,700	28,200	1,800	26,400	1,800	30,000	3,60,000

2) **Variable:** Incentive up to **3,00,000/- (Three lakh Only)** per annum (based on performance).

#### **Leave/Holidays**

You are entitled to a casual leave of 7 days. You are entitled to 7 working days of paid sick leave. You are entitled to 15 days of earned leave as per the leave policy of the company. The Company shall notify a list of declared holidays at the beginning of each year.



## **Employment Agreement, Confidentiality of Proprietary Information, and Non-Disclosure Agreement**

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If the terms stated above are acceptable to you, please return a copy of this document signed on each page.

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4. 10th mark sheet, 12th mark sheet, Graduation mark sheet, Post Graduation mark sheet, Additional Qualification documents
5. Three passport size photo
6. Identity Proof (PAN Card, DL, Passport, Aadhar Card, etc.)

If you have any queries or need assistance regarding your joining, please contact HR at [hr@leverageedu.com](mailto:hr@leverageedu.com).

We are excited about the possibility of you joining us and look forward to a mutually beneficial working relationship.



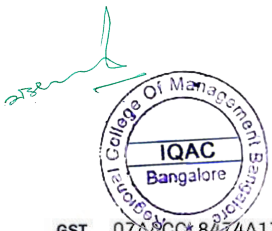
Yours Sincerely,  
**For Leverage ED-Tech Private Limited**

**Akshay Chaturvedi**  
**(Founder & CEO)**

**Employee acceptance:**

**I accept employment with the Leverage ED-Tech Private Limited under the terms described in this letter:**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_**

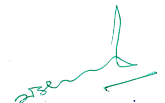


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DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
info@leverageedu.com  
Devanahalli, Bangalore

Dear Rajdeep Saha

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

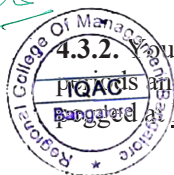
4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are **Rs. 150,000 /- p.a**)



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

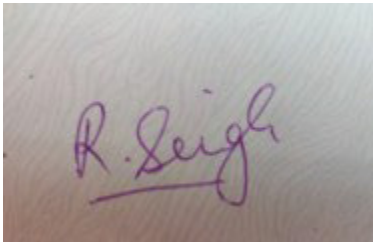
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2022.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

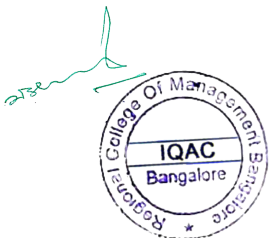


**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

July 4th, 2021

Dear Rajesh Kumar Mishra

Congratulations! Linking Spaces Technologies Pvt. Ltd. is pleased to extend you this offer.

We are confident that you will be a great addition to our team and look forward to working with you. While you will be contributing to the success of this company, the company will be committed towards your personal and professional growth. We recognize and reward sincerity, hard work and performance, and hope that you will do your best.

**Position/Role:** Trainee - Relationship Manager / Tele-counselor  
**Remuneration (Rs.):** Greater than INR 3 Lacs / annum : 3 Lacs (fixed) + Monthly Incentives  
**Date of Joining:** July 7th, 2021  
**Work Timings:** 10:00 am to 6:00 pm (1 week off on weekdays)  
**Reporting Manager:** Vineeth V

#### Probation Period

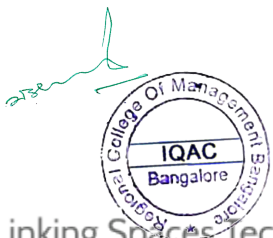
You shall be on probation for a period of 3 months, including the first 2 months' training period, from the effective start date of your employment with the Company. The company may, in its sole discretion, at any time extend this period of probation for an additional specified period, upon notice to you. Your employment with us will be confirmed upon the satisfactory performance and completion of the probation period. Notwithstanding anything contained herein, during your probation period, the company may terminate your employment in a day's notice and with or without stating any reason whatsoever.

#### Notice Period

Notice period on termination of services by you will be 60 days. On termination initiated by the company the notice period can be anything between 10 days to 60 days, as decided by the management.

#### Confidentiality, Non-Disclosure and Non-Compete Agreement

1. During the period of employment you might receive valuable information pertaining to the Company's new businesses and process, which should not be disclosed to any other third party without the prior permission of Management.
2. All the research done and data generated including that of the client database is the sole property of the Organization. Unauthorized storing, copying, deleting or transmitting (digital/non-digital) of any such information is strictly prohibited and will constitute a legal offense.
3. Commitments & Dealings: You will not enter into any commitments or dealing on behalf of a Company for which you have no expressed authority.
4. Singularity of Service: You will not, without previous written permission, carry on any business, full time or part time, in any capacity, or be employed by, any other firm, company or person.





**Leaves and other related details:**

- Weekends ( i.e Saturday & Sundays) are working days. They are usually the busiest.
- No provision of Work from home for Level I and II.
- First 3 months mandatory probation period with only 1 paid leave allowed in each month.
- 6 days/week office for Level I and II.
- 5 days/week office for Level III and beyond and 1 day WFH
- Total 36 days paid leaves in a year.

Please sign the enclosed copy of this letter and revert back with its scan by tomorrow, to indicate your acceptance of this offer.

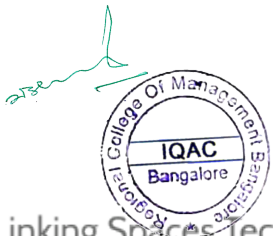
With Best Wishes,

Vineeth  
General Manager  
Linking Spaces Technologies Pvt. Ltd

I, Rajesh Kumar Mishra  
terms of engagement,

signing below, to confirm my acceptance to the above position, offer and all the

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



July 4th, 2021

Dear Ritesh Kumar Pandey

Congratulations! Linking Spaces Technologies Pvt. Ltd. is pleased to extend you this offer.

We are confident that you will be a great addition to our team and look forward to working with you. While you will be contributing to the success of this company, the company will be committed towards your personal and professional growth. We recognize and reward sincerity, hard work and performance, and hope that you will do your best.

**Position/Role:** Trainee - Relationship Manager / Tele-counselor  
**Remuneration (Rs.):** Greater than INR 3 Lacs / annum : 3 Lacs (fixed) + Monthly Incentives  
**Date of Joining:** July 7th, 2021  
**Work Timings:** 10:00 am to 6:00 pm (1 week off on weekdays)  
**Reporting Manager:** Vineeth V

#### Probation Period

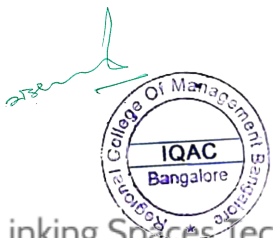
You shall be on probation for a period of 3 months, including the first 2 months' training period, from the effective start date of your employment with the Company. The company may, in its sole discretion, at any time extend this period of probation for an additional specified period, upon notice to you. Your employment with us will be confirmed upon the satisfactory performance and completion of the probation period. Notwithstanding anything contained herein, during your probation period, the company may terminate your employment in a day's notice and with or without stating any reason whatsoever.

#### Notice Period

Notice period on termination of services by you will be 60 days. On termination initiated by the company the notice period can be anything between 10 days to 60 days, as decided by the management.

#### Confidentiality, Non-Disclosure and Non-Compete Agreement

1. During the period of employment you might receive valuable information pertaining to the Company's new businesses and process, which should not be disclosed to any other third party without the prior permission of Management.
2. All the research done and data generated including that of the client database is the sole property of the Organization. Unauthorized storing, copying, deleting or transmitting (digital/non-digital) of any such information is strictly prohibited and will constitute a legal offense.
3. Commitments & Dealings: You will not enter into any commitments or dealing on behalf of a Company for which you have no expressed authority.
4. Singularity of Service: You will not, without previous written permission, carry on any business, full time or part time, in any capacity, or be employed by, any other firm, company or person.



**Leaves and other related details:**

- Weekends ( i.e Saturday & Sundays) are working days. They are usually the busiest.
- No provision of Work from home for Level I and II.
- First 3 months mandatory probation period with only 1 paid leave allowed in each month.
- 6 days/week office for Level I and II.
- 5 days/week office for Level III and beyond and 1 day WFH
- Total 36 days paid leaves in a year.

Please sign the enclosed copy of this letter and revert back with its scan by tomorrow, to indicate your acceptance of this offer.

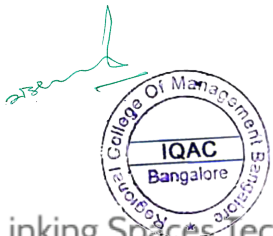
With Best Wishes,

Vineeth  
General Manager  
Linking Spaces Technologies Pvt. Ltd

I, Ritesh Kumar Pandey  
terms of engagement,

signing below, to confirm my acceptance to the above position, offer and all the

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





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BFS031407-6707960

Date: April 30, 2021  
Rittik Chatterjee  
Bangalore

Dear Rittik Chatterjee

**Sub: Appointment letter**

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

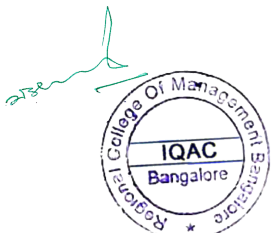
**TERMS AND CONDITIONS**

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be **India>Bangalore>Bangalore Surya Park IN - Office**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.
5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.
6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.
7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.
8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

Genpact India Private Limited

CIN: U73100DL2005PTC307363

Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

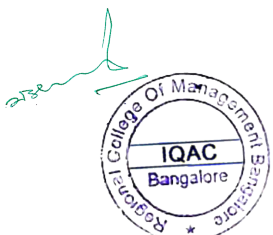
13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.



**Genpact India Private Limited**  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **May 29, 2021**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

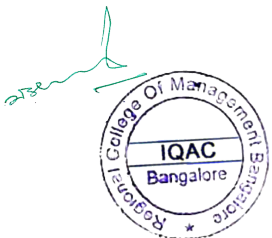
Accepted and Agreed

Rittik Chatterjee

Genpact India Private Limited

CIN: U73100DL2005PTC307363

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Devanahalli, Bangalore

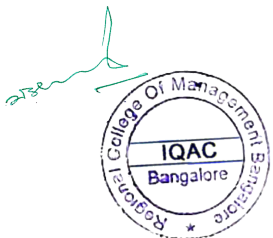


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### Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
  2. If already a member of a provident fund (PF) scheme with previous employer, then;
    - a. Employer's name
    - b. Provident Fund account number from your previous employer
    - c. Universal account number provided by your previous employer
    - d. Employee Pension number provided by your previous employerOR
    - e. Date of joining & leaving from previous employer
    - f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
  3. Below mentioned KYC (Know Your Customer) Documents
    - a. Copy of PAN
    - b. Copy of Aadhaar Card.
    - c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
  4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC ( Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
    - a. 3 Post card size (4X7) photographs of yourselfOr
    - b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- \*Please check the company policy for the applicable limit
5. 4 recent Passport size Photograph
    - a. One for Genpact ID card
    - b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
    - c. Two for PAN card application if you do not have one



**Genpact India Private Limited**  
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Devanahalli, Bangalore



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**ANNEXURE - II**  
**COMPENSATION DETAILS**

<b>NAME</b>	Rittik Chatterjee
<b>BAND</b>	5B
<b>DESIGNATION</b>	Senior Associate
<b>LOCATION</b>	India>Bangalore>Bangalore Surya Park IN - Office
<b>COMPONENTS</b>	<b>AMOUNT (PER ANNUM)</b>
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
<b>FIXED PAY</b>	<b>350,000.00</b>
<b>ANNUAL PERFORMANCE BONUS*(APB)</b>	<b>7200</b>
<b>PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**</b>	<b>AMOUNT (PER ANNUM)</b>
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
<b>Total Earning Potential</b>	<b>Amount (Per Annum)</b>
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
<b>Benefits</b>	<b>Amount (Per Annum)</b>
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

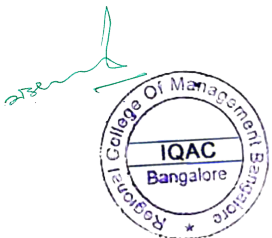
Accepted and Agreed

Rittik Chatterjee

Genpact India Private Limited

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Devanahalli, Bangalore





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Company Contribution ESIC	As per Act
Gratuity	12,260.00
<b>Other Attractions</b>	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

**Notes:**

\* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB). An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

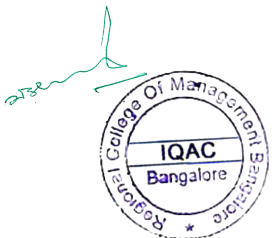
\*\*Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year. You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act, 1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

**Genpact India Private Limited**

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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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Dear Rittik Chatterjee  
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated April 30, 2021  
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal\*
- Copy of self-attested cancelled cheque (\*\*if you are eligible for ESIC enrolment as per government norms)
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (\*\*IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

\* SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.

\*\*The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.  
if your CTC is more than 2.6 lakhs. you may ignore the same.

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. [Click Here](#)

Wishing you all the best!

**Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date**

Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,  
Genpact Hiring Team

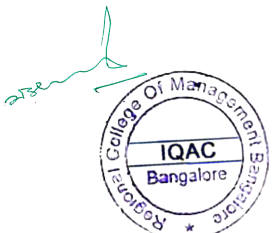
**Accepted and Agreed**

**Rittik Chatterjee**

**Genpact India Private Limited**

**CIN: U73100DL2005PTC307363**

**Regd. Off.:** 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Date: 20 June, 2021

**Subject: Offer of Employment**

Dear Rituraj Ghosh

Hearvest Congratulations to you!

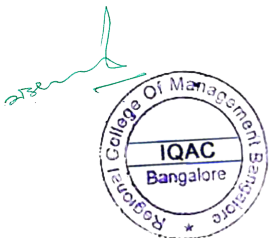
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

**Sushil Chander**  
**Vice President – Human Resources**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**Annexure 1**

**Date:** 20 June, 2021

**Name:** Rituraj Ghosh

**Designation:** Executive Trainee

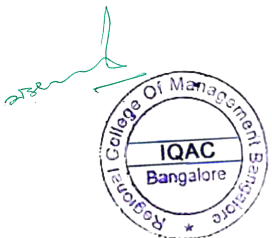
**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000

Mediclaim: INR2,00,000 for self and dependents



Dear Rohit Gupta

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

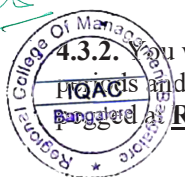
4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are **Rs. 150,000 /- p.a**)



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

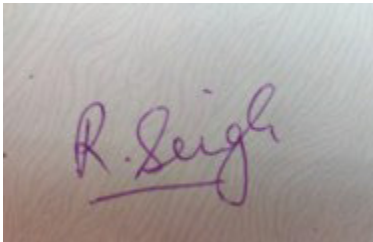
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2022.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

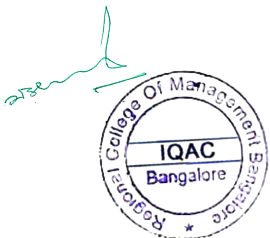


**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Rumela Chakraborty  
Regional College of Management  
Bengaluru 562164

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**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032  
Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

March 26, 2021

Dear Rumela Chakraborty

Congratulations! We are pleased to offer you the position of Trainee, NATA for Invesco India Pvt. Ltd. ('I IPL or Invesco') effective July 19, 2021. This position will be located in our office at DivyaSree Orion, Survey No. 66/1, Ranga Reddy District, Hyderabad 500 032. People are the foundation of our success and we believe you possess the experience, capability and talent to help us further build our organization into one of the preeminent leaders in the investment community. Speaking not only for myself, but for my colleagues as well, we look forward to the opportunity of working with you to achieve our collective objectives.

The terms and conditions of your employment with I IPL are set forth below, which, together with Annexure A (Compensation), Annexure B (Additional Terms and Conditions of Employment), Annexure C (Sensitive Personal Data or Information Collection Statement), Annexure D (Notice) and Annexure E attachment hereto and incorporated herein, shall constitute the entire agreement between you and I IPL regarding your employment with I IPL (collectively, the "Agreement"). If the terms and conditions of the Agreement meet with your approval, please evidence your acceptance of such by signing where indicated below. The terms of this offer letter, Annexure A, Annexure B, Annexure C, Annexure D, and Annexure E are collectively referred to as "Employment Agreement".

This offer and your services are contingent upon the satisfactory background investigations including employment history. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be solely for the Company's use and confidential, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company. At your request, we understand that no background check with your present employer will be initiated by us prior to expiry of 7 days of your accepting the offer letter.

### **Compensation**

#### *Annual CTC*

You will receive an annual CTC of Rs 3,30,000 . For further details, please refer to Annexure A hereof.

#### *Discretionary Bonus Program*

In addition, you will be eligible for Invesco's annual discretionary bonus program. Your target bonus range will be between 0% – 10% of your annual CTC. Your actual bonus award will be based upon company and individual performance and subject to applicable policies of company from time to time. Any incentive or performance bonus paid by the Company to the employee shall be inclusive of the statutory annual bonus, if, where and when, the same may become payable by the Company to the employee.

### **Relocation Expenses:**

Domestic Relocation (e.g., within India only) expense will be reimbursed if you are relocating from a location that is more than 150 Kms away from Invesco Office Location. This is a onetime payment at the time of hiring and you must provide Invesco with document acceptable to Invesco documenting the relocation expense. Relocation allowance must be repaid to Invesco within 30 days should your employment with Invesco be terminated for any reason, save for death, permanent disability or involuntary reduction in force within twelve months from your actual start date with Invesco. Such repayment may be made by Invesco

deducting relocation amounts from your final paycheck. Below are the details on relocation:

Level / Title	Eligible Amount
Trainee	INR 2,50,000

Note: You can utilize the allocated relocation budget against any of below Service stack (Travel, Transit Stay, Movement of Goods, Miscellaneous Expenses, Brokerage Charges, Bike/ Car Movement, Bike/ Car registration and Local Travel). However, the reimbursement amount should be within the overall relocation budget. All the reimbursement will be paid on the actuals. You must submit dully filled and signed reimbursement form along with original bill containing Vendor GST Number and payments receipts for availing the reimbursement.

Please refer the attached relocation guide for more details

**Miscellaneous**

*Annual Leave*

Your annual leave will be communicated to you separately and will not be less than 30 working days in each full year and pro-rata in any part of a year.

Leave encashment would be paid as per the prevailing policy of I IPL at the time of your cessation of employment. The annual leave policy, carry over policy and leave encashment policy can be amended by I IPL at its sole discretion from time to time.

*Termination*

Your employment may be terminated in accordance with the terms and conditions of Part 12 of Annexure B hereto.  
Nilotpal Nath, we are excited to welcome you to Invesco!

Sincerely,



Mamata Vegunta  
Director of HR- Hyderabad

**Offer Confirmation and Acceptance**

If you are agreeable to the above terms and all terms and conditions as described in the Annexures to this document and Invesco (India) Private Limited Employee Guide, please sign this letter and return to Gayathri Santhoshi (at Santhoshi.Gayathri@invesco.com) by March 29, 2021. Please be sure to retain a copy of this letter for your records.

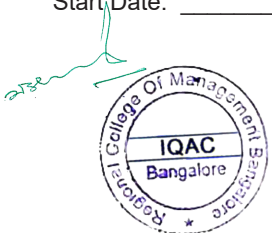
In the event you fail to provide your acceptance of this offer by March 29, 2021, this offer shall stand rescinded.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Rumela Chakraborty

Date: \_\_\_\_\_

Start Date: \_\_\_\_\_



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





Rumela Chakraborty  
Regional College of Management  
Bengaluru 562164

**INVESCO (INDIA) PRIVATE LIMITED**  
15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032  
Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

**Annexure A: Compensation Details**

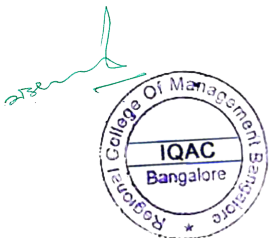
**March 26, 2021**

Name: Rumela Chakraborty  
Job Title: Trainee, NATA

	<b>Annual Compensation (Rupees.)</b>
Basic Salary	99,000
Bonus/ex-gratia	12,000
Special Allowance (Flexible Plan)	1,92,648
Company contribution to Provident Fund	21,600
Gratuity as per Gratuity Act	4,752
<b>Total CTC</b>	<b>3,30,000</b>

Sincerely,

Mamata Vegunta  
Director of HR- Hyderabad



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Rumela Chakraborty  
Regional College of Management  
Bengaluru 562164

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**INVESCO (INDIA) PRIVATE LIMITED**

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Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

**Annexure B: Additional Terms and Conditions of Employment:**

**PART 1. EMPLOYMENT AND DUTIES**

1.1 You shall perform such duties, assume such responsibilities and carry out such instructions or policies as may be assigned by IIPL from time to time.

1.2 You shall at all times faithfully, diligently and to the best of your abilities perform all duties that may be required of you, and shall devote the whole of your working time, skill, experience, knowledge, labor, energy and attention exclusively to those duties and to the business and affairs of IIPL.

1.3 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you shall not, without first having obtained the written permission of IIPL, either as partner, officer, advisor, consultant, agent, employee, office bearer, contractor or otherwise, (i) be involved or become involved while this Employment Agreement is in effect or engage in any other activities that may conflict with your obligations to the Company; and (ii) carry on, own, manage, operate, join, assist, enable, have an interest in, control or otherwise engage or participate in a business similar to that of the Company or be connected (as a majority shareholder, director, officer, employee, partner, representative, lender, guarantor, distributor or advisor of, or consultant to or otherwise) in any business/ business entity which directly or indirectly is engaged in the business of the Company.

1.4 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you will not, either on your own or on behalf of any other person, firm or IIPL canvass, solicit, attempt to solicit or entice any of IIPL's customers, vendors, clients or any other employee working in IIPL.

1.5 You shall not bind IIPL to any commitment or obligations to third parties (whether in contract, tort or otherwise) without the prior approval of IIPL.

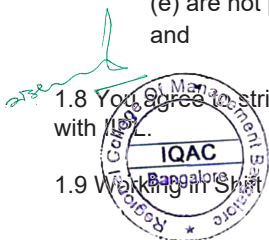
1.6 You shall in the discharge of your duties and in the exercise of your powers, observe, comply and adhere to all such prevailing laws and regulations, policies and procedures as may be applicable to IIPL, from time to time.

1.7 You represent to IIPL that you:

- (a) have the required skills and experience to perform the duties outlined in paragraph 1.2;
  - (b) are mentally and physically fit to perform the duties outlined in paragraph 1.2;
  - (c) are not using any illicit drugs;
  - (d) are not bankrupt;
  - (e) are not party to any agreement or covenant with any third party that may preclude your employment with IIPL;
- and

1.8 You agree to strictly comply with IIPL's HR policy as set out in IIPL's Employee Guide during the course of your employment with IIPL.

1.9 Working in Shift



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

- The normal "regular full-time" work schedule for IIPL is forty (40) working hours, not exceeding forty eight (48) working hours, during each working week.
- Daily and weekly work schedules may be changed from time to time, at the sole discretion of the Company, to meet varying business needs.
- In this regard, an employee is expected to work in any shift in a rotational basis in order to meet the business requirements. This may include working over the weekends / holidays, subject to applicable law.
- All employees are expected to adjust to these changes. Employees will be informed of changes in work schedules as far in advance as possible.
- All benefits contingent to working on shifts are guided by the Shift Allowance policy as described in the Employee Guide.

## **PART 2. TERM OF EMPLOYMENT**

2.1 Once your employment has commenced, it shall continue until terminated as hereinafter provided in Part 12, provided however that Parts 8 and 9, shall remain effective after the termination of employment hereunder.

## **PART 3. TRANSFERS AND PROMOTIONS**

3.1 All transfers and promotions will be considered on an individual basis and in line with IIPL's policy.

3.2 IIPL may, at its discretion, transfer you to any business location of IIPL or its affiliates in accordance with the Employee Guide.

## **PART 4. REMUNERATION**

4.1 For all services rendered by you as an employee of IIPL, you shall be entitled to total remuneration as set forth in Annexure A.

4.2 IIPL reserves the right to deduct from your salary and benefits any sums which you may owe IIPL including, without limitation, any overpayment made to you by IIPL or other deductions authorized or required by law.

4.3 In the event of any alteration of remuneration, being so notified, the alteration shall thereafter have effect as if it were specifically provided for in Annexure A.

4.4 Your remuneration will be reviewed periodically in accordance with the established Company policies.

## **PART 5. BENEFITS**

5.1 IIPL agrees to make available to every employee from the start date, the insurance scheme or insurance cum savings scheme as may be notified by the Government at the rates, stipulated by the Government in the notification either in lump sum every year or in monthly installments as may be prescribed by the Government in the notification from time to time.

## **PART 6. LEAVE**

6.1 You will be eligible to receive the annual leave in each full year (January to December) and pro-rata in any part of a year, in accordance with the Company policy.

6.2 Your leave entitlement shall be pro-rated for the years in which your employment with IIPL begins and terminates.

6.3 IIPL shall comply with regulatory requirements when authorizing leaves of absence for you due to medical conditions, pregnancy, childbirth, civic duties, or personal situations.

6.4 You shall request approval from your supervisor prior to taking leave.

## **PART 7. REIMBURSEMENT OF EXPENSES**

7.1 IIPL shall reimburse you for all authorized travel and other expenses actually and properly incurred in connection with your duties as an employee of IIPL in accordance with IIPL's travel and entertainment policy.

7.2 You shall provide any expense information requested by IIPL together with an itemize expense account and receipts showing expenses actually expended under paragraph 7.1.

## **PART 8. CONFIDENTIAL INFORMATION**

8.1 As used herein, the term "Confidential Information" means information disclosed to, used by, developed by, or known to you in the course of your employment with IIPL, which is not generally known by persons outside IIPL's employment including, but not limited to, information pertaining to IIPL's and/or its affiliates' trade secrets, client information, marketing methods or strategies, personnel, sources or methods of financial position, pricing, bid proposal features, methods merchandising, interest rates, sales, customer and vendor lists, Inventions (as defined below), routines, policies and business procedures, including those outlined in IIPL's Employee Guide (if any).

8.2 You acknowledge that you shall have access to and be entrusted with Confidential Information in the course of your employment with IIPL, and that IIPL's business would be irreparably harmed if such Confidential Information were disclosed to, or used by, any persons outside IIPL's employment.

8.3 You acknowledge and agree that the right to maintain the absolute confidentiality of its Confidential Information is a proprietary right, which IIPL is entitled to protect.

8.4 You undertake, covenant and agree that you will not, during the term of your employment with IIPL or at any time thereafter, directly or indirectly, by any means whatsoever, divulge, furnish, provide access to, or use for any purpose other than the purposes authorized by IIPL, any of IIPL's Confidential Information, except if (i) it is required by law or any regulatory or government authority but only after giving reasonable notice to enable IIPL to limit such disclosure to the extent possible under law; (ii) it is considered necessary by you to disclose the Confidential Information to your professional advisers, auditors and bankers provided that he does so on terms protecting the Confidential Information which are at least as stringent as those specified herein; or (iii) IIPL has given its consent in writing in relation to such disclosure.

## **PART 9. INVENTIONS**

9.1 As used herein, "Invention" means and includes any invention, improvement, method, process, advertisement, concept, system, apparatus, design or computer program or software, system or database or copyrights, patents, trademarks and designs (whether registered or unregistered), trade secrets or know how.

9.2 You acknowledge and agree that every Invention which you may, at any time during the term of your employment with IIPL or its affiliates, make, devise, develop or conceive, individually or jointly with others, whether during IIPL's business hours or otherwise, and which relates in any manner to IIPL's business or which may be useful to IIPL in connection with IIPL's business shall belong to, and be the exclusive property of IIPL, and you will make full and prompt disclosure to IIPL of every such Invention.

9.3 You undertake to assign to IIPL, or its nominee, every such Invention and to execute all assignments or other instruments and to do any other things necessary and proper to confirm IIPL's right and title in and to every such Invention. You further undertake to perform all proper acts within your power necessary or desired by IIPL to obtain letters patented in the name of IIPL and at IIPL's expense for every such Invention in whatever countries IIPL may desire, without payment by IIPL to You of any royalty, license fee, price or additional compensation. To the extent that such assignment of the rights in the Inventions from you to the Company is held unenforceable under applicable law for any reason, you agree to irrevocably grant a worldwide, enterprise-wide, perpetual, unlimited right and license in the Inventions, to use modify, improve, interpret, compile, recompile and further assign such rights provided in the Inventions for any purpose of the Company and without identifying or seeking your consent.

9.4 You further agree and acknowledge that even if IIPL does not exercise any of the rights in any of the assigned Inventions for more than a period of 1 (one) year, such assignment of, and license to, the rights in such assigned Inventions will not lapse and such rights will not revert pursuant to Section 19(4) of the Copyright Act, 1957.

9.5 You agree that, all duties and responsibilities provided by you under this Employment Agreement are specially ordered or commissioned by the Company for its sole and exclusive use and shall constitute 'work for hire' at the instance of the Company in accordance with Section 17 (b) Copyrights Act, 1957, as amended from time to time. You will not, during or at any time after the completion, expiry or termination of this Employment Agreement in any way question or dispute the ownership of the Inventions developed, discovered, prepared, created, conceived or reduced to practice by you, either alone or jointly with others, during the course of performance of your duties under this Employment Agreement.

9.6 You may only use the Inventions to perform your duties under this Employment Agreement. You agree not to use the Inventions for your own gain. Further, you agree to not disclose any Inventions to any third party without the express written consent of the Company. To the extent any rights considered as moral rights in any jurisdiction cannot be assigned, you hereby forever waive and agree never to assert any and all moral rights that you may have in the Inventions or in respect to any Invention which you may be entitled under the law or any relevant jurisdiction even after termination of your relationship/employment with the Company and undertake to not initiate any legal proceedings to enforce any such moral rights.

9.7 The obligations contained in Part 9 hereof shall continue beyond the termination of your employment and shall be binding upon your heirs, executors, administrators and other legal representatives.

## **PART 10. INJUNCTIVE RELIEF**

10.1 You acknowledge and agree that a breach by you of any of the covenants contained in Parts 8 or 9 hereof would result in irreparable harm to I IPL's business such that I IPL could not adequately be compensated for such harm by a damage award. Accordingly, you agree that in the event of any such breach, in addition to all other remedies available to I IPL at law or in equity, I IPL shall be entitled as a matter of right to obtain from a court of competent jurisdiction such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance with the provisions of Parts 8 or 9 herein and you waive any right to object and consents to the issuance of an injunction or interim injunction prohibiting you from breaching any of the provisions hereof.

## **PART 11. POLICIES AND PROCEDURE MANUAL AND CODE OF CONDUCT**

11.1 You agree to comply with and be bound by the provisions of I IPL's Guide and Code of Business Conduct and Ethics.

11.2 It is understood that I IPL maintains or may maintain certain policies, which may relate to the employment of you. You agree to comply with such policies. It is agreed that the introduction and administration of such policies are within the sole discretion of I IPL. I IPL has the sole discretion to revise/amend any such policies and you agree to abide by such revised/amended policies as may/may not be notified to you. If I IPL introduces, amends or deletes such policies as conditions warrant, such introduction, deletion or amendment does not constitute a breach of this Employment Agreement.

## **PART 12. TERMINATION OF EMPLOYMENT**

12.1 Your employment may be terminated at any time by I IPL:

a) without notice or remuneration in lieu thereof at any time:

- i) for just cause;
- ii) if you are convicted of an indictable criminal offense or become bankrupt;
- iii) if you are guilty of any misconduct which in the reasonable opinion of I IPL could injure the reputation or business of I IPL;
- iv) if you, by reason of illness or mental or physical disability or incapacity, are unable to perform your duties under this as an employee of I IPL for any period of sixty (60) consecutive calendar days; or
- v) if you breach any obligation of yours contained in this Annexure B.

b) otherwise, for convenience, upon notice of 60 days prior notice, in writing or with a payment to you in lieu of notice.

12.2 You may terminate your employment with I IPL at any time by providing I IPL with 60 days prior notice in writing to that effect.

12.3 Upon termination of your employment with I IPL for any reason, you agree that all items in possession of you in respect of I IPL's business including all files, manuals, information, Confidential Information, Inventions and documents and all equipment such as motor vehicles, cameras, tape recorders, office equipment, computers and related equipment shall remain the property of I IPL and you shall personally deliver same promptly to I IPL's office. No photostatic copy, duplication or reproduction of any kind whatsoever shall be made of such files, information or documents without the express written consent of I IPL.

12.4 The payment of the amount required pursuant to sub-paragraph 12.1 (a) if applicable, together with any amounts accrued pursuant to paragraphs 4.1 and 6.1, shall be full and final severance pay and settlement between the parties hereto and the Employee agrees that he will not be entitled to any further compensation or payment of any kind whatsoever.

## **PART 13. GOVERNING LAW**

13.1 This document shall be construed and interpreted in accordance with Indian law and the Courts of Hyderabad shall have exclusive jurisdiction on any matters related thereto.

The terms and conditions as outlined in this Employment Agreement are subject to the terms and conditions of the Employee guide. The guide shall prevail in case of any inconsistency between this Employment Agreement and Employee guide. The Company can change the terms and conditions in the employee guide at any time without notice and the latest employee guide shall prevail over previous sessions.

## **PART 14. OTHER TERMS**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

14.1 Non-Disparagement:

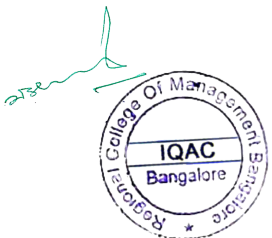
a) Upon cessation of your employment with IIPL, you shall refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of IIPL or its affiliates, publicly or otherwise, except as allowed or required by law. You shall also refrain from suggesting to anyone that any written or oral statements concerning IIPL or its affiliates, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.

b) You understand that nothing in this Employment Agreement shall in any way limit or prohibit you from engaging for a lawful purpose in any Protected Activity. For purposes of this Employment Agreement, "Protected Activity" shall mean filing a charge or complaint, or otherwise communicating, cooperating, or participating with any governmental agency or regulatory body, in accordance with applicable laws.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Rumela Chakraborty

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



### Annexure C: Sensitive Personal Data or Information (SPDI) Collection Statement

Throughout the course of your employment or service with Invesco India Private Limited ("IIPL"), we may collect certain Sensitive Personal Data or Information ("SPDI") from you.

The purpose of collection of SPDI includes but is not limited to: assessing an individual's qualifications and suitability including state of health for a particular job or task, administering a range of HR processes, provisioning of payroll benefits, record retention process, performance management, staff action on career development, tax-return filing, disclosures as permitted and required by law to assist in regulatory or other investigation or inspection, if any, or internal audit procedure and / or other administrative tasks ("Purposes").

The SPDI that we have collected and may collect from time to time may be used for the Purposes listed above by IIPL and/or may be transferred (whether in or outside of your employing country) to our group, affiliate or associate companies, our third party service providers such as insurers, bankers, administrators and other third party companies engaged in contractual activities on our behalf.

As per IIPL's Employment Data Protection Policy, we reserve the right to retain SPDI of employees, contractors, temporary employees, consultants, interns, trainees, prospective employees or applicants, and former employees when they cease to be employed by us for a period as allowed under applicable laws. Such SPDI may be required for any purposes, residual or ancillary to the above Purposes in relation to a former employee, including, but not limited to; the provision of job references, processing applications for the employment matters relating to retirement benefits and allowing us to fulfill other contractual or statutory obligations. Please note that you have a right to request access to or seek a correction to your SPDI in relation to your employment.

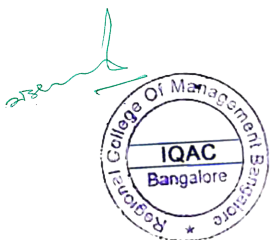
Please visit the intranet for our latest Employment Data Protection Policy should you have any enquiries concerning the SPDI collected, including obtaining copies and/ or seeking any correction. Please note that the Employment Data Protection Policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your acceptance of the Sensitive Personal Data or Information Collection Statement and acknowledge that you have read and agree to the terms of the Employment Data Protection Policy. You have the right to opt-out, in which case, you may contact the Human Resources department

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Rumela Chakraborty

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure D : Notice to Potential Employees**  
Invesco Limited and its subsidiaries (Invesco)

Invesco, as an investment company, is highly regulated by, and abides by all applicable regulatory requirements of, the Securities and Exchange Commission (SEC). As an individual providing service to Invesco as an employee, you are subject to certain regulations established by the SEC as a condition of providing services to the corporation. This document provides you with an overview of those requirements so you know what to expect in anticipation of working with the organization.

**Financial disclosure:**

Due to potential access to sensitive information and records, you will be subject to disclosure of your personal investment holdings and trading activity as well as those of your immediate family while working with the company. Disclosure and other requirements may include, but may not be limited to, the following:

- a) Disclosure of direct or indirect beneficial ownership of securities held now or in the future;
- b) Clearance by Invesco before engaging in certain personal securities transactions;
- c) Reporting of certain personal securities transactions to Invesco;
- d) Restrictions on engaging in personal securities transactions or holding securities issued during an initial public offering;
- e) Restrictions on and disclosures regarding personal securities transactions involving the purchase or sale of unregistered or restricted securities;
- f) Restrictions on engaging in personal securities transactions in certain securities during certain periods of time; and
- g) Holding demat and trading accounts with an approved broker only.

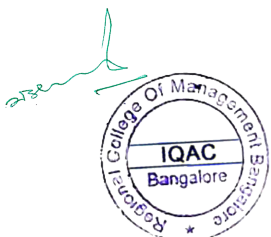
IIPL's Compliance department will contact you shortly after you begin your assignment regarding disclosure requirements and pre-clearance of personal trades (if applicable).

*Compliance with these requirements is a condition to any working relationship with Invesco, but does not guarantee a continued working relationship. All individuals work with Invesco on an at-will basis unless another status is agreed in writing with an authorized Invesco representative. Thank you for your cooperation and efforts toward maintaining Invesco as an organization that demonstrates the highest of ethical standards and behaviors in all of its business responsibilities.*

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Rumela Chakraborty

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





### Annexure E: Transportation

In line with regulatory requirement and prevailing Invesco policy, Invesco provides door to door transport where applicable, for employees.

Employees whose login and log-out falls in between 7pm-7am can opt for company-provided transport facility, provided the following conditions are met:

- (I) Transport service is provided to employees who resides within 30kms radius from IIPL Office location.
- (II) It is intended that the maximum journey time should not be more than 120 minutes (one way). The calculated time is based on normal traffic conditions.

One of the prerequisites to making the Invesco offer was your proximity of residence to the Invesco office location. If you are unable to reside within the radius of Invesco Transport eligibility, during your tenure at IIPL, IIPL shall be entitled to take such necessary steps as may be required including

- (I) Ceasing the transportation facility
- (II) Termination of your employment with Invesco.

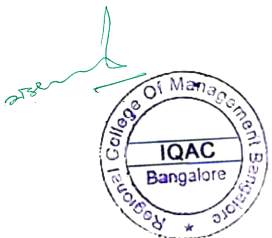
You are required to make yourself familiar with the Invesco Transport policy by reading the policy available on Intranet. More details can be obtained by contacting your Facilities Services department. Please note that the Invesco Transport policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your understanding and acceptance of the above.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Rumela Chakraborty

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Sagnik Bhaduri

Regional College of Management  
Bengaluru 562164

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**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower

Divyasree Orion

SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032

Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

March 26, 2021

Dear Sagnik Bhaduri

Congratulations! We are pleased to offer you the position of Trainee, NATA for Invesco India Pvt. Ltd. ('I IPL or Invesco') effective July 19, 2021. This position will be located in our office at DivyaSree Orion, Survey No. 66/1, Ranga Reddy District, Hyderabad 500 032. People are the foundation of our success and we believe you possess the experience, capability and talent to help us further build our organization into one of the preeminent leaders in the investment community. Speaking not only for myself, but for my colleagues as well, we look forward to the opportunity of working with you to achieve our collective objectives.

The terms and conditions of your employment with I IPL are set forth below, which, together with Annexure A (Compensation), Annexure B (Additional Terms and Conditions of Employment), Annexure C (Sensitive Personal Data or Information Collection Statement), Annexure D (Notice) and Annexure E attachment hereto and incorporated herein, shall constitute the entire agreement between you and I IPL regarding your employment with I IPL (collectively, the "Agreement"). If the terms and conditions of the Agreement meet with your approval, please evidence your acceptance of such by signing where indicated below. The terms of this offer letter, Annexure A, Annexure B, Annexure C, Annexure D, and Annexure E are collectively referred to as "Employment Agreement".

This offer and your services are contingent upon the satisfactory background investigations including employment history. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be solely for the Company's use and confidential, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company. At your request, we understand that no background check with your present employer will be initiated by us prior to expiry of 7 days of your accepting the offer letter.

### **Compensation**

#### *Annual CTC*

You will receive an annual CTC of Rs 3,30,000 . For further details, please refer to Annexure A hereof.

#### *Discretionary Bonus Program*

In addition, you will be eligible for Invesco's annual discretionary bonus program. Your target bonus range will be between 0% – 10% of your annual CTC. Your actual bonus award will be based upon company and individual performance and subject to applicable policies of company from time to time. Any incentive or performance bonus paid by the Company to the employee shall be inclusive of the statutory annual bonus, if, where and when, the same may become payable by the Company to the employee.

### **Relocation Expenses:**

Domestic Relocation (e.g., within India only) expense will be reimbursed if you are relocating from a location that is more than 150 Kms away from Invesco Office Location. This is a onetime payment at the time of hiring and you must provide Invesco with documentation acceptable to Invesco documenting the relocation expense. Relocation allowance must be repaid to Invesco within 30 days should your employment with Invesco be terminated for any reason, save for death, permanent disability or involuntary reduction in force within twelve months from your actual start date with Invesco. Such repayment may be made by Invesco

deducting relocation amounts from your final paycheck. Below are the details on relocation:

Level / Title	Eligible Amount
Trainee	INR 2,50,000

Note: You can utilize the allocated relocation budget against any of below Service stack (Travel, Transit Stay, Movement of Goods, Miscellaneous Expenses, Brokerage Charges, Bike/ Car Movement, Bike/ Car registration and Local Travel). However, the reimbursement amount should be within the overall relocation budget. All the reimbursement will be paid on the actuals. You must submit dully filled and signed reimbursement form along with original bill containing Vendor GST Number and payments receipts for availing the reimbursement.

Please refer the attached relocation guide for more details

**Miscellaneous**

*Annual Leave*

Your annual leave will be communicated to you separately and will not be less than 30 working days in each full year and pro-rata in any part of a year.

Leave encashment would be paid as per the prevailing policy of I IPL at the time of your cessation of employment. The annual leave policy, carry over policy and leave encashment policy can be amended by I IPL at its sole discretion from time to time.

*Termination*

Your employment may be terminated in accordance with the terms and conditions of Part 12 of Annexure B hereto.  
Nilotpal Nath, we are excited to welcome you to Invesco!

Sincerely,



Mamata Vegunta  
Director of HR- Hyderabad

**Offer Confirmation and Acceptance**

If you are agreeable to the above terms and all terms and conditions as described in the Annexures to this document and Invesco (India) Private Limited Employee Guide, please sign this letter and return to Gayathri Santhoshi (at Santhoshi.Gayathri@invesco.com) by March 29, 2021. Please be sure to retain a copy of this letter for your records.

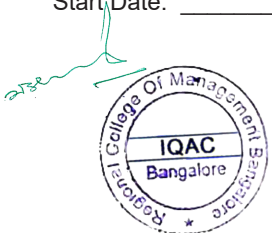
In the event you fail to provide your acceptance of this offer by March 29, 2021, this offer shall stand rescinded.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Sagnik Bhaduri

Date: \_\_\_\_\_

Start Date: \_\_\_\_\_



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Sagnik Bhaduri  
Regional College of Management  
Bengaluru 562164

**INVESCO (INDIA) PRIVATE LIMITED**  
15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032  
Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

**Annexure A: Compensation Details**

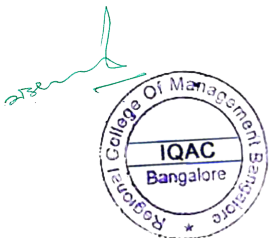
**March 26, 2021**

Name: Sagnik Bhaduri  
Job Title: Trainee, NATA

	Annual Compensation (Rupees.)
Basic Salary	99,000
Bonus/ex-gratia	12,000
Special Allowance (Flexible Plan)	1,92,648
Company contribution to Provident Fund	21,600
Gratuity as per Gratuity Act	4,752
<b>Total CTC</b>	<b>3,30,000</b>

Sincerely,

Mamata Vegunta  
Director of HR- Hyderabad



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Sagnik Bhaduri  
Regional College of Management  
Bengaluru 562164

---

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Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

**Annexure B: Additional Terms and Conditions of Employment:**

**PART 1. EMPLOYMENT AND DUTIES**

1.1 You shall perform such duties, assume such responsibilities and carry out such instructions or policies as may be assigned by IIPL from time to time.

1.2 You shall at all times faithfully, diligently and to the best of your abilities perform all duties that may be required of you, and shall devote the whole of your working time, skill, experience, knowledge, labor, energy and attention exclusively to those duties and to the business and affairs of IIPL.

1.3 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you shall not, without first having obtained the written permission of IIPL, either as partner, officer, advisor, consultant, agent, employee, office bearer, contractor or otherwise, (i) be involved or become involved while this Employment Agreement is in effect or engage in any other activities that may conflict with your obligations to the Company; and (ii) carry on, own, manage, operate, join, assist, enable, have an interest in, control or otherwise engage or participate in a business similar to that of the Company or be connected (as a majority shareholder, director, officer, employee, partner, representative, lender, guarantor, distributor or advisor of, or consultant to or otherwise) in any business/ business entity which directly or indirectly is engaged in the business of the Company.

1.4 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you will not, either on your own or on behalf of any other person, firm or IIPL canvass, solicit, attempt to solicit or entice any of IIPL's customers, vendors, clients or any other employee working in IIPL.

1.5 You shall not bind IIPL to any commitment or obligations to third parties (whether in contract, tort or otherwise) without the prior approval of IIPL.

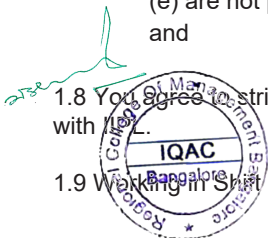
1.6 You shall in the discharge of your duties and in the exercise of your powers, observe, comply and adhere to all such prevailing laws and regulations, policies and procedures as may be applicable to IIPL, from time to time.

1.7 You represent to IIPL that you:

- (a) have the required skills and experience to perform the duties outlined in paragraph 1.2;
  - (b) are mentally and physically fit to perform the duties outlined in paragraph 1.2;
  - (c) are not using any illicit drugs;
  - (d) are not bankrupt;
  - (e) are not party to any agreement or covenant with any third party that may preclude your employment with IIPL;
- and

1.8 You agree to strictly comply with IIPL's HR policy as set out in IIPL's Employee Guide during the course of your employment with IIPL.

1.9 Working in Shift



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

- The normal "regular full-time" work schedule for IIPL is forty (40) working hours, not exceeding forty eight (48) working hours, during each working week.
- Daily and weekly work schedules may be changed from time to time, at the sole discretion of the Company, to meet varying business needs.
- In this regard, an employee is expected to work in any shift in a rotational basis in order to meet the business requirements. This may include working over the weekends / holidays, subject to applicable law.
- All employees are expected to adjust to these changes. Employees will be informed of changes in work schedules as far in advance as possible.
- All benefits contingent to working on shifts are guided by the Shift Allowance policy as described in the Employee Guide.

## **PART 2. TERM OF EMPLOYMENT**

2.1 Once your employment has commenced, it shall continue until terminated as hereinafter provided in Part 12, provided however that Parts 8 and 9, shall remain effective after the termination of employment hereunder.

## **PART 3. TRANSFERS AND PROMOTIONS**

3.1 All transfers and promotions will be considered on an individual basis and in line with IIPL's policy.

3.2 IIPL may, at its discretion, transfer you to any business location of IIPL or its affiliates in accordance with the Employee Guide.

## **PART 4. REMUNERATION**

4.1 For all services rendered by you as an employee of IIPL, you shall be entitled to total remuneration as set forth in Annexure A.

4.2 IIPL reserves the right to deduct from your salary and benefits any sums which you may owe IIPL including, without limitation, any overpayment made to you by IIPL or other deductions authorized or required by law.

4.3 In the event of any alteration of remuneration, being so notified, the alteration shall thereafter have effect as if it were specifically provided for in Annexure A.

4.4 Your remuneration will be reviewed periodically in accordance with the established Company policies.

## **PART 5. BENEFITS**

5.1 IIPL agrees to make available to every employee from the start date, the insurance scheme or insurance cum savings scheme as may be notified by the Government at the rates, stipulated by the Government in the notification either in lump sum every year or in monthly installments as may be prescribed by the Government in the notification from time to time.

## **PART 6. LEAVE**

6.1 You will be eligible to receive the annual leave in each full year (January to December) and pro-rata in any part of a year, in accordance with the Company policy.

6.2 Your leave entitlement shall be pro-rated for the years in which your employment with IIPL begins and terminates.

6.3 IIPL shall comply with regulatory requirements when authorizing leaves of absence for you due to medical conditions, pregnancy, childbirth, civic duties, or personal situations.

6.4 You shall request approval from your supervisor prior to taking leave.

## **PART 7. REIMBURSEMENT OF EXPENSES**

7.1 IIPL shall reimburse you for all authorized travel and other expenses actually and properly incurred in connection with your duties as an employee of IIPL in accordance with IIPL's travel and entertainment policy.

7.2 You agree to provide any expense information requested by IIPL together with an itemize expense account and receipts showing expenses actually expended under paragraph 7.1.

## **PART 8. CONFIDENTIAL INFORMATION**

8.1 As used herein, the term "Confidential Information" means information disclosed to, used by, developed by, or known to you in the course of your employment with IIPL, which is not generally known by persons outside IIPL's employment including, but not limited to, information pertaining to IIPL's and/or its affiliates' trade secrets, client information, marketing methods or strategies, personnel, sources or methods of financial position, pricing, bid proposal features, methods merchandising, interest rates, sales, customer and vendor lists, Inventions (as defined below), routines, policies and business procedures, including those outlined in IIPL's Employee Guide (if any).

8.2 You acknowledge that you shall have access to and be entrusted with Confidential Information in the course of your employment with IIPL, and that IIPL's business would be irreparably harmed if such Confidential Information were disclosed to, or used by, any persons outside IIPL's employment.

8.3 You acknowledge and agree that the right to maintain the absolute confidentiality of its Confidential Information is a proprietary right, which IIPL is entitled to protect.

8.4 You undertake, covenant and agree that you will not, during the term of your employment with IIPL or at any time thereafter, directly or indirectly, by any means whatsoever, divulge, furnish, provide access to, or use for any purpose other than the purposes authorized by IIPL, any of IIPL's Confidential Information, except if (i) it is required by law or any regulatory or government authority but only after giving reasonable notice to enable IIPL to limit such disclosure to the extent possible under law; (ii) it is considered necessary by you to disclose the Confidential Information to your professional advisers, auditors and bankers provided that he does so on terms protecting the Confidential Information which are at least as stringent as those specified herein; or (iii) IIPL has given its consent in writing in relation to such disclosure.

## **PART 9. INVENTIONS**

9.1 As used herein, "Invention" means and includes any invention, improvement, method, process, advertisement, concept, system, apparatus, design or computer program or software, system or database or copyrights, patents, trademarks and designs (whether registered or unregistered), trade secrets or know how.

9.2 You acknowledge and agree that every Invention which you may, at any time during the term of your employment with IIPL or its affiliates, make, devise, develop or conceive, individually or jointly with others, whether during IIPL's business hours or otherwise, and which relates in any manner to IIPL's business or which may be useful to IIPL in connection with IIPL's business shall belong to, and be the exclusive property of IIPL, and you will make full and prompt disclosure to IIPL of every such Invention.

9.3 You undertake to assign to IIPL, or its nominee, every such Invention and to execute all assignments or other instruments and to do any other things necessary and proper to confirm IIPL's right and title in and to every such Invention. You further undertake to perform all proper acts within your power necessary or desired by IIPL to obtain letters patented in the name of IIPL and at IIPL's expense for every such Invention in whatever countries IIPL may desire, without payment by IIPL to You of any royalty, license fee, price or additional compensation. To the extent that such assignment of the rights in the Inventions from you to the Company is held unenforceable under applicable law for any reason, you agree to irrevocably grant a worldwide, enterprise-wide, perpetual, unlimited right and license in the Inventions, to use modify, improve, interpret, compile, recompile and further assign such rights provided in the Inventions for any purpose of the Company and without identifying or seeking your consent.

9.4 You further agree and acknowledge that even if IIPL does not exercise any of the rights in any of the assigned Inventions for more than a period of 1 (one) year, such assignment of, and license to, the rights in such assigned Inventions will not lapse and such rights will not revert pursuant to Section 19(4) of the Copyright Act, 1957.

9.5 You agree that, all duties and responsibilities provided by you under this Employment Agreement are specially ordered or commissioned by the Company for its sole and exclusive use and shall constitute 'work for hire' at the instance of the Company in accordance with Section 17 (b) Copyrights Act, 1957, as amended from time to time. You will not, during or at any time after the completion, expiry or termination of this Employment Agreement in any way question or dispute the ownership of the Inventions developed, discovered, prepared, created, conceived or reduced to practice by you, either alone or jointly with others, during the course of performance of your duties under this Employment Agreement.

9.6 You may only use the Inventions to perform your duties under this Employment Agreement. You agree not to use the Inventions for your own gain. Further, you agree to not disclose any Inventions to any third party without the express written consent of the Company. To the extent any rights considered as moral rights in any jurisdiction cannot be assigned, you hereby forever waive and agree never to assert any and all moral rights that you may have in the Inventions or in respect to any Invention which you may be entitled under the law or any relevant jurisdiction even after termination of your relationship/employment with the Company and undertake to not initiate any legal proceedings to enforce any such moral rights.

9.7 The obligations contained in Part 9 hereof shall continue beyond the termination of your employment and shall be binding upon your heirs, executors, administrators and other legal representatives.

## **PART 10. INJUNCTIVE RELIEF**

10.1 You acknowledge and agree that a breach by you of any of the covenants contained in Parts 8 or 9 hereof would result in irreparable harm to I IPL's business such that I IPL could not adequately be compensated for such harm by a damage award. Accordingly, you agree that in the event of any such breach, in addition to all other remedies available to I IPL at law or in equity, I IPL shall be entitled as a matter of right to obtain from a court of competent jurisdiction such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance with the provisions of Parts 8 or 9 herein and you waive any right to object and consents to the issuance of an injunction or interim injunction prohibiting you from breaching any of the provisions hereof.

## **PART 11. POLICIES AND PROCEDURE MANUAL AND CODE OF CONDUCT**

11.1 You agree to comply with and be bound by the provisions of I IPL's Guide and Code of Business Conduct and Ethics.

11.2 It is understood that I IPL maintains or may maintain certain policies, which may relate to the employment of you. You agree to comply with such policies. It is agreed that the introduction and administration of such policies are within the sole discretion of I IPL. I IPL has the sole discretion to revise/amend any such policies and you agree to abide by such revised/amended policies as may/may not be notified to you. If I IPL introduces, amends or deletes such policies as conditions warrant, such introduction, deletion or amendment does not constitute a breach of this Employment Agreement.

## **PART 12. TERMINATION OF EMPLOYMENT**

12.1 Your employment may be terminated at any time by I IPL:

a) without notice or remuneration in lieu thereof at any time:

- i) for just cause;
- ii) if you are convicted of an indictable criminal offense or become bankrupt;
- iii) if you are guilty of any misconduct which in the reasonable opinion of I IPL could injure the reputation or business of I IPL;
- iv) if you, by reason of illness or mental or physical disability or incapacity, are unable to perform your duties under this as an employee of I IPL for any period of sixty (60) consecutive calendar days; or
- v) if you breach any obligation of yours contained in this Annexure B.

b) otherwise, for convenience, upon notice of 60 days prior notice, in writing or with a payment to you in lieu of notice.

12.2 You may terminate your employment with I IPL at any time by providing I IPL with 60 days prior notice in writing to that effect.

12.3 Upon termination of your employment with I IPL for any reason, you agree that all items in possession of you in respect of I IPL's business including all files, manuals, information, Confidential Information, Inventions and documents and all equipment such as motor vehicles, cameras, tape recorders, office equipment, computers and related equipment shall remain the property of I IPL and you shall personally deliver same promptly to I IPL's office. No photostatic copy, duplication or reproduction of any kind whatsoever shall be made of such files, information or documents without the express written consent of I IPL.

12.4 The payment of the amount required pursuant to sub-paragraph 12.1 (a) if applicable, together with any amounts accrued pursuant to paragraphs 4.1 and 6.1, shall be full and final severance pay and settlement between the parties hereto and the Employee agrees that he will not be entitled to any further compensation or payment of any kind whatsoever.

## **PART 13. GOVERNING LAW**

13.1 This document shall be construed and interpreted in accordance with Indian law and the Courts of Hyderabad shall have exclusive jurisdiction on any matters related thereto.

The terms and conditions as outlined in this Employment Agreement are subject to the terms and conditions of the Employee guide. The guide shall prevail in case of any inconsistency between this Employment Agreement and Employee guide. The Company can change the terms and conditions in the employee guide at any time without notice and the latest employee guide shall prevail over previous sessions.

## **PART 14. OTHER TERMS**





14.1 Non-Disparagement:

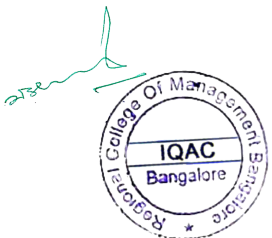
a) Upon cessation of your employment with IIPL, you shall refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of IIPL or its affiliates, publicly or otherwise, except as allowed or required by law. You shall also refrain from suggesting to anyone that any written or oral statements concerning IIPL or its affiliates, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.

b) You understand that nothing in this Employment Agreement shall in any way limit or prohibit you from engaging for a lawful purpose in any Protected Activity. For purposes of this Employment Agreement, "Protected Activity" shall mean filing a charge or complaint, or otherwise communicating, cooperating, or participating with any governmental agency or regulatory body, in accordance with applicable laws.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Sagnik Bhaduri

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



### Annexure C: Sensitive Personal Data or Information (SPDI) Collection Statement

Throughout the course of your employment or service with Invesco India Private Limited ("IIPL"), we may collect certain Sensitive Personal Data or Information ("SPDI") from you.

The purpose of collection of SPDI includes but is not limited to: assessing an individual's qualifications and suitability including state of health for a particular job or task, administering a range of HR processes, provisioning of payroll benefits, record retention process, performance management, staff action on career development, tax-return filing, disclosures as permitted and required by law to assist in regulatory or other investigation or inspection, if any, or internal audit procedure and / or other administrative tasks ("Purposes").

The SPDI that we have collected and may collect from time to time may be used for the Purposes listed above by IIPL and/or may be transferred (whether in or outside of your employing country) to our group, affiliate or associate companies, our third party service providers such as insurers, bankers, administrators and other third party companies engaged in contractual activities on our behalf.

As per IIPL's Employment Data Protection Policy, we reserve the right to retain SPDI of employees, contractors, temporary employees, consultants, interns, trainees, prospective employees or applicants, and former employees when they cease to be employed by us for a period as allowed under applicable laws. Such SPDI may be required for any purposes, residual or ancillary to the above Purposes in relation to a former employee, including, but not limited to; the provision of job references, processing applications for the employment matters relating to retirement benefits and allowing us to fulfill other contractual or statutory obligations. Please note that you have a right to request access to or seek a correction to your SPDI in relation to your employment.

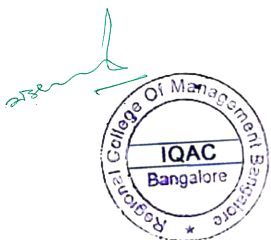
Please visit the intranet for our latest Employment Data Protection Policy should you have any enquiries concerning the SPDI collected, including obtaining copies and/ or seeking any correction. Please note that the Employment Data Protection Policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your acceptance of the Sensitive Personal Data or Information Collection Statement and acknowledge that you have read and agree to the terms of the Employment Data Protection Policy. You have the right to opt-out, in which case, you may contact the Human Resources department

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Sagnik Bhaduri

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure D : Notice to Potential Employees**  
Invesco Limited and its subsidiaries (Invesco)

Invesco, as an investment company, is highly regulated by, and abides by all applicable regulatory requirements of, the Securities and Exchange Commission (SEC). As an individual providing service to Invesco as an employee, you are subject to certain regulations established by the SEC as a condition of providing services to the corporation. This document provides you with an overview of those requirements so you know what to expect in anticipation of working with the organization.

**Financial disclosure:**

Due to potential access to sensitive information and records, you will be subject to disclosure of your personal investment holdings and trading activity as well as those of your immediate family while working with the company. Disclosure and other requirements may include, but may not be limited to, the following:

- a) Disclosure of direct or indirect beneficial ownership of securities held now or in the future;
- b) Clearance by Invesco before engaging in certain personal securities transactions;
- c) Reporting of certain personal securities transactions to Invesco;
- d) Restrictions on engaging in personal securities transactions or holding securities issued during an initial public offering;
- e) Restrictions on and disclosures regarding personal securities transactions involving the purchase or sale of unregistered or restricted securities;
- f) Restrictions on engaging in personal securities transactions in certain securities during certain periods of time; and
- g) Holding demat and trading accounts with an approved broker only.

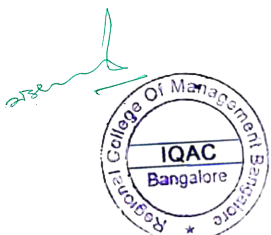
IIPL's Compliance department will contact you shortly after you begin your assignment regarding disclosure requirements and pre-clearance of personal trades (if applicable).

*Compliance with these requirements is a condition to any working relationship with Invesco, but does not guarantee a continued working relationship. All individuals work with Invesco on an at-will basis unless another status is agreed in writing with an authorized Invesco representative. Thank you for your cooperation and efforts toward maintaining Invesco as an organization that demonstrates the highest of ethical standards and behaviors in all of its business responsibilities.*

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Sagnik Bhaduri

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



### Annexure E: Transportation

In line with regulatory requirement and prevailing Invesco policy, Invesco provides door to door transport where applicable, for employees.

Employees whose login and log-out falls in between 7pm-7am can opt for company-provided transport facility, provided the following conditions are met:

- (I) Transport service is provided to employees who resides within 30kms radius from IIPL Office location.
- (II) It is intended that the maximum journey time should not be more than 120 minutes (one way). The calculated time is based on normal traffic conditions.

One of the prerequisites to making the Invesco offer was your proximity of residence to the Invesco office location. If you are unable to reside within the radius of Invesco Transport eligibility, during your tenure at IIPL, IIPL shall be entitled to take such necessary steps as may be required including

- (I) Ceasing the transportation facility
- (II) Termination of your employment with Invesco.

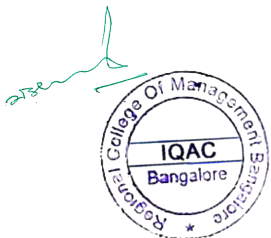
You are required to make yourself familiar with the Invesco Transport policy by reading the policy available on Intranet. More details can be obtained by contacting your Facilities Services department. Please note that the Invesco Transport policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your understanding and acceptance of the above.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Sagnik Bhaduri

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**April 10, 2021**

**Saif Ahmed**  
RCM, Bangalore

Dear Saif Ahmed

**JM Financial Products Limited** (the "Firm") is pleased to offer you an employment in the Firm as a **Management Trainee** on the following terms and conditions:

**1. Date of Joining**

You shall join the services of the Firm latest by April 10, 2021. However, this is subject to the Firm receiving satisfactory references, your previous Company's relieving letter and on you being certified medically fit by the Firm appointed doctor, failing which this Contract shall stand cancelled and will hence be null and void.

**2. Probation**

You will be on a probation period of 12 months from the date of your joining which may be extended at the discretion of the Management. Your services in the Firm may be confirmed in writing on successful completion of the probation period. During the period of your probation, either party can terminate your services by giving 7 days' notice in writing to the other party. However, the Firm reserves the right to terminate your services without giving any notice in writing or otherwise to you during such probation period.

Upon your joining the Firm may at its own discretion, hire any Agency to verify inter alia, the information and documents furnished by you. Should there be any discrepancy in the information gathered by the Agency from the information and documents provided by you, the Firm may at its own discretion terminate your employment immediately without any notice or salary in lieu thereof.

**3. Compensation**

In consideration for the services to be rendered by you, the Firm shall pay you the following annual Base Salary.

**Basic:** Rs. 2,16,000/- (Rupees Two Lakh Sixteen Thousand only)

**House Rent Allowance:** Rs. 1,29,600/- (Rupees One Lakh Twenty Nine Thousand Six Hundred only)

**Supplementary Allowance:** Rs. 65,280/- (Rupees Sixty Five Thousand Two Hundred Eighty only)

**Advance Statutory Bonus:** Rs. 43,200/- (Rupees Forty Three Thousand Two Hundred only)

You are also entitled to Provident Fund, Gratuity and other benefits in accordance with the Firm's policies in effect, and as amended from time to time.

You will be entitled to receive Incentive under the Incentive Scheme applicable to you as per the Company's policy. The same is at the sole discretion of the Management and will be reviewed for change from time to time.

The Incentive amount earned shall be payable quarterly provided you are employed on the Firm's payroll and not resigned or serving notice period as on the date of Incentive payout.

**4. Group Insurance Benefit**

You will be covered under Group Insurance policies of the Firm, as/if applicable to all employees from time to time.

**5. Leave**

You shall be entitled to a maximum leave of 23 working days for the period April 1st to March 31st as per the Firm's policy. The Firm reserves the right to amend the policy from time to time.

**Strictly Confidential**

**JM Financial Products Limited**

Corporate Identity Number: U74140MH1984PLC033397

**Regd. Office:** 7th Floor, Cnergy, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025

T: +91 22 6630 3030 F: +91 22 6630 3344 [www.jmfinancialproducts.com](http://www.jmfinancialproducts.com)

Page 1 of 4



You will not be eligible for leave during your probation period (except in unavoidable cases such as illness or emergencies). If you resign from employment or your services are terminated by the Firm, while still on probation, all leaves availed will be treated as leave without pay and recovered at the time of final settlement.

#### **6. Transfer**

Your services are subject to transfer to another department/ division of the Firm or to the Firm's holding or subsidiary company or any associate/affiliate/joint venture falling within the JM Financial Group that are in existence today and that may come into existence any time in future anywhere in India or abroad.

#### **7. Hours of Work**

Your working days will be Tuesday to Sunday. Your normal working hours will be communicated by your respective Reporting Manager. At the sole discretion of the Management, you may be asked to work beyond the normal working hours and also on weekends or holidays.

#### **8. Termination**

Upon Confirmation, your services can be terminated by either party by giving one month's notice in writing to the other. The Firm reserves the right to enforce or waive all or part of the notice period at its sole discretion. Should the Firm decide to waive the notice period upon your request, you shall not be entitled to receive any further compensation beyond your last day of work in the office. In the event of termination of services by the Firm without notice your termination shall become effective immediately upon the Firm paying you one month's Base salary in lieu of the notice. However, your services may be terminated by the Firm without any notice or Base salary in lieu thereof in case of any non-compliance or breach or violation by you of the Firm's Code of Conduct or other policies and procedures for the time being in force. Further, the Firm may require you not to begin alternative employment or conduct other business for the duration of your contractual notice period. However, during such period, the Firm will continue to maintain your salary and other contractual benefits.

Upon your resignation or termination of your services, the Firm may require you to sign such documents/ letters to safeguard its interests and the intellectual property rights and confidentiality of the information gathered by you during the course of your employment. You shall not, upon leaving the employment with the Firm, make any attempt or endeavor to directly or indirectly encourage/assist/solicit other employees of the Firm to join you in your new assignment or any other employment.

In the event of uninformed absence from work for 7 working days or more, without intimating your immediate supervisor or respective HR Business Partner, would state that you have no intention to continue with your services and the Firm has all rights to consider this as abandonment of your services with immediate effect, without giving any notice or salary in lieu of the notice.

#### **9. Employee Hand Book and Code of Conduct**

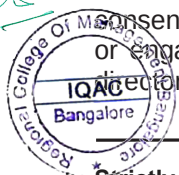
Your service conditions / conduct are also governed by the Human Resource Policies and other related matters enshrined in the Employee Hand Book and the Firm's Code of Conduct. You are required to strictly adhere to the Firm's Code of Conduct. The Code of Conduct sets out the Firm's compliance policies and the standards of conduct required of you as an employee of the Firm.

On the day of your joining the Firm, you will receive a copy each of the Employee Handbook and the Firm's Code of Conduct. You shall be required to carefully read, understand and sign the acknowledgement form of both these documents and return the same to the Human Resources department. You hereby undertake to abide by at all times the Firm's Code of Conduct as amended from time to time.

#### **10. Engagement in other Business Activities**

You acknowledge that you shall devote your whole time and attention to the services of the Firm during the term of your employment.

For this reason, during the term of your employment, you must not (without the Firm's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other entity or organization (whether as an employee, officer, director, agent, partner, consultant or otherwise).



**11. Intellectual Property**

You acknowledge that all materials you create in the course of your employment (regardless of the form they take) will belong to the Firm so that the Firm is considered their author or producer. If, for any reason, you are considered the author or producer of these materials, you hereby assign to the Firm all right, title and interest you may have in them. You shall not be entitled to utilize such materials after you leave the employment with the Firm. You hereby expressly acknowledge and declare that the Firm would always continue to be the author and owner of all such materials copyrights, properties, etc. You shall before leaving the employment of the Firm arrange to give a proper handover all such documents that are in your custody to a person nominated by the Firm and also of the charge of assignments last handled by you.

**12. Confidentiality**

You agree that the terms and conditions governing your employment are strictly confidential. Any disclosure of these terms and conditions to any third party (including other employees of the Firm or any employees of the associate/group entities of the Firm) constitutes a breach of the terms of your employment.

You also acknowledge that the information you acquire about the business of the Firm and any of the associate/group companies in the course of your employment with the Firm is highly confidential. You agree, during the term of your employment hereunder and thereafter not to use such information for any purpose other than for the sole benefit of the associate/group companies including the Firm. You further agree and undertake not to disclose any information to any third party without the prior written consent of the Firm.

By signing and accepting this offer letter you expressly acknowledge that you have understood the terms of your employment contract. Your employment is liable to be terminated for the breach of any of the terms and conditions contained in this contract. Further, the Firm reserves the right to initiate such legal action against you as it may think appropriate.

This letter constitutes the written terms and conditions governing your Contract of employment with the Firm.

You are requested to return a copy of this letter duly signed by you, in acknowledgment of your acceptance of the terms and conditions governing the contract.

We look forward to welcoming you.

Sincerely,



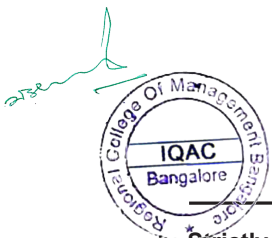
Terence Raphael  
**Authorized Signatory**

I have read and understood the contents of offer letter as above. I acknowledge that the contents of this letter constitute my Contract of employment. I undertake and declare that I shall abide by the terms of my employment with the Firm. I will join the Services of the Firm on \_\_\_\_\_.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date : \_\_\_\_\_ at \_\_\_\_\_









**KPMG Global Services Private Limited**  
RMZ Ecoworld  
2nd Floor, Campus 7  
Devarabeesanahalli, Outer Ring Road  
Bangalore 560 103 Karnataka India

Telephone +91 80 6132 6100  
Internet www.in.kpmg.com/in  
Email indiawebsite@kpmg.com

**Private & Confidential**

Date: 11<sup>th</sup> October 2021

To,

Candidate name: Saptaparna Mondal

College name: Regional College of Management, Bangalore 562164

Congratulations!

We thank you for taking the time to attend the interview process of KPMG Global Services Private Limited (KGS). The Firm is a global delivery centre for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Associate 1 in the Tax business unit at KGS with a total compensation of INR 500,000 PA fixed (Five lakh per annum only).

Your anticipated joining date is between April -June 2022 at Bangalore/Kochi any of our office location. In case you are unable to join the Firm by May-June 2022, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

**This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".**

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

For KPMG Global Services Private Limited (KGS)

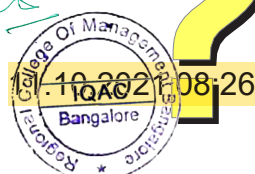
Accepted and Agreed

Anuricha Chander

Associate Partner

Signature Not Verified

ANURICHA CHANDER



Name:

Date:

KPMG Global Services Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74140HR2010PTC041413

Registered Office:  
Building No.10  
6th Floor, Tower C  
DLF Cyber City, Phase II  
Gurugram - 122 002, Haryana

DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**KPMG Global Services Private Limited**  
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Devarabeesanahalli, Outer Ring Road  
Bangalore 560 103 Karnataka India

Telephone +91 80 6132 6100  
Internet www.in.kpmg.com/in  
Email indiawebsite@kpmg.com

**Authorization:**

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to KGS to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

**No binding obligation:**

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

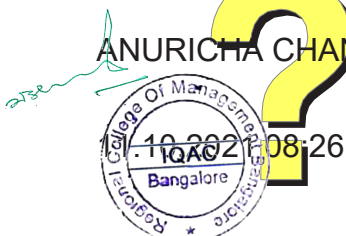
Name:

Date:

Please enclose self-attested Aadhar card and Pan Card (if available)

Signature Not Verified

ANURICHA CHANDER



KPMG Global Services Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

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Internet www.in.kpmg.com/in  
Email indiawebsite@kpmg.com

Private & Confidential

Date: 11<sup>th</sup> October 2021

To,

Candidate name: Saravana Prakash E

College name: Regional College of Management, Bangalore 562164

Congratulations!

We thank you for taking the time to attend the interview process of KPMG Global Services Private Limited (KGS). The Firm is a global delivery centre for KPMG Member Firms across the globe.

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**This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".**

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

For KPMG Global Services Private Limited (KGS)

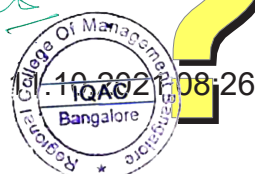
Accepted and Agreed

\_\_\_\_\_  
Anuricha Chander

Associate Partner

Signature Not Verified

ANURICHA CHANDER



\_\_\_\_\_  
Name:

Date:

KPMG Global Services Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
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 Email indiawebsite@kpmg.com

**Authorization:**

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to KGS to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

**No binding obligation:**

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

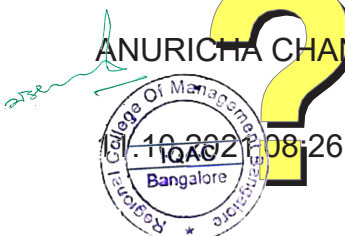
Name:

Date:

Please enclose self-attested Aadhar card and Pan Card (if available)

Signature Not Verified

ANURICHA CHANDER



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 Gurugram - 122 002, Haryana  
 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore



**2nd Mar 2021**

**Satyam Prashar**  
**Regional College of Management, Bangalore 562164**

**Subject: Employment offer for the post of Associate - Business Development**

Dear Satyam Prashar

We are delighted to offer you a position with **Leverage Ed-Tech Private Limited** (the “Company”), at our Delhi office as **Associate - Business Development**. This letter describes the basic terms of the offer subjected to a mutual agreement on the terms stated below.

This offer stands contingent on a background check and validation of the information provided by you during the interview or any other process related to your employment with the Company.

**Employment Start Date**

You are required to commence employment with the Company on **March 8th, 2021** (the “Joining Date”). You will be on probation for a period of three months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or maybe reduced with either earlier or on completion or thereafter till confirmation. Your services are liable to be terminated without any notice during the initial or extended period of probation. In case you decide to leave the company during this period, you will have to give a notice of 15 days to the company.

**Employment Benefits and Compensation**

Your annual CTC will be **Rs. 6,60,000/- (Six Lakh Sixty Thousand Only)** per annum

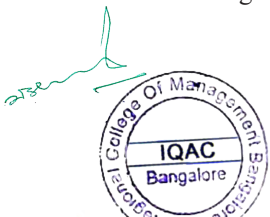
.1) Your Fixed CTC will be **Rs. 3,60,000/- (Three Lakh Sixty Thousand Only)** per annum.

Basic Amount	HRA Amount	Special Allowance	Gross Salary	Employer PF	Net Salary (Pre Tax)	Employee PF	Monthly CTC	CTC
15,000	7,500	5,700	28,200	1,800	26,400	1,800	30,000	3,60,000

2) **Variable:** Incentive up to **3,00,000/- (Three lakh Only)** per annum (based on performance).

**Leave/Holidays**

You are entitled to a casual leave of 7 days. You are entitled to 7 working days of paid sick leave. You are entitled to 15 days of earned leave as per the leave policy of the company. The Company shall notify a list of declared holidays at the beginning of each year.



## **Employment Agreement, Confidentiality of Proprietary Information, and Non-Disclosure Agreement**

The employee's duties may be reasonably modified at the Company's discretion from time to time. The employee will be required to work full time with the Company and during this employment, will not engage in any other business activity, regardless of whether that activity is pursued profit, gain, or any other monetary advantage. The employee is also prohibited from investing in any other competing business. The employee will be required, during, and after the term of this employment, not to reveal any confidential information or trade secrets to any person, firm, corporation, or entity. In case of breach of this condition, the Company can take action against the employee, which may be disciplinary or legal in nature.

For a period of 6 (Six) months after the Termination of Employment with the Company, you shall not, directly or indirectly, engage or get employed in a business similar to that of the Company. If in case, you discontinue your association with the Company, you shall not directly or indirectly, solicit or attempt in any manner to solicit, any business from any existing customer/ client of the Company or employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Company.

If the terms stated above are acceptable to you, please return a copy of this document signed on each page.

### **Termination conditions**

Your appointment can be terminated by the Company, without any reason, by giving you not less than 30 days prior notice in writing or salary in lieu thereof. You may terminate your employment with the Company, without any cause, by giving no less than 60 days prior notice or salary for an unsaved period, left after adjustment of pending leaves, as on date.

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

### **Documents required**

On the day of your joining please bring the following documents to help us get you onboard quickly.

1. Relieving certificate from the previous employer, if any
2. The Last three-month payslips received from the previous employer if any
3. Form 16 (TDS Certificate), if any
4. 10th mark sheet, 12th mark sheet, Graduation mark sheet, Post Graduation mark sheet, Additional Qualification documents
5. Three passport size photo
6. Identity Proof (PAN Card, DL, Passport, Aadhar Card, etc.)

If you have any queries or need assistance regarding your joining, please contact HR at [hr@leverageedu.com](mailto:hr@leverageedu.com).

We are excited about the possibility of you joining us and look forward to a mutually beneficial working relationship.



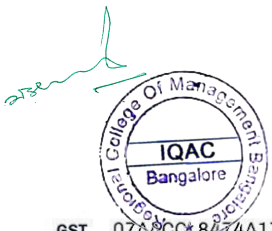
Yours Sincerely,  
**For Leverage ED-Tech Private Limited**

**Akshay Chaturvedi**  
**(Founder & CEO)**

**Employee acceptance:**

**I accept employment with the Leverage ED-Tech Private Limited under the terms described in this letter:**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_**

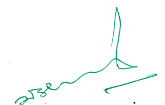


GST 07AFCCL8474A1ZL

+91 8826 200 293

19/47, Old Rajinder Nagar, New Delhi- 110060

CIN U80900DL2015PTC279331



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
info@leverageedu.com  
Devanahalli, Bangalore

Dear Sayanti Mukherjee

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

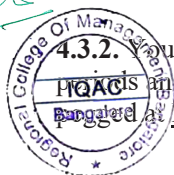
4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are **Rs. 150,000 /- p.a**)





4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

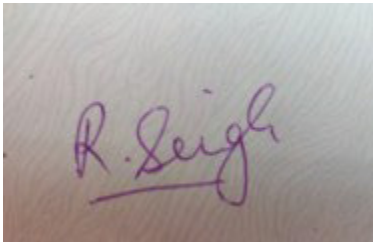
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2022.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

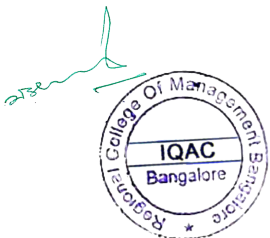


**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

July 4th, 2021

Dear Shaik Mohammed Afridi

Congratulations! Linking Spaces Technologies Pvt. Ltd. is pleased to extend you this offer.

We are confident that you will be a great addition to our team and look forward to working with you. While you will be contributing to the success of this company, the company will be committed towards your personal and professional growth. We recognize and reward sincerity, hard work and performance, and hope that you will do your best.

**Position/Role:** Trainee - Relationship Manager / Tele-counselor  
**Remuneration (Rs.):** Greater than INR 3 Lacs / annum : 3 Lacs (fixed) + Monthly Incentives  
**Date of Joining:** July 7th, 2021  
**Work Timings:** 10:00 am to 6:00 pm (1 week off on weekdays)  
**Reporting Manager:** Vineeth V

#### Probation Period

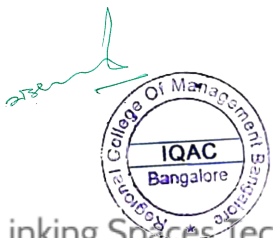
You shall be on probation for a period of 3 months, including the first 2 months' training period, from the effective start date of your employment with the Company. The company may, in its sole discretion, at any time extend this period of probation for an additional specified period, upon notice to you. Your employment with us will be confirmed upon the satisfactory performance and completion of the probation period. Notwithstanding anything contained herein, during your probation period, the company may terminate your employment in a day's notice and with or without stating any reason whatsoever.

#### Notice Period

Notice period on termination of services by you will be 60 days. On termination initiated by the company the notice period can be anything between 10 days to 60 days, as decided by the management.

#### Confidentiality, Non-Disclosure and Non-Compete Agreement

1. During the period of employment you might receive valuable information pertaining to the Company's new businesses and process, which should not be disclosed to any other third party without the prior permission of Management.
2. All the research done and data generated including that of the client database is the sole property of the Organization. Unauthorized storing, copying, deleting or transmitting (digital/non-digital) of any such information is strictly prohibited and will constitute a legal offense.
3. Commitments & Dealings: You will not enter into any commitments or dealing on behalf of a Company for which you have no expressed authority.
4. Singularity of Service: You will not, without previous written permission, carry on any business, full time or part time, in any capacity, or be employed by, any other firm, company or person.



**Leaves and other related details:**

- Weekends ( i.e Saturday & Sundays) are working days. They are usually the busiest.
- No provision of Work from home for Level I and II.
- First 3 months mandatory probation period with only 1 paid leave allowed in each month.
- 6 days/week office for Level I and II.
- 5 days/week office for Level III and beyond and 1 day WFH
- Total 36 days paid leaves in a year.

Please sign the enclosed copy of this letter and revert back with its scan by tomorrow, to indicate your acceptance of this offer.

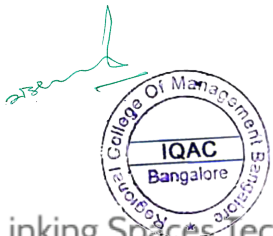
With Best Wishes,

Vineeth  
General Manager  
Linking Spaces Technologies Pvt. Ltd

I, Shaik Mohammed Afridi  
terms of engagement,

signing below, to confirm my acceptance to the above position, offer and all the

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



July 4th, 2021

Dear Sharada G

Congratulations! Linking Spaces Technologies Pvt. Ltd. is pleased to extend you this offer.

We are confident that you will be a great addition to our team and look forward to working with you. While you will be contributing to the success of this company, the company will be committed towards your personal and professional growth. We recognize and reward sincerity, hard work and performance, and hope that you will do your best.

**Position/Role:** Trainee - Relationship Manager / Tele-counselor  
**Remuneration (Rs.):** Greater than INR 3 Lacs / annum : 3 Lacs (fixed) + Monthly Incentives  
**Date of Joining:** July 7th, 2021  
**Work Timings:** 10:00 am to 6:00 pm (1 week off on weekdays)  
**Reporting Manager:** Vineeth V

#### Probation Period

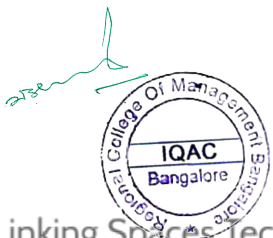
You shall be on probation for a period of 3 months, including the first 2 months' training period, from the effective start date of your employment with the Company. The company may, in its sole discretion, at any time extend this period of probation for an additional specified period, upon notice to you. Your employment with us will be confirmed upon the satisfactory performance and completion of the probation period. Notwithstanding anything contained herein, during your probation period, the company may terminate your employment in a day's notice and with or without stating any reason whatsoever.

#### Notice Period

Notice period on termination of services by you will be 60 days. On termination initiated by the company the notice period can be anything between 10 days to 60 days, as decided by the management.

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2. All the research done and data generated including that of the client database is the sole property of the Organization. Unauthorized storing, copying, deleting or transmitting (digital/non-digital) of any such information is strictly prohibited and will constitute a legal offense.
3. Commitments & Dealings: You will not enter into any commitments or dealing on behalf of a Company for which you have no expressed authority.
4. Singularity of Service: You will not, without previous written permission, carry on any business, full time or part time, in any capacity, or be employed by, any other firm, company or person.



**Leaves and other related details:**

- Weekends ( i.e Saturday & Sundays) are working days. They are usually the busiest.
- No provision of Work from home for Level I and II.
- First 3 months mandatory probation period with only 1 paid leave allowed in each month.
- 6 days/week office for Level I and II.
- 5 days/week office for Level III and beyond and 1 day WFH
- Total 36 days paid leaves in a year.

Please sign the enclosed copy of this letter and revert back with its scan by tomorrow, to indicate your acceptance of this offer.

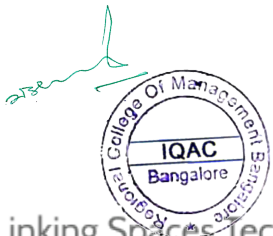
With Best Wishes,

Vineeth  
General Manager  
Linking Spaces Technologies Pvt. Ltd

I, Sharada G  
terms of engagement,

signing below, to confirm my acceptance to the above position, offer and all the

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





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BFS031407-6707960

Date: April 30, 2021  
Shashank G N  
Bangalore

Dear Shashank G N

**Sub: Appointment letter**

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

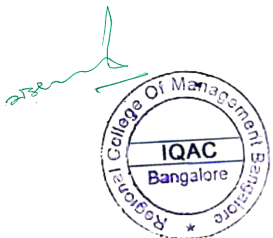
**TERMS AND CONDITIONS**

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be **India>Bangalore>Bangalore Surya Park IN - Office**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.
5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.
6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.
7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.
8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

**Genpact India Private Limited**

CIN: U73100DL2005PTC307363

Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

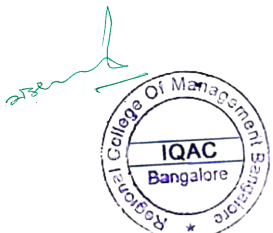
13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

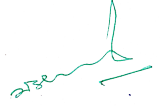
14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.



**Genpact India Private Limited**  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001

  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **May 29, 2021**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

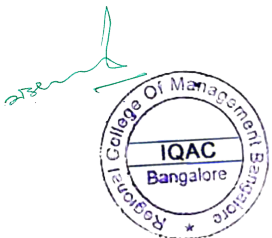
For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

Accepted and Agreed

Shashank G N

Genpact India Private Limited  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



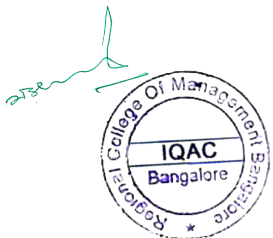


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### Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
  2. If already a member of a provident fund (PF) scheme with previous employer, then;
    - a. Employer's name
    - b. Provident Fund account number from your previous employer
    - c. Universal account number provided by your previous employer
    - d. Employee Pension number provided by your previous employerOR
    - e. Date of joining & leaving from previous employer
    - f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
  3. Below mentioned KYC (Know Your Customer) Documents
    - a. Copy of PAN
    - b. Copy of Aadhaar Card.
    - c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
  4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC ( Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
    - a. 3 Post card size (4X7) photographs of yourselfOr
    - b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- \*Please check the company policy for the applicable limit
5. 4 recent Passport size Photograph
    - a. One for Genpact ID card
    - b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
    - c. Two for PAN card application if you do not have one



**Genpact India Private Limited**  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001

  
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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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**ANNEXURE - II**  
**COMPENSATION DETAILS**

<b>NAME</b>	<b>Shashank G N</b>
<b>BAND</b>	<b>5B</b>
<b>DESIGNATION</b>	<b>Senior Associate</b>
<b>LOCATION</b>	<b>India&gt;Bangalore&gt;Bangalore Surya Park IN - Office</b>
<b>COMPONENTS</b>	<b>AMOUNT (PER ANNUM)</b>
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
<b>FIXED PAY</b>	<b>350,000.00</b>
<b>ANNUAL PERFORMANCE BONUS*(APB)</b>	<b>7200</b>
<b>PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**</b>	<b>AMOUNT (PER ANNUM)</b>
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
<b>Total Earning Potential</b>	<b>Amount (Per Annum)</b>
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
<b>Benefits</b>	<b>Amount (Per Annum)</b>
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

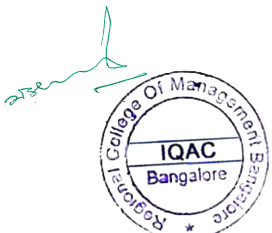
Accepted and Agreed

Shashank G N

Genpact India Private Limited

CIN: U73100DL2005PTC307363

Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
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DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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Company Contribution ESIC	As per Act
Gratuity	12,260.00
<b>Other Attractions</b>	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

**Notes:**

\* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB). An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

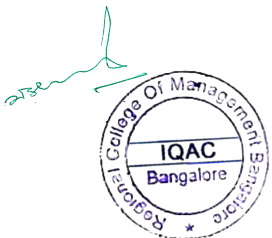
\*\*Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year. You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act, 1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

**Genpact India Private Limited**

**CIN: U73100DL2005PTC307363**

**Regd. Off.:** 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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Dear Shashank G N  
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated April 30, 2021  
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal\*
- Copy of self-attested cancelled cheque (\*\*if you are eligible for ESIC enrolment as per government norms)
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (\*\*IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

\* SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.

\*\*The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.  
if your CTC is more than 2.6 lakhs. you may ignore the same.

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. [Click Here](#)

Wishing you all the best!

**Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date**

Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,  
Genpact Hiring Team

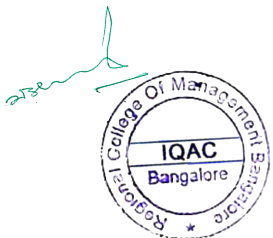
Accepted and Agreed

Shashank G N

Genpact India Private Limited

CIN: U73100DL2005PTC307363

Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



Handwritten signature in green ink and a stamp of the Director, Regional College of Management Bangalore, Devanahalli, Bangalore.



Date: 20 June, 2021

**Subject: Offer of Employment**

Dear Sheikh Tahesin Tabbasum M Rafik

Hearvest Congratulations to you!

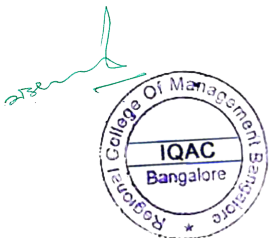
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you atier joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please atiach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

**Sushil Chander**  
**Vice President – Human Resources**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

### Annexure 1

**Date:** 20 June, 2021

**Name:** Sheikh Tahesin Tabbasum M Rafik

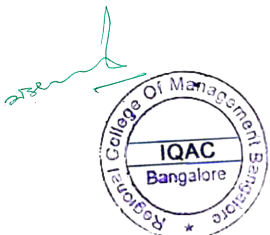
**Designation:** Executive Trainee

**Band:** J2

CTC STRUCTURE		
Components	Per Annum	Per Month
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

#### Other Benefits (as per prevalent Company Policy):

Group Term Insurance: Term cover of INR 12,00,000  
 Mediciam: INR2,00,000 for self and dependents



Dear Shinde Rashmi Vijayanand

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are **Rs. 150,000 /- p.a**)



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

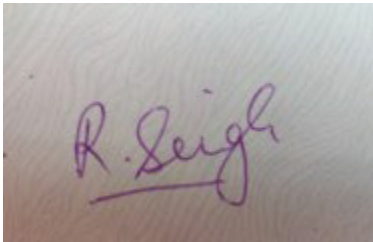
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2022.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

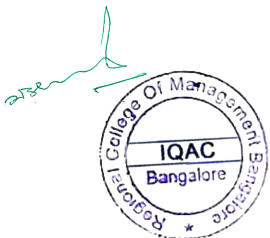


**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





Shreya Mukherjee

Regional College of Management

Bengaluru 562164

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**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower

Divyasree Orion

SEZ, Raidurgam, Serilingampally,

Hyderabad, Telangana 500 032

Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

March 26, 2021

Dear Shreya Mukherjee

Congratulations! We are pleased to offer you the position of Trainee, NATA for Invesco India Pvt. Ltd. ('I IPL or Invesco') effective July 19, 2021. This position will be located in our office at DivyaSree Orion, Survey No. 66/1, Ranga Reddy District, Hyderabad 500 032. People are the foundation of our success and we believe you possess the experience, capability and talent to help us further build our organization into one of the preeminent leaders in the investment community. Speaking not only for myself, but for my colleagues as well, we look forward to the opportunity of working with you to achieve our collective objectives.

The terms and conditions of your employment with I IPL are set forth below, which, together with Annexure A (Compensation), Annexure B (Additional Terms and Conditions of Employment), Annexure C (Sensitive Personal Data or Information Collection Statement), Annexure D (Notice) and Annexure E attachment hereto and incorporated herein, shall constitute the entire agreement between you and I IPL regarding your employment with I IPL (collectively, the "Agreement"). If the terms and conditions of the Agreement meet with your approval, please evidence your acceptance of such by signing where indicated below. The terms of this offer letter, Annexure A, Annexure B, Annexure C, Annexure D, and Annexure E are collectively referred to as "Employment Agreement".

This offer and your services are contingent upon the satisfactory background investigations including employment history. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be solely for the Company's use and confidential, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company. At your request, we understand that no background check with your present employer will be initiated by us prior to expiry of 7 days of your accepting the offer letter.

### **Compensation**

#### *Annual CTC*

You will receive an annual CTC of Rs 3,30,000 . For further details, please refer to Annexure A hereof.

#### *Discretionary Bonus Program*

In addition, you will be eligible for Invesco's annual discretionary bonus program. Your target bonus range will be between 0% – 10% of your annual CTC. Your actual bonus award will be based upon company and individual performance and subject to applicable policies of company from time to time. Any incentive or performance bonus paid by the Company to the employee shall be inclusive of the statutory annual bonus, if, where and when, the same may become payable by the Company to the employee.

### **Relocation Expenses:**

Domestic Relocation (e.g., within India only) expense will be reimbursed if you are relocating from a location that is more than 150 Kms away from Invesco Office Location. This is a onetime payment at the time of hiring and you must provide Invesco with documents acceptable to Invesco documenting the relocation expense. Relocation allowance must be repaid to Invesco within 30 days should your employment with Invesco be terminated for any reason, save for death, permanent disability or involuntary reduction in force within twelve months from your actual start date with Invesco. Such repayment may be made by Invesco

deducting relocation amounts from your final paycheck. Below are the details on relocation:

Level / Title	Eligible Amount
Trainee	INR 2,50,000

Note: You can utilize the allocated relocation budget against any of below Service stack (Travel, Transit Stay, Movement of Goods, Miscellaneous Expenses, Brokerage Charges, Bike/ Car Movement, Bike/ Car registration and Local Travel). However, the reimbursement amount should be within the overall relocation budget. All the reimbursement will be paid on the actuals. You must submit dully filled and signed reimbursement form along with original bill containing Vendor GST Number and payments receipts for availing the reimbursement.

Please refer the attached relocation guide for more details

**Miscellaneous**

*Annual Leave*

Your annual leave will be communicated to you separately and will not be less than 30 working days in each full year and pro-rata in any part of a year.

Leave encashment would be paid as per the prevailing policy of I IPL at the time of your cessation of employment. The annual leave policy, carry over policy and leave encashment policy can be amended by I IPL at its sole discretion from time to time.

*Termination*

Your employment may be terminated in accordance with the terms and conditions of Part 12 of Annexure B hereto.  
Nilotpal Nath, we are excited to welcome you to Invesco!

Sincerely,



Mamata Vegunta  
Director of HR- Hyderabad

**Offer Confirmation and Acceptance**

If you are agreeable to the above terms and all terms and conditions as described in the Annexures to this document and Invesco (India) Private Limited Employee Guide, please sign this letter and return to Gayathri Santhoshi (at Santhoshi.Gayathri@invesco.com) by March 29, 2021. Please be sure to retain a copy of this letter for your records.

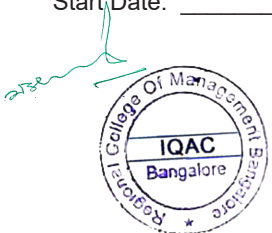
In the event you fail to provide your acceptance of this offer by March 29, 2021, this offer shall stand rescinded.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Shreya Mukherjee

Date: \_\_\_\_\_

Start Date: \_\_\_\_\_



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Shreya Mukherjee  
Regional College of Management  
Bengaluru 562164

**INVESCO (INDIA) PRIVATE LIMITED**  
15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032  
Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

**Annexure A: Compensation Details**

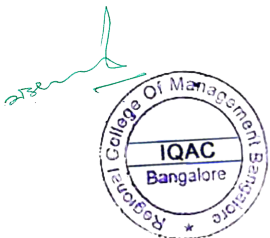
**March 26, 2021**

Name: Shreya Mukherjee  
Job Title: Trainee, NATA

	<b>Annual Compensation (Rupees.)</b>
Basic Salary	99,000
Bonus/ex-gratia	12,000
Special Allowance (Flexible Plan)	1,92,648
Company contribution to Provident Fund	21,600
Gratuity as per Gratuity Act	4,752
<b>Total CTC</b>	<b>3,30,000</b>

Sincerely,

Mamata Vegunta  
Director of HR- Hyderabad



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Shreya Mukherjee  
Regional College of Management  
Bengaluru 562164

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**INVESCO (INDIA) PRIVATE LIMITED**

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Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

**Annexure B: Additional Terms and Conditions of Employment:**

**PART 1. EMPLOYMENT AND DUTIES**

1.1 You shall perform such duties, assume such responsibilities and carry out such instructions or policies as may be assigned by IIPL from time to time.

1.2 You shall at all times faithfully, diligently and to the best of your abilities perform all duties that may be required of you, and shall devote the whole of your working time, skill, experience, knowledge, labor, energy and attention exclusively to those duties and to the business and affairs of IIPL.

1.3 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you shall not, without first having obtained the written permission of IIPL, either as partner, officer, advisor, consultant, agent, employee, office bearer, contractor or otherwise, (i) be involved or become involved while this Employment Agreement is in effect or engage in any other activities that may conflict with your obligations to the Company; and (ii) carry on, own, manage, operate, join, assist, enable, have an interest in, control or otherwise engage or participate in a business similar to that of the Company or be connected (as a majority shareholder, director, officer, employee, partner, representative, lender, guarantor, distributor or advisor of, or consultant to or otherwise) in any business/ business entity which directly or indirectly is engaged in the business of the Company.

1.4 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you will not, either on your own or on behalf of any other person, firm or IIPL canvass, solicit, attempt to solicit or entice any of IIPL's customers, vendors, clients or any other employee working in IIPL.

1.5 You shall not bind IIPL to any commitment or obligations to third parties (whether in contract, tort or otherwise) without the prior approval of IIPL.

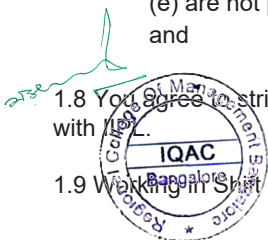
1.6 You shall in the discharge of your duties and in the exercise of your powers, observe, comply and adhere to all such prevailing laws and regulations, policies and procedures as may be applicable to IIPL, from time to time.

1.7 You represent to IIPL that you:

- (a) have the required skills and experience to perform the duties outlined in paragraph 1.2;
  - (b) are mentally and physically fit to perform the duties outlined in paragraph 1.2;
  - (c) are not using any illicit drugs;
  - (d) are not bankrupt;
  - (e) are not party to any agreement or covenant with any third party that may preclude your employment with IIPL;
- and

1.8 You agree to strictly comply with IIPL's HR policy as set out in IIPL's Employee Guide during the course of your employment with IIPL.

1.9 Working in Shift



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

- The normal "regular full-time" work schedule for IIPL is forty (40) working hours, not exceeding forty eight (48) working hours, during each working week.
- Daily and weekly work schedules may be changed from time to time, at the sole discretion of the Company, to meet varying business needs.
- In this regard, an employee is expected to work in any shift in a rotational basis in order to meet the business requirements. This may include working over the weekends / holidays, subject to applicable law.
- All employees are expected to adjust to these changes. Employees will be informed of changes in work schedules as far in advance as possible.
- All benefits contingent to working on shifts are guided by the Shift Allowance policy as described in the Employee Guide.

## **PART 2. TERM OF EMPLOYMENT**

2.1 Once your employment has commenced, it shall continue until terminated as hereinafter provided in Part 12, provided however that Parts 8 and 9, shall remain effective after the termination of employment hereunder.

## **PART 3. TRANSFERS AND PROMOTIONS**

3.1 All transfers and promotions will be considered on an individual basis and in line with IIPL's policy.

3.2 IIPL may, at its discretion, transfer you to any business location of IIPL or its affiliates in accordance with the Employee Guide.

## **PART 4. REMUNERATION**

4.1 For all services rendered by you as an employee of IIPL, you shall be entitled to total remuneration as set forth in Annexure A.

4.2 IIPL reserves the right to deduct from your salary and benefits any sums which you may owe IIPL including, without limitation, any overpayment made to you by IIPL or other deductions authorized or required by law.

4.3 In the event of any alteration of remuneration, being so notified, the alteration shall thereafter have effect as if it were specifically provided for in Annexure A.

4.4 Your remuneration will be reviewed periodically in accordance with the established Company policies.

## **PART 5. BENEFITS**

5.1 IIPL agrees to make available to every employee from the start date, the insurance scheme or insurance cum savings scheme as may be notified by the Government at the rates, stipulated by the Government in the notification either in lump sum every year or in monthly installments as may be prescribed by the Government in the notification from time to time.

## **PART 6. LEAVE**

6.1 You will be eligible to receive the annual leave in each full year (January to December) and pro-rata in any part of a year, in accordance with the Company policy.

6.2 Your leave entitlement shall be pro-rated for the years in which your employment with IIPL begins and terminates.

6.3 IIPL shall comply with regulatory requirements when authorizing leaves of absence for you due to medical conditions, pregnancy, childbirth, civic duties, or personal situations.

6.4 You shall request approval from your supervisor prior to taking leave.

## **PART 7. REIMBURSEMENT OF EXPENSES**

7.1 IIPL shall reimburse you for all authorized travel and other expenses actually and properly incurred in connection with your duties as an employee of IIPL in accordance with IIPL's travel and entertainment policy.

7.2 You shall provide any expense information requested by IIPL together with an itemize expense account and receipts showing expenses actually expended under paragraph 7.1.

## **PART 8. CONFIDENTIAL INFORMATION**

8.1 As used herein, the term "Confidential Information" means information disclosed to, used by, developed by, or known to you in the course of your employment with IIPL, which is not generally known by persons outside IIPL's employment including, but not limited to, information pertaining to IIPL's and/or its affiliates' trade secrets, client information, marketing methods or strategies, personnel, sources or methods of financial position, pricing, bid proposal features, methods merchandising, interest rates, sales, customer and vendor lists, Inventions (as defined below), routines, policies and business procedures, including those outlined in IIPL's Employee Guide (if any).

8.2 You acknowledge that you shall have access to and be entrusted with Confidential Information in the course of your employment with IIPL, and that IIPL's business would be irreparably harmed if such Confidential Information were disclosed to, or used by, any persons outside IIPL's employment.

8.3 You acknowledge and agree that the right to maintain the absolute confidentiality of its Confidential Information is a proprietary right, which IIPL is entitled to protect.

8.4 You undertake, covenant and agree that you will not, during the term of your employment with IIPL or at any time thereafter, directly or indirectly, by any means whatsoever, divulge, furnish, provide access to, or use for any purpose other than the purposes authorized by IIPL, any of IIPL's Confidential Information, except if (i) it is required by law or any regulatory or government authority but only after giving reasonable notice to enable IIPL to limit such disclosure to the extent possible under law; (ii) it is considered necessary by you to disclose the Confidential Information to your professional advisers, auditors and bankers provided that he does so on terms protecting the Confidential Information which are at least as stringent as those specified herein; or (iii) IIPL has given its consent in writing in relation to such disclosure.

## **PART 9. INVENTIONS**

9.1 As used herein, "Invention" means and includes any invention, improvement, method, process, advertisement, concept, system, apparatus, design or computer program or software, system or database or copyrights, patents, trademarks and designs (whether registered or unregistered), trade secrets or know how.

9.2 You acknowledge and agree that every Invention which you may, at any time during the term of your employment with IIPL or its affiliates, make, devise, develop or conceive, individually or jointly with others, whether during IIPL's business hours or otherwise, and which relates in any manner to IIPL's business or which may be useful to IIPL in connection with IIPL's business shall belong to, and be the exclusive property of IIPL, and you will make full and prompt disclosure to IIPL of every such Invention.

9.3 You undertake to assign to IIPL, or its nominee, every such Invention and to execute all assignments or other instruments and to do any other things necessary and proper to confirm IIPL's right and title in and to every such Invention. You further undertake to perform all proper acts within your power necessary or desired by IIPL to obtain letters patented in the name of IIPL and at IIPL's expense for every such Invention in whatever countries IIPL may desire, without payment by IIPL to You of any royalty, license fee, price or additional compensation. To the extent that such assignment of the rights in the Inventions from you to the Company is held unenforceable under applicable law for any reason, you agree to irrevocably grant a worldwide, enterprise-wide, perpetual, unlimited right and license in the Inventions, to use modify, improve, interpret, compile, recompile and further assign such rights provided in the Inventions for any purpose of the Company and without identifying or seeking your consent.

9.4 You further agree and acknowledge that even if IIPL does not exercise any of the rights in any of the assigned Inventions for more than a period of 1 (one) year, such assignment of, and license to, the rights in such assigned Inventions will not lapse and such rights will not revert pursuant to Section 19(4) of the Copyright Act, 1957.

9.5 You agree that, all duties and responsibilities provided by you under this Employment Agreement are specially ordered or commissioned by the Company for its sole and exclusive use and shall constitute 'work for hire' at the instance of the Company in accordance with Section 17 (b) Copyrights Act, 1957, as amended from time to time. You will not, during or at any time after the completion, expiry or termination of this Employment Agreement in any way question or dispute the ownership of the Inventions developed, discovered, prepared, created, conceived or reduced to practice by you, either alone or jointly with others, during the course of performance of your duties under this Employment Agreement.

9.6 You may only use the Inventions to perform your duties under this Employment Agreement. You agree not to use the Inventions for your own gain. Further, you agree to not disclose any Inventions to any third party without the express written consent of the Company. To the extent any rights considered as moral rights in any jurisdiction cannot be assigned, you hereby forever waive and agree never to assert any and all moral rights that you may have in the Inventions or in respect to any Invention which you may be entitled under the law or any relevant jurisdiction even after termination of your relationship/employment with the Company and undertake to not initiate any legal proceedings to enforce any such moral rights.

9.7 The obligations contained in Part 9 hereof shall continue beyond the termination of your employment and shall be binding upon your heirs, executors, administrators and other legal representatives.

## **PART 10. INJUNCTIVE RELIEF**

10.1 You acknowledge and agree that a breach by you of any of the covenants contained in Parts 8 or 9 hereof would result in irreparable harm to I IPL's business such that I IPL could not adequately be compensated for such harm by a damage award. Accordingly, you agree that in the event of any such breach, in addition to all other remedies available to I IPL at law or in equity, I IPL shall be entitled as a matter of right to obtain from a court of competent jurisdiction such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance with the provisions of Parts 8 or 9 herein and you waive any right to object and consents to the issuance of an injunction or interim injunction prohibiting you from breaching any of the provisions hereof.

## **PART 11. POLICIES AND PROCEDURE MANUAL AND CODE OF CONDUCT**

11.1 You agree to comply with and be bound by the provisions of I IPL's Guide and Code of Business Conduct and Ethics.

11.2 It is understood that I IPL maintains or may maintain certain policies, which may relate to the employment of you. You agree to comply with such policies. It is agreed that the introduction and administration of such policies are within the sole discretion of I IPL. I IPL has the sole discretion to revise/amend any such policies and you agree to abide by such revised/amended policies as may/may not be notified to you. If I IPL introduces, amends or deletes such policies as conditions warrant, such introduction, deletion or amendment does not constitute a breach of this Employment Agreement.

## **PART 12. TERMINATION OF EMPLOYMENT**

12.1 Your employment may be terminated at any time by I IPL:

a) without notice or remuneration in lieu thereof at any time:

- i) for just cause;
- ii) if you are convicted of an indictable criminal offense or become bankrupt;
- iii) if you are guilty of any misconduct which in the reasonable opinion of I IPL could injure the reputation or business of I IPL;
- iv) if you, by reason of illness or mental or physical disability or incapacity, are unable to perform your duties under this as an employee of I IPL for any period of sixty (60) consecutive calendar days; or
- v) if you breach any obligation of yours contained in this Annexure B.

b) otherwise, for convenience, upon notice of 60 days prior notice, in writing or with a payment to you in lieu of notice.

12.2 You may terminate your employment with I IPL at any time by providing I IPL with 60 days prior notice in writing to that effect.

12.3 Upon termination of your employment with I IPL for any reason, you agree that all items in possession of you in respect of I IPL's business including all files, manuals, information, Confidential Information, Inventions and documents and all equipment such as motor vehicles, cameras, tape recorders, office equipment, computers and related equipment shall remain the property of I IPL and you shall personally deliver same promptly to I IPL's office. No photostatic copy, duplication or reproduction of any kind whatsoever shall be made of such files, information or documents without the express written consent of I IPL.

12.4 The payment of the amount required pursuant to sub-paragraph 12.1 (a) if applicable, together with any amounts accrued pursuant to paragraphs 4.1 and 6.1, shall be full and final severance pay and settlement between the parties hereto and the Employee agrees that he will not be entitled to any further compensation or payment of any kind whatsoever.

## **PART 13. GOVERNING LAW**

13.1 This document shall be construed and interpreted in accordance with Indian law and the Courts of Hyderabad shall have exclusive jurisdiction on any matters related thereto.

The terms and conditions as outlined in this Employment Agreement are subject to the terms and conditions of the Employee guide. The guide shall prevail in case of any inconsistency between this Employment Agreement and Employee guide. The Company can change the terms and conditions in the employee guide at any time without notice and the latest employee guide shall prevail over previous sessions.

## **PART 14. OTHER TERMS**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

14.1 Non-Disparagement:

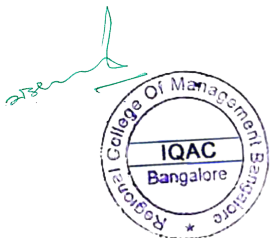
a) Upon cessation of your employment with IIPL, you shall refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of IIPL or its affiliates, publicly or otherwise, except as allowed or required by law. You shall also refrain from suggesting to anyone that any written or oral statements concerning IIPL or its affiliates, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.

b) You understand that nothing in this Employment Agreement shall in any way limit or prohibit you from engaging for a lawful purpose in any Protected Activity. For purposes of this Employment Agreement, "Protected Activity" shall mean filing a charge or complaint, or otherwise communicating, cooperating, or participating with any governmental agency or regulatory body, in accordance with applicable laws.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Shreya Mukherjee

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





### Annexure C: Sensitive Personal Data or Information (SPDI) Collection Statement

Throughout the course of your employment or service with Invesco India Private Limited ("IIPL"), we may collect certain Sensitive Personal Data or Information ("SPDI") from you.

The purpose of collection of SPDI includes but is not limited to: assessing an individual's qualifications and suitability including state of health for a particular job or task, administering a range of HR processes, provisioning of payroll benefits, record retention process, performance management, staff action on career development, tax-return filing, disclosures as permitted and required by law to assist in regulatory or other investigation or inspection, if any, or internal audit procedure and / or other administrative tasks ("Purposes").

The SPDI that we have collected and may collect from time to time may be used for the Purposes listed above by IIPL and/or may be transferred (whether in or outside of your employing country) to our group, affiliate or associate companies, our third party service providers such as insurers, bankers, administrators and other third party companies engaged in contractual activities on our behalf.

As per IIPL's Employment Data Protection Policy, we reserve the right to retain SPDI of employees, contractors, temporary employees, consultants, interns, trainees, prospective employees or applicants, and former employees when they cease to be employed by us for a period as allowed under applicable laws. Such SPDI may be required for any purposes, residual or ancillary to the above Purposes in relation to a former employee, including, but not limited to; the provision of job references, processing applications for the employment matters relating to retirement benefits and allowing us to fulfill other contractual or statutory obligations. Please note that you have a right to request access to or seek a correction to your SPDI in relation to your employment.

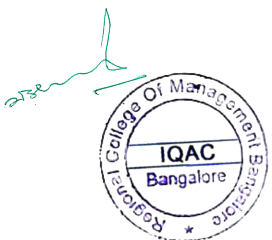
Please visit the intranet for our latest Employment Data Protection Policy should you have any enquiries concerning the SPDI collected, including obtaining copies and/ or seeking any correction. Please note that the Employment Data Protection Policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your acceptance of the Sensitive Personal Data or Information Collection Statement and acknowledge that you have read and agree to the terms of the Employment Data Protection Policy. You have the right to opt-out, in which case, you may contact the Human Resources department

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Shreya Mukherjee

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure D : Notice to Potential Employees**  
Invesco Limited and its subsidiaries (Invesco)

Invesco, as an investment company, is highly regulated by, and abides by all applicable regulatory requirements of, the Securities and Exchange Commission (SEC). As an individual providing service to Invesco as an employee, you are subject to certain regulations established by the SEC as a condition of providing services to the corporation. This document provides you with an overview of those requirements so you know what to expect in anticipation of working with the organization.

**Financial disclosure:**

Due to potential access to sensitive information and records, you will be subject to disclosure of your personal investment holdings and trading activity as well as those of your immediate family while working with the company. Disclosure and other requirements may include, but may not be limited to, the following:

- a) Disclosure of direct or indirect beneficial ownership of securities held now or in the future;
- b) Clearance by Invesco before engaging in certain personal securities transactions;
- c) Reporting of certain personal securities transactions to Invesco;
- d) Restrictions on engaging in personal securities transactions or holding securities issued during an initial public offering;
- e) Restrictions on and disclosures regarding personal securities transactions involving the purchase or sale of unregistered or restricted securities;
- f) Restrictions on engaging in personal securities transactions in certain securities during certain periods of time; and
- g) Holding demat and trading accounts with an approved broker only.

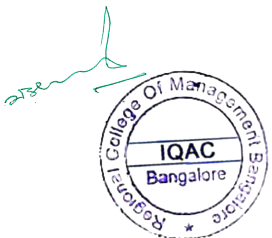
IIPL's Compliance department will contact you shortly after you begin your assignment regarding disclosure requirements and pre-clearance of personal trades (if applicable).

*Compliance with these requirements is a condition to any working relationship with Invesco, but does not guarantee a continued working relationship. All individuals work with Invesco on an at-will basis unless another status is agreed in writing with an authorized Invesco representative. Thank you for your cooperation and efforts toward maintaining Invesco as an organization that demonstrates the highest of ethical standards and behaviors in all of its business responsibilities.*

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Shreya Mukherjee

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



### Annexure E: Transportation

In line with regulatory requirement and prevailing Invesco policy, Invesco provides door to door transport where applicable, for employees.

Employees whose login and log-out falls in between 7pm-7am can opt for company-provided transport facility, provided the following conditions are met:

- (I) Transport service is provided to employees who resides within 30kms radius from IIPL Office location.
- (II) It is intended that the maximum journey time should not be more than 120 minutes (one way). The calculated time is based on normal traffic conditions.

One of the prerequisites to making the Invesco offer was your proximity of residence to the Invesco office location. If you are unable to reside within the radius of Invesco Transport eligibility, during your tenure at IIPL, IIPL shall be entitled to take such necessary steps as may be required including

- (I) Ceasing the transportation facility
- (II) Termination of your employment with Invesco.

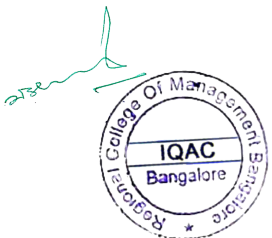
You are required to make yourself familiar with the Invesco Transport policy by reading the policy available on Intranet. More details can be obtained by contacting your Facilities Services department. Please note that the Invesco Transport policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your understanding and acceptance of the above.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Shreya Mukherjee

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Sneha Sasmal

Regional College of Management  
Bengaluru 562164

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**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower  
Divyasree Orion  
SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032  
Tel +91 40 674 80000 / Fax 6748 0840  
HR.Hyd@invesco.com  
CIN# : U72200TG2012PTC078512

March 26, 2021

Dear Sneha Sasmal

Congratulations! We are pleased to offer you the position of Trainee, NATA for Invesco India Pvt. Ltd. ('I IPL or Invesco') effective July 19, 2021. This position will be located in our office at DivyaSree Orion, Survey No. 66/1, Ranga Reddy District, Hyderabad 500 032. People are the foundation of our success and we believe you possess the experience, capability and talent to help us further build our organization into one of the preeminent leaders in the investment community. Speaking not only for myself, but for my colleagues as well, we look forward to the opportunity of working with you to achieve our collective objectives.

The terms and conditions of your employment with I IPL are set forth below, which, together with Annexure A (Compensation), Annexure B (Additional Terms and Conditions of Employment), Annexure C (Sensitive Personal Data or Information Collection Statement), Annexure D (Notice) and Annexure E attachment hereto and incorporated herein, shall constitute the entire agreement between you and I IPL regarding your employment with I IPL (collectively, the "Agreement"). If the terms and conditions of the Agreement meet with your approval, please evidence your acceptance of such by signing where indicated below. The terms of this offer letter, Annexure A, Annexure B, Annexure C, Annexure D, and Annexure E are collectively referred to as "Employment Agreement".

This offer and your services are contingent upon the satisfactory background investigations including employment history. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be solely for the Company's use and confidential, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company. At your request, we understand that no background check with your present employer will be initiated by us prior to expiry of 7 days of your accepting the offer letter.

**Compensation**

*Annual CTC*

You will receive an annual CTC of Rs 3,30,000 . For further details, please refer to Annexure A hereof.

*Discretionary Bonus Program*

In addition, you will be eligible for Invesco's annual discretionary bonus program. Your target bonus range will be between 0% – 10% of your annual CTC. Your actual bonus award will be based upon company and individual performance and subject to applicable policies of company from time to time. Any incentive or performance bonus paid by the Company to the employee shall be inclusive of the statutory annual bonus, if, where and when, the same may become payable by the Company to the employee.

**Relocation Expenses:**

Domestic Relocation (e.g., within India only) expense will be reimbursed if you are relocating from a location that is more than 150 Kms away from Invesco Office Location. This is a onetime payment at the time of hiring and you must provide Invesco with documents acceptable to Invesco documenting the relocation expense. Relocation allowance must be repaid to Invesco within 30 days should your employment with Invesco be terminated for any reason, save for death, permanent disability or involuntary reduction in force within twelve months from your actual start date with Invesco. Such repayment may be made by Invesco

deducting relocation amounts from your final paycheck. Below are the details on relocation:

Level / Title	Eligible Amount
Trainee	INR 2,50,000

Note: You can utilize the allocated relocation budget against any of below Service stack (Travel, Transit Stay, Movement of Goods, Miscellaneous Expenses, Brokerage Charges, Bike/ Car Movement, Bike/ Car registration and Local Travel). However, the reimbursement amount should be within the overall relocation budget. All the reimbursement will be paid on the actuals. You must submit dully filled and signed reimbursement form along with original bill containing Vendor GST Number and payments receipts for availing the reimbursement.

Please refer the attached relocation guide for more details

**Miscellaneous**

*Annual Leave*

Your annual leave will be communicated to you separately and will not be less than 30 working days in each full year and pro-rata in any part of a year.

Leave encashment would be paid as per the prevailing policy of I IPL at the time of your cessation of employment. The annual leave policy, carry over policy and leave encashment policy can be amended by I IPL at its sole discretion from time to time.

*Termination*

Your employment may be terminated in accordance with the terms and conditions of Part 12 of Annexure B hereto.  
Nilotpal Nath, we are excited to welcome you to Invesco!

Sincerely,



Mamata Vegunta  
Director of HR- Hyderabad

**Offer Confirmation and Acceptance**

If you are agreeable to the above terms and all terms and conditions as described in the Annexures to this document and Invesco (India) Private Limited Employee Guide, please sign this letter and return to Gayathri Santhoshi (at Santhoshi.Gayathri@invesco.com) by March 29, 2021. Please be sure to retain a copy of this letter for your records.

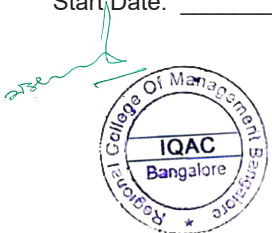
In the event you fail to provide your acceptance of this offer by March 29, 2021, this offer shall stand rescinded.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Sneha Sasmal

Date: \_\_\_\_\_

Start Date: \_\_\_\_\_



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Sneha Sasmal

Regional College of Management  
Bengaluru 562164

**INVESCO (INDIA) PRIVATE LIMITED**

15th Floor, Block 6, North Tower

Divyasree Orion

SEZ, Raidurgam, Serilingampally,  
Hyderabad, Telangana 500 032

Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

**Annexure A: Compensation Details**

**March 26, 2021**

Name: Sneha Sasmal

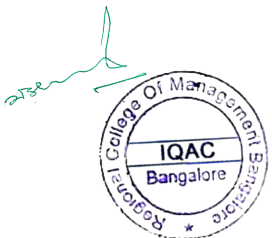
Job Title: Trainee, NATA

	<b>Annual Compensation (Rupees.)</b>
Basic Salary	99,000
Bonus/ex-gratia	12,000
Special Allowance (Flexible Plan)	1,92,648
Company contribution to Provident Fund	21,600
Gratuity as per Gratuity Act	4,752
<b>Total CTC</b>	<b>3,30,000</b>

Sincerely,

Mamata Vegunta

Director of HR- Hyderabad



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



Sneha Sasmal  
Regional College of Management  
Bengaluru 562164

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Tel +91 40 674 80000 / Fax 6748 0840

HR.Hyd@invesco.com

CIN# : U72200TG2012PTC078512

**Annexure B: Additional Terms and Conditions of Employment:**

**PART 1. EMPLOYMENT AND DUTIES**

1.1 You shall perform such duties, assume such responsibilities and carry out such instructions or policies as may be assigned by IIPL from time to time.

1.2 You shall at all times faithfully, diligently and to the best of your abilities perform all duties that may be required of you, and shall devote the whole of your working time, skill, experience, knowledge, labor, energy and attention exclusively to those duties and to the business and affairs of IIPL.

1.3 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you shall not, without first having obtained the written permission of IIPL, either as partner, officer, advisor, consultant, agent, employee, office bearer, contractor or otherwise, (i) be involved or become involved while this Employment Agreement is in effect or engage in any other activities that may conflict with your obligations to the Company; and (ii) carry on, own, manage, operate, join, assist, enable, have an interest in, control or otherwise engage or participate in a business similar to that of the Company or be connected (as a majority shareholder, director, officer, employee, partner, representative, lender, guarantor, distributor or advisor of, or consultant to or otherwise) in any business/ business entity which directly or indirectly is engaged in the business of the Company.

1.4 During the term of your employment with IIPL and for a period of [12] months from the date of cessation of employment, you will not, either on your own or on behalf of any other person, firm or IIPL canvass, solicit, attempt to solicit or entice any of IIPL's customers, vendors, clients or any other employee working in IIPL.

1.5 You shall not bind IIPL to any commitment or obligations to third parties (whether in contract, tort or otherwise) without the prior approval of IIPL.

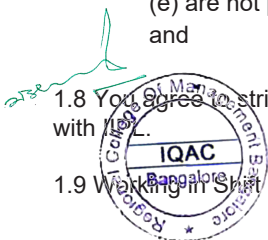
1.6 You shall in the discharge of your duties and in the exercise of your powers, observe, comply and adhere to all such prevailing laws and regulations, policies and procedures as may be applicable to IIPL, from time to time.

1.7 You represent to IIPL that you:

- (a) have the required skills and experience to perform the duties outlined in paragraph 1.2;
  - (b) are mentally and physically fit to perform the duties outlined in paragraph 1.2;
  - (c) are not using any illicit drugs;
  - (d) are not bankrupt;
  - (e) are not party to any agreement or covenant with any third party that may preclude your employment with IIPL;
- and

1.8 You agree to strictly comply with IIPL's HR policy as set out in IIPL's Employee Guide during the course of your employment with IIPL.

1.9 Working in Shift



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

- The normal "regular full-time" work schedule for IIPL is forty (40) working hours, not exceeding forty eight (48) working hours, during each working week.
- Daily and weekly work schedules may be changed from time to time, at the sole discretion of the Company, to meet varying business needs.
- In this regard, an employee is expected to work in any shift in a rotational basis in order to meet the business requirements. This may include working over the weekends / holidays, subject to applicable law.
- All employees are expected to adjust to these changes. Employees will be informed of changes in work schedules as far in advance as possible.
- All benefits contingent to working on shifts are guided by the Shift Allowance policy as described in the Employee Guide.

## **PART 2. TERM OF EMPLOYMENT**

2.1 Once your employment has commenced, it shall continue until terminated as hereinafter provided in Part 12, provided however that Parts 8 and 9, shall remain effective after the termination of employment hereunder.

## **PART 3. TRANSFERS AND PROMOTIONS**

3.1 All transfers and promotions will be considered on an individual basis and in line with IIPL's policy.

3.2 IIPL may, at its discretion, transfer you to any business location of IIPL or its affiliates in accordance with the Employee Guide.

## **PART 4. REMUNERATION**

4.1 For all services rendered by you as an employee of IIPL, you shall be entitled to total remuneration as set forth in Annexure A.

4.2 IIPL reserves the right to deduct from your salary and benefits any sums which you may owe IIPL including, without limitation, any overpayment made to you by IIPL or other deductions authorized or required by law.

4.3 In the event of any alteration of remuneration, being so notified, the alteration shall thereafter have effect as if it were specifically provided for in Annexure A.

4.4 Your remuneration will be reviewed periodically in accordance with the established Company policies.

## **PART 5. BENEFITS**

5.1 IIPL agrees to make available to every employee from the start date, the insurance scheme or insurance cum savings scheme as may be notified by the Government at the rates, stipulated by the Government in the notification either in lump sum every year or in monthly installments as may be prescribed by the Government in the notification from time to time.

## **PART 6. LEAVE**

6.1 You will be eligible to receive the annual leave in each full year (January to December) and pro-rata in any part of a year, in accordance with the Company policy.

6.2 Your leave entitlement shall be pro-rated for the years in which your employment with IIPL begins and terminates.

6.3 IIPL shall comply with regulatory requirements when authorizing leaves of absence for you due to medical conditions, pregnancy, childbirth, civic duties, or personal situations.

6.4 You shall request approval from your supervisor prior to taking leave.

## **PART 7. REIMBURSEMENT OF EXPENSES**

7.1 IIPL shall reimburse you for all authorized travel and other expenses actually and properly incurred in connection with your duties as an employee of IIPL in accordance with IIPL's travel and entertainment policy.

7.2 You shall provide any expense information requested by IIPL together with an itemize expense account and receipts showing expenses actually expended under paragraph 7.1.

## **PART 8. CONFIDENTIAL INFORMATION**



8.1 As used herein, the term "Confidential Information" means information disclosed to, used by, developed by, or known to you in the course of your employment with IIPL, which is not generally known by persons outside IIPL's employment including, but not limited to, information pertaining to IIPL's and/or its affiliates' trade secrets, client information, marketing methods or strategies, personnel, sources or methods of financial position, pricing, bid proposal features, methods merchandising, interest rates, sales, customer and vendor lists, Inventions (as defined below), routines, policies and business procedures, including those outlined in IIPL's Employee Guide (if any).

8.2 You acknowledge that you shall have access to and be entrusted with Confidential Information in the course of your employment with IIPL, and that IIPL's business would be irreparably harmed if such Confidential Information were disclosed to, or used by, any persons outside IIPL's employment.

8.3 You acknowledge and agree that the right to maintain the absolute confidentiality of its Confidential Information is a proprietary right, which IIPL is entitled to protect.

8.4 You undertake, covenant and agree that you will not, during the term of your employment with IIPL or at any time thereafter, directly or indirectly, by any means whatsoever, divulge, furnish, provide access to, or use for any purpose other than the purposes authorized by IIPL, any of IIPL's Confidential Information, except if (i) it is required by law or any regulatory or government authority but only after giving reasonable notice to enable IIPL to limit such disclosure to the extent possible under law; (ii) it is considered necessary by you to disclose the Confidential Information to your professional advisers, auditors and bankers provided that he does so on terms protecting the Confidential Information which are at least as stringent as those specified herein; or (iii) IIPL has given its consent in writing in relation to such disclosure.

## **PART 9. INVENTIONS**

9.1 As used herein, "Invention" means and includes any invention, improvement, method, process, advertisement, concept, system, apparatus, design or computer program or software, system or database or copyrights, patents, trademarks and designs (whether registered or unregistered), trade secrets or know how.

9.2 You acknowledge and agree that every Invention which you may, at any time during the term of your employment with IIPL or its affiliates, make, devise, develop or conceive, individually or jointly with others, whether during IIPL's business hours or otherwise, and which relates in any manner to IIPL's business or which may be useful to IIPL in connection with IIPL's business shall belong to, and be the exclusive property of IIPL, and you will make full and prompt disclosure to IIPL of every such Invention.

9.3 You undertake to assign to IIPL, or its nominee, every such Invention and to execute all assignments or other instruments and to do any other things necessary and proper to confirm IIPL's right and title in and to every such Invention. You further undertake to perform all proper acts within your power necessary or desired by IIPL to obtain letters patented in the name of IIPL and at IIPL's expense for every such Invention in whatever countries IIPL may desire, without payment by IIPL to You of any royalty, license fee, price or additional compensation. To the extent that such assignment of the rights in the Inventions from you to the Company is held unenforceable under applicable law for any reason, you agree to irrevocably grant a worldwide, enterprise-wide, perpetual, unlimited right and license in the Inventions, to use modify, improve, interpret, compile, recompile and further assign such rights provided in the Inventions for any purpose of the Company and without identifying or seeking your consent.

9.4 You further agree and acknowledge that even if IIPL does not exercise any of the rights in any of the assigned Inventions for more than a period of 1 (one) year, such assignment of, and license to, the rights in such assigned Inventions will not lapse and such rights will not revert pursuant to Section 19(4) of the Copyright Act, 1957.

9.5 You agree that, all duties and responsibilities provided by you under this Employment Agreement are specially ordered or commissioned by the Company for its sole and exclusive use and shall constitute 'work for hire' at the instance of the Company in accordance with Section 17 (b) Copyrights Act, 1957, as amended from time to time. You will not, during or at any time after the completion, expiry or termination of this Employment Agreement in any way question or dispute the ownership of the Inventions developed, discovered, prepared, created, conceived or reduced to practice by you, either alone or jointly with others, during the course of performance of your duties under this Employment Agreement.

9.6 You may only use the Inventions to perform your duties under this Employment Agreement. You agree not to use the Inventions for your own gain. Further, you agree to not disclose any Inventions to any third party without the express written consent of the Company. To the extent any rights considered as moral rights in any jurisdiction cannot be assigned, you hereby forever waive and agree never to assert any and all moral rights that you may have in the Inventions or in respect to any Invention which you may be entitled under the law or any relevant jurisdiction even after termination of your relationship/employment with the Company and undertake to not initiate any legal proceedings to enforce any such moral rights.

9.7 The obligations contained in Part 9 hereof shall continue beyond the termination of your employment and shall be binding upon your heirs, executors, administrators and other legal representatives.

## **PART 10. INJUNCTIVE RELIEF**

10.1 You acknowledge and agree that a breach by you of any of the covenants contained in Parts 8 or 9 hereof would result in irreparable harm to I IPL's business such that I IPL could not adequately be compensated for such harm by a damage award. Accordingly, you agree that in the event of any such breach, in addition to all other remedies available to I IPL at law or in equity, I IPL shall be entitled as a matter of right to obtain from a court of competent jurisdiction such relief by way of restraining order, injunction, decree or otherwise as may be appropriate to ensure compliance with the provisions of Parts 8 or 9 herein and you waive any right to object and consents to the issuance of an injunction or interim injunction prohibiting you from breaching any of the provisions hereof.

## **PART 11. POLICIES AND PROCEDURE MANUAL AND CODE OF CONDUCT**

11.1 You agree to comply with and be bound by the provisions of I IPL's Guide and Code of Business Conduct and Ethics.

11.2 It is understood that I IPL maintains or may maintain certain policies, which may relate to the employment of you. You agree to comply with such policies. It is agreed that the introduction and administration of such policies are within the sole discretion of I IPL. I IPL has the sole discretion to revise/amend any such policies and you agree to abide by such revised/amended policies as may/may not be notified to you. If I IPL introduces, amends or deletes such policies as conditions warrant, such introduction, deletion or amendment does not constitute a breach of this Employment Agreement.

## **PART 12. TERMINATION OF EMPLOYMENT**

12.1 Your employment may be terminated at any time by I IPL:

a) without notice or remuneration in lieu thereof at any time:

- i) for just cause;
- ii) if you are convicted of an indictable criminal offense or become bankrupt;
- iii) if you are guilty of any misconduct which in the reasonable opinion of I IPL could injure the reputation or business of I IPL;
- iv) if you, by reason of illness or mental or physical disability or incapacity, are unable to perform your duties under this as an employee of I IPL for any period of sixty (60) consecutive calendar days; or
- v) if you breach any obligation of yours contained in this Annexure B.

b) otherwise, for convenience, upon notice of 60 days prior notice, in writing or with a payment to you in lieu of notice.

12.2 You may terminate your employment with I IPL at any time by providing I IPL with 60 days prior notice in writing to that effect.

12.3 Upon termination of your employment with I IPL for any reason, you agree that all items in possession of you in respect of I IPL's business including all files, manuals, information, Confidential Information, Inventions and documents and all equipment such as motor vehicles, cameras, tape recorders, office equipment, computers and related equipment shall remain the property of I IPL and you shall personally deliver same promptly to I IPL's office. No photostatic copy, duplication or reproduction of any kind whatsoever shall be made of such files, information or documents without the express written consent of I IPL.

12.4 The payment of the amount required pursuant to sub-paragraph 12.1 (a) if applicable, together with any amounts accrued pursuant to paragraphs 4.1 and 6.1, shall be full and final severance pay and settlement between the parties hereto and the Employee agrees that he will not be entitled to any further compensation or payment of any kind whatsoever.

## **PART 13. GOVERNING LAW**

13.1 This document shall be construed and interpreted in accordance with Indian law and the Courts of Hyderabad shall have exclusive jurisdiction on any matters related thereto.

The terms and conditions as outlined in this Employment Agreement are subject to the terms and conditions of the Employee guide. The guide shall prevail in case of any inconsistency between this Employment Agreement and Employee guide. The Company can change the terms and conditions in the employee guide at any time without notice and the latest employee guide shall prevail over previous sessions.

## **PART 14. OTHER TERMS**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

14.1 Non-Disparagement:

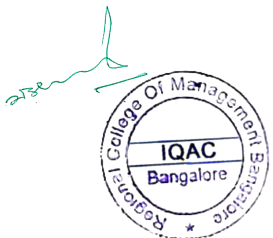
a) Upon cessation of your employment with IIPL, you shall refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of IIPL or its affiliates, publicly or otherwise, except as allowed or required by law. You shall also refrain from suggesting to anyone that any written or oral statements concerning IIPL or its affiliates, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.

b) You understand that nothing in this Employment Agreement shall in any way limit or prohibit you from engaging for a lawful purpose in any Protected Activity. For purposes of this Employment Agreement, "Protected Activity" shall mean filing a charge or complaint, or otherwise communicating, cooperating, or participating with any governmental agency or regulatory body, in accordance with applicable laws.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Sneha Sasmal

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



### Annexure C: Sensitive Personal Data or Information (SPDI) Collection Statement

Throughout the course of your employment or service with Invesco India Private Limited ("IIPL"), we may collect certain Sensitive Personal Data or Information ("SPDI") from you.

The purpose of collection of SPDI includes but is not limited to: assessing an individual's qualifications and suitability including state of health for a particular job or task, administering a range of HR processes, provisioning of payroll benefits, record retention process, performance management, staff action on career development, tax-return filing, disclosures as permitted and required by law to assist in regulatory or other investigation or inspection, if any, or internal audit procedure and / or other administrative tasks ("Purposes").

The SPDI that we have collected and may collect from time to time may be used for the Purposes listed above by IIPL and/or may be transferred (whether in or outside of your employing country) to our group, affiliate or associate companies, our third party service providers such as insurers, bankers, administrators and other third party companies engaged in contractual activities on our behalf.

As per IIPL's Employment Data Protection Policy, we reserve the right to retain SPDI of employees, contractors, temporary employees, consultants, interns, trainees, prospective employees or applicants, and former employees when they cease to be employed by us for a period as allowed under applicable laws. Such SPDI may be required for any purposes, residual or ancillary to the above Purposes in relation to a former employee, including, but not limited to; the provision of job references, processing applications for the employment matters relating to retirement benefits and allowing us to fulfill other contractual or statutory obligations. Please note that you have a right to request access to or seek a correction to your SPDI in relation to your employment.

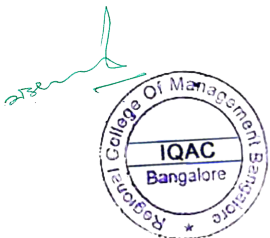
Please visit the intranet for our latest Employment Data Protection Policy should you have any enquiries concerning the SPDI collected, including obtaining copies and/ or seeking any correction. Please note that the Employment Data Protection Policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your acceptance of the Sensitive Personal Data or Information Collection Statement and acknowledge that you have read and agree to the terms of the Employment Data Protection Policy. You have the right to opt-out, in which case, you may contact the Human Resources department

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Sneha Sasmal

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



**Annexure D : Notice to Potential Employees**  
Invesco Limited and its subsidiaries (Invesco)

Invesco, as an investment company, is highly regulated by, and abides by all applicable regulatory requirements of, the Securities and Exchange Commission (SEC). As an individual providing service to Invesco as an employee, you are subject to certain regulations established by the SEC as a condition of providing services to the corporation. This document provides you with an overview of those requirements so you know what to expect in anticipation of working with the organization.

**Financial disclosure:**

Due to potential access to sensitive information and records, you will be subject to disclosure of your personal investment holdings and trading activity as well as those of your immediate family while working with the company. Disclosure and other requirements may include, but may not be limited to, the following:

- a) Disclosure of direct or indirect beneficial ownership of securities held now or in the future;
- b) Clearance by Invesco before engaging in certain personal securities transactions;
- c) Reporting of certain personal securities transactions to Invesco;
- d) Restrictions on engaging in personal securities transactions or holding securities issued during an initial public offering;
- e) Restrictions on and disclosures regarding personal securities transactions involving the purchase or sale of unregistered or restricted securities;
- f) Restrictions on engaging in personal securities transactions in certain securities during certain periods of time; and
- g) Holding demat and trading accounts with an approved broker only.

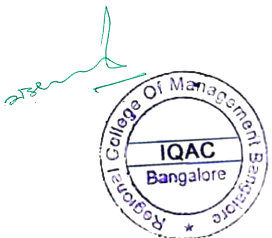
IIPL's Compliance department will contact you shortly after you begin your assignment regarding disclosure requirements and pre-clearance of personal trades (if applicable).

*Compliance with these requirements is a condition to any working relationship with Invesco, but does not guarantee a continued working relationship. All individuals work with Invesco on an at-will basis unless another status is agreed in writing with an authorized Invesco representative. Thank you for your cooperation and efforts toward maintaining Invesco as an organization that demonstrates the highest of ethical standards and behaviors in all of its business responsibilities.*

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Sneha Sasmal

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



### Annexure E: Transportation

In line with regulatory requirement and prevailing Invesco policy, Invesco provides door to door transport where applicable, for employees.

Employees whose login and log-out falls in between 7pm-7am can opt for company-provided transport facility, provided the following conditions are met:

- (I) Transport service is provided to employees who resides within 30kms radius from IIPL Office location.
- (II) It is intended that the maximum journey time should not be more than 120 minutes (one way). The calculated time is based on normal traffic conditions.

One of the prerequisites to making the Invesco offer was your proximity of residence to the Invesco office location. If you are unable to reside within the radius of Invesco Transport eligibility, during your tenure at IIPL, IIPL shall be entitled to take such necessary steps as may be required including

- (I) Ceasing the transportation facility
- (II) Termination of your employment with Invesco.

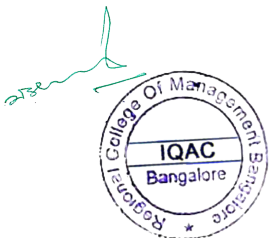
You are required to make yourself familiar with the Invesco Transport policy by reading the policy available on Intranet. More details can be obtained by contacting your Facilities Services department. Please note that the Invesco Transport policy may be updated and revised periodically without notice.

By signing below, you agree and confirm your understanding and acceptance of the above.

Read and Acknowledged by:

Signature: \_\_\_\_\_  
Sneha Sasmal

Date: \_\_\_\_\_



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**April 10, 2021**

**Sooraj A V**  
RCM, Bangalore

Dear Sooraj A V

**JM Financial Products Limited** (the "Firm") is pleased to offer you an employment in the Firm as a **Management Trainee** on the following terms and conditions:

**1. Date of Joining**

You shall join the services of the Firm latest by April 10, 2021. However, this is subject to the Firm receiving satisfactory references, your previous Company's relieving letter and on you being certified medically fit by the Firm appointed doctor, failing which this Contract shall stand cancelled and will hence be null and void.

**2. Probation**

You will be on a probation period of 12 months from the date of your joining which may be extended at the discretion of the Management. Your services in the Firm may be confirmed in writing on successful completion of the probation period. During the period of your probation, either party can terminate your services by giving 7 days' notice in writing to the other party. However, the Firm reserves the right to terminate your services without giving any notice in writing or otherwise to you during such probation period.

Upon your joining the Firm may at its own discretion, hire any Agency to verify inter alia, the information and documents furnished by you. Should there be any discrepancy in the information gathered by the Agency from the information and documents provided by you, the Firm may at its own discretion terminate your employment immediately without any notice or salary in lieu thereof.

**3. Compensation**

In consideration for the services to be rendered by you, the Firm shall pay you the following annual Base Salary.

**Basic:** Rs. 2,16,000/- (Rupees Two Lakh Sixteen Thousand only)

**House Rent Allowance:** Rs. 1,29,600/- (Rupees One Lakh Twenty Nine Thousand Six Hundred only)

**Supplementary Allowance:** Rs. 65,280/- (Rupees Sixty Five Thousand Two Hundred Eighty only)

**Advance Statutory Bonus:** Rs. 43,200/- (Rupees Forty Three Thousand Two Hundred only)

You are also entitled to Provident Fund, Gratuity and other benefits in accordance with the Firm's policies in effect, and as amended from time to time.

You will be entitled to receive Incentive under the Incentive Scheme applicable to you as per the Company's policy. The same is at the sole discretion of the Management and will be reviewed for change from time to time.

The Incentive amount earned shall be payable quarterly provided you are employed on the Firm's payroll and not resigned or serving notice period as on the date of Incentive payout.

**4. Group Insurance Benefit**

You will be covered under Group Insurance policies of the Firm, as/if applicable to all employees from time to time.

**5. Leave**

You shall be entitled to a maximum leave of 23 working days for the period April 1st to March 31st as per the Firm's policy. The Firm reserves the right to amend the policy from time to time.

**Strictly Confidential**

**JM Financial Products Limited**

Corporate Identity Number: U74140MH1984PLC033397

**Regd. Office:** 7th Floor, Cnergy, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025

T: +91 22 6630 3030 F: +91 22 6630 3344 [www.jmfinancialproducts.com](http://www.jmfinancialproducts.com)

Page 1 of 4

You will not be eligible for leave during your probation period (except in unavoidable cases such as illness or emergencies). If you resign from employment or your services are terminated by the Firm, while still on probation, all leaves availed will be treated as leave without pay and recovered at the time of final settlement.

#### **6. Transfer**

Your services are subject to transfer to another department/ division of the Firm or to the Firm's holding or subsidiary company or any associate/affiliate/joint venture falling within the JM Financial Group that are in existence today and that may come into existence any time in future anywhere in India or abroad.

#### **7. Hours of Work**

Your working days will be Tuesday to Sunday. Your normal working hours will be communicated by your respective Reporting Manager. At the sole discretion of the Management, you may be asked to work beyond the normal working hours and also on weekends or holidays.

#### **8. Termination**

Upon Confirmation, your services can be terminated by either party by giving one month's notice in writing to the other. The Firm reserves the right to enforce or waive all or part of the notice period at its sole discretion. Should the Firm decide to waive the notice period upon your request, you shall not be entitled to receive any further compensation beyond your last day of work in the office. In the event of termination of services by the Firm without notice your termination shall become effective immediately upon the Firm paying you one month's Base salary in lieu of the notice. However, your services may be terminated by the Firm without any notice or Base salary in lieu thereof in case of any non-compliance or breach or violation by you of the Firm's Code of Conduct or other policies and procedures for the time being in force. Further, the Firm may require you not to begin alternative employment or conduct other business for the duration of your contractual notice period. However, during such period, the Firm will continue to maintain your salary and other contractual benefits.

Upon your resignation or termination of your services, the Firm may require you to sign such documents/ letters to safeguard its interests and the intellectual property rights and confidentiality of the information gathered by you during the course of your employment. You shall not, upon leaving the employment with the Firm, make any attempt or endeavor to directly or indirectly encourage/assist/solicit other employees of the Firm to join you in your new assignment or any other employment.

In the event of uninformed absence from work for 7 working days or more, without intimating your immediate supervisor or respective HR Business Partner, would state that you have no intention to continue with your services and the Firm has all rights to consider this as abandonment of your services with immediate effect, without giving any notice or salary in lieu of the notice.

#### **9. Employee Hand Book and Code of Conduct**

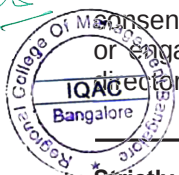
Your service conditions / conduct are also governed by the Human Resource Policies and other related matters enshrined in the Employee Hand Book and the Firm's Code of Conduct. You are required to strictly adhere to the Firm's Code of Conduct. The Code of Conduct sets out the Firm's compliance policies and the standards of conduct required of you as an employee of the Firm.

On the day of your joining the Firm, you will receive a copy each of the Employee Handbook and the Firm's Code of Conduct. You shall be required to carefully read, understand and sign the acknowledgement form of both these documents and return the same to the Human Resources department. You hereby undertake to abide by at all times the Firm's Code of Conduct as amended from time to time.

#### **10. Engagement in other Business Activities**

You acknowledge that you shall devote your whole time and attention to the services of the Firm during the term of your employment.

For this reason, during the term of your employment, you must not (without the Firm's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other entity or organization (whether as an employee, officer, director, agent, partner, consultant or otherwise).





**11. Intellectual Property**

You acknowledge that all materials you create in the course of your employment (regardless of the form they take) will belong to the Firm so that the Firm is considered their author or producer. If, for any reason, you are considered the author or producer of these materials, you hereby assign to the Firm all right, title and interest you may have in them. You shall not be entitled to utilize such materials after you leave the employment with the Firm. You hereby expressly acknowledge and declare that the Firm would always continue to be the author and owner of all such materials copyrights, properties, etc. You shall before leaving the employment of the Firm arrange to give a proper handover all such documents that are in your custody to a person nominated by the Firm and also of the charge of assignments last handled by you.

**12. Confidentiality**

You agree that the terms and conditions governing your employment are strictly confidential. Any disclosure of these terms and conditions to any third party (including other employees of the Firm or any employees of the associate/group entities of the Firm) constitutes a breach of the terms of your employment.

You also acknowledge that the information you acquire about the business of the Firm and any of the associate/group companies in the course of your employment with the Firm is highly confidential. You agree, during the term of your employment hereunder and thereafter not to use such information for any purpose other than for the sole benefit of the associate/group companies including the Firm. You further agree and undertake not to disclose any information to any third party without the prior written consent of the Firm.

By signing and accepting this offer letter you expressly acknowledge that you have understood the terms of your employment contract. Your employment is liable to be terminated for the breach of any of the terms and conditions contained in this contract. Further, the Firm reserves the right to initiate such legal action against you as it may think appropriate.

This letter constitutes the written terms and conditions governing your Contract of employment with the Firm.

You are requested to return a copy of this letter duly signed by you, in acknowledgment of your acceptance of the terms and conditions governing the contract.

We look forward to welcoming you.

Sincerely,



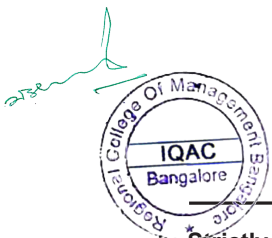
Terence Raphael  
**Authorized Signatory**

I have read and understood the contents of offer letter as above. I acknowledge that the contents of this letter constitute my Contract of employment. I undertake and declare that I shall abide by the terms of my employment with the Firm. I will join the Services of the Firm on \_\_\_\_\_.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date : \_\_\_\_\_ at \_\_\_\_\_







**KPMG Global Services Private Limited**  
 RMZ Ecoworld  
 2nd Floor, Campus 7  
 Devarabeesanahalli, Outer Ring Road  
 Bangalore 560 103 Karnataka India

Telephone +91 80 6132 6100  
 Internet www.in.kpmg.com/in  
 Email indiawebsite@kpmg.com

Private & Confidential

Date: 11<sup>th</sup> October 2021

To,  
 Candidate name: Soundarya C  
 College name: Regional College of Management, Bangalore 562164

Congratulations!

We thank you for taking the time to attend the interview process of KPMG Global Services Private Limited (KGS). The Firm is a global delivery centre for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Associate 1 in the Tax business unit at KGS with a total compensation of INR 500,000 PA fixed (Five lakh per annum only).

Your anticipated joining date is between April -June 2022 at Bangalore/Kochi any of our office location. In case you are unable to join the Firm by May-June 2022, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

**This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".**

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

For KPMG Global Services Private Limited (KGS)

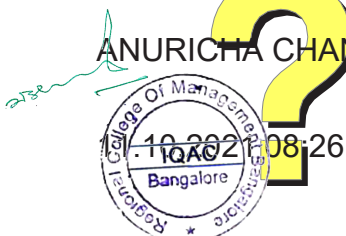
Accepted and Agreed

\_\_\_\_\_  
 Anuricha Chander

Associate Partner

Signature Not Verified

ANURICHA CHANDER



\_\_\_\_\_  
 Name:

Date:

KPMG Global Services Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74140HR2010PTC041413

Registered Office:  
 Building No.10  
 6th Floor, Tower C  
 DLF Cyber City, Phase II  
 Gurugram - 122 002, Haryana  
 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore



**KPMG Global Services Private Limited**  
 RMZ Ecoworld  
 2nd Floor, Campus 7  
 Devarabeesanahalli, Outer Ring Road  
 Bangalore 560 103 Karnataka India

Telephone +91 80 6132 6100  
 Internet www.in.kpmg.com/in  
 Email indiawebsite@kpmg.com

**Authorization:**

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to KGS to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

**No binding obligation:**

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

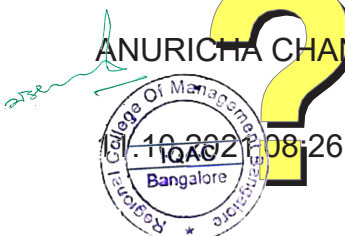
Name:

Date:

Please enclose self-attested Aadhar card and Pan Card (if available)

Signature Not Verified

ANURICHA CHANDER



KPMG Global Services Private Limited, an Indian private limited company and a member firm of KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee

CIN U74140HR2010PTC041413

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 Internet www.in.kpmg.com/in  
 Email indiawebsite@kpmg.com

Private & Confidential

Date: 11<sup>th</sup> October 2021

To,  
 Candidate name: Sourav Chakraborty  
 College name: Regional College of Management, Bangalore 562164

Congratulations!

We thank you for taking the time to attend the interview process of KPMG Global Services Private Limited (KGS). The Firm is a global delivery centre for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Associate 1 in the Tax business unit at KGS with a total compensation of INR 500,000 PA fixed (Five lakh per annum only).

Your anticipated joining date is between April -June 2022 at Bangalore/Kochi any of our office location. In case you are unable to join the Firm by May-June 2022, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

**This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".**

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

For KPMG Global Services Private Limited (KGS)

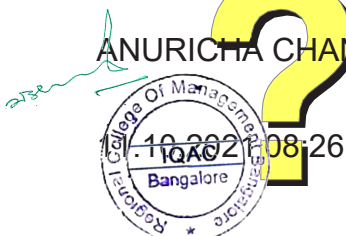
Accepted and Agreed

\_\_\_\_\_  
 Anuricha Chander

Associate Partner

Signature Not Verified

ANURICHA CHANDER



\_\_\_\_\_  
 Name:

Date:

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**Authorization:**

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to KGS to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

**No binding obligation:**

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

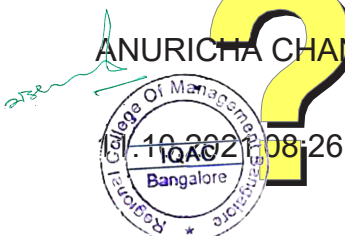
Name:

Date:

Please enclose self-attested Aadhar card and Pan Card (if available)

Signature Not Verified

ANURICHA CHANDER



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CIN U74140HR2010PTC041413

Registered Office:  
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 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore



2nd Mar 2021

**Sruchi Choudhary**  
Regional College of Management, Bangalore 562164

**Subject: Employment offer for the post of Associate - Business Development**

Dear Sruchi Choudhary

We are delighted to offer you a position with **Leverage Ed-Tech Private Limited** (the “Company”), at our Delhi office as **Associate - Business Development**. This letter describes the basic terms of the offer subjected to a mutual agreement on the terms stated below.

This offer stands contingent on a background check and validation of the information provided by you during the interview or any other process related to your employment with the Company.

#### **Employment Start Date**

You are required to commence employment with the Company on **March 8th, 2021** (the “Joining Date”). You will be on probation for a period of three months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or maybe reduced with either earlier or on completion or thereafter till confirmation. Your services are liable to be terminated without any notice during the initial or extended period of probation. In case you decide to leave the company during this period, you will have to give a notice of 15 days to the company.

#### **Employment Benefits and Compensation**

Your annual CTC will be **Rs. 6,60,000/- (Six Lakh Sixty Thousand Only)** per annum

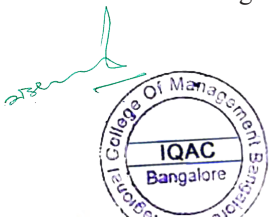
.1) Your **Fixed CTC** will be **Rs. 3,60,000/- (Three Lakh Sixty Thousand Only)** per annum.

Basic Amount	HRA Amount	Special Allowance	Gross Salary	Employer PF	Net Salary (Pre Tax)	Employee PF	Monthly CTC	CTC
15,000	7,500	5,700	28,200	1,800	26,400	1,800	30,000	3,60,000

2) **Variable:** Incentive up to **3,00,000/- (Three lakh Only)** per annum (**based on performance**).

#### **Leave/Holidays**

You are entitled to a casual leave of 7 days. You are entitled to 7 working days of paid sick leave. You are entitled to 15 days of earned leave as per the leave policy of the company. The Company shall notify a list of declared holidays at the beginning of each year.



## **Employment Agreement, Confidentiality of Proprietary Information, and Non-Disclosure Agreement**

The employee's duties may be reasonably modified at the Company's discretion from time to time. The employee will be required to work full time with the Company and during this employment, will not engage in any other business activity, regardless of whether that activity is pursued profit, gain, or any other monetary advantage. The employee is also prohibited from investing in any other competing business. The employee will be required, during, and after the term of this employment, not to reveal any confidential information or trade secrets to any person, firm, corporation, or entity. In case of breach of this condition, the Company can take action against the employee, which may be disciplinary or legal in nature.

For a period of 6 (Six) months after the Termination of Employment with the Company, you shall not, directly or indirectly, engage or get employed in a business similar to that of the Company. If in case, you discontinue your association with the Company, you shall not directly or indirectly, solicit or attempt in any manner to solicit, any business from any existing customer/ client of the Company or employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Company.

If the terms stated above are acceptable to you, please return a copy of this document signed on each page.

### **Termination conditions**

Your appointment can be terminated by the Company, without any reason, by giving you not less than 30 days prior notice in writing or salary in lieu thereof. You may terminate your employment with the Company, without any cause, by giving no less than 60 days prior notice or salary for an unsaved period, left after adjustment of pending leaves, as on date.

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

### **Documents required**

On the day of your joining please bring the following documents to help us get you onboard quickly.

1. Relieving certificate from the previous employer, if any
2. The Last three-month payslips received from the previous employer if any
3. Form 16 (TDS Certificate), if any
4. 10th mark sheet, 12th mark sheet, Graduation mark sheet, Post Graduation mark sheet, Additional Qualification documents
5. Three passport size photo
6. Identity Proof (PAN Card, DL, Passport, Aadhar Card, etc.)

If you have any queries or need assistance regarding your joining, please contact HR at [hr@leverageedu.com](mailto:hr@leverageedu.com).

We are excited about the possibility of you joining us and look forward to a mutually beneficial working relationship.





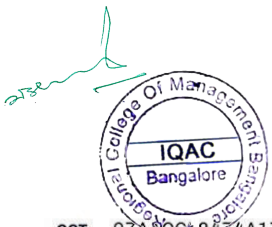
Yours Sincerely,  
**For Leverage ED-Tech Private Limited**

**Akshay Chaturvedi**  
**(Founder & CEO)**

**Employee acceptance:**

**I accept employment with the Leverage ED-Tech Private Limited under the terms described in this letter:**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_**

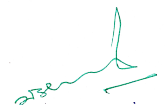


GST 07AFCCL8474A1ZL

+91 8826 200 293

19/47, Old Rajinder Nagar, New Delhi- 110060

CIN U80900DL2015PTC279331



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
info@leverageedu.com  
Devanahalli, Bangalore

Dear Swarnadip Dey

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

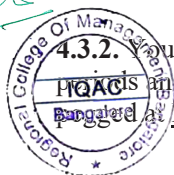
4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are **Rs. 150,000 /- p.a**)



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

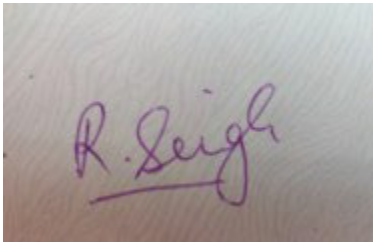
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2022.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

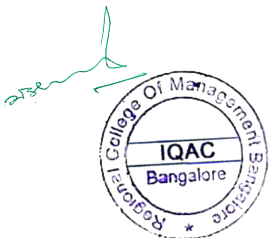


**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

July 4th, 2021

Dear Swastika Pattanaik

Congratulations! Linking Spaces Technologies Pvt. Ltd. is pleased to extend you this offer.

We are confident that you will be a great addition to our team and look forward to working with you. While you will be contributing to the success of this company, the company will be committed towards your personal and professional growth. We recognize and reward sincerity, hard work and performance, and hope that you will do your best.

**Position/Role:** Trainee - Relationship Manager / Tele-counselor  
**Remuneration (Rs.):** Greater than INR 3 Lacs / annum : 3 Lacs (fixed) + Monthly Incentives  
**Date of Joining:** July 7th, 2021  
**Work Timings:** 10:00 am to 6:00 pm (1 week off on weekdays)  
**Reporting Manager:** Vineeth V

#### Probation Period

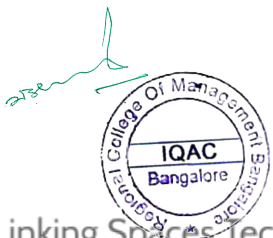
You shall be on probation for a period of 3 months, including the first 2 months' training period, from the effective start date of your employment with the Company. The company may, in its sole discretion, at any time extend this period of probation for an additional specified period, upon notice to you. Your employment with us will be confirmed upon the satisfactory performance and completion of the probation period. Notwithstanding anything contained herein, during your probation period, the company may terminate your employment in a day's notice and with or without stating any reason whatsoever.

#### Notice Period

Notice period on termination of services by you will be 60 days. On termination initiated by the company the notice period can be anything between 10 days to 60 days, as decided by the management.

#### Confidentiality, Non-Disclosure and Non-Compete Agreement

1. During the period of employment you might receive valuable information pertaining to the Company's new businesses and process, which should not be disclosed to any other third party without the prior permission of Management.
2. All the research done and data generated including that of the client database is the sole property of the Organization. Unauthorized storing, copying, deleting or transmitting (digital/non-digital) of any such information is strictly prohibited and will constitute a legal offense.
3. Commitments & Dealings: You will not enter into any commitments or dealing on behalf of a Company for which you have no expressed authority.
4. Singularity of Service: You will not, without previous written permission, carry on any business, full time or part time, in any capacity, or be employed by, any other firm, company or person.



**Leaves and other related details:**

- Weekends ( i.e Saturday & Sundays) are working days. They are usually the busiest.
- No provision of Work from home for Level I and II.
- First 3 months mandatory probation period with only 1 paid leave allowed in each month.
- 6 days/week office for Level I and II.
- 5 days/week office for Level III and beyond and 1 day WFH
- Total 36 days paid leaves in a year.

Please sign the enclosed copy of this letter and revert back with its scan by tomorrow, to indicate your acceptance of this offer.

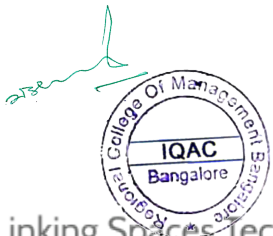
With Best Wishes,

Vineeth  
General Manager  
Linking Spaces Technologies Pvt. Ltd

I, Swastika Pattanaik  
terms of engagement,

signing below, to confirm my acceptance to the above position, offer and all the

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



**April 10, 2021**

**Valsa Shiva Krishna**

RCM, Bangalore

Dear Valsa Shiva Krishna

**JM Financial Products Limited** (the "Firm") is pleased to offer you an employment in the Firm as a **Management Trainee** on the following terms and conditions:

**1. Date of Joining**

You shall join the services of the Firm latest by April 10, 2021. However, this is subject to the Firm receiving satisfactory references, your previous Company's relieving letter and on you being certified medically fit by the Firm appointed doctor, failing which this Contract shall stand cancelled and will hence be null and void.

**2. Probation**

You will be on a probation period of 12 months from the date of your joining which may be extended at the discretion of the Management. Your services in the Firm may be confirmed in writing on successful completion of the probation period. During the period of your probation, either party can terminate your services by giving 7 days' notice in writing to the other party. However, the Firm reserves the right to terminate your services without giving any notice in writing or otherwise to you during such probation period.

Upon your joining the Firm may at its own discretion, hire any Agency to verify inter alia, the information and documents furnished by you. Should there be any discrepancy in the information gathered by the Agency from the information and documents provided by you, the Firm may at its own discretion terminate your employment immediately without any notice or salary in lieu thereof.

**3. Compensation**

In consideration for the services to be rendered by you, the Firm shall pay you the following annual Base Salary.

**Basic:** Rs. 2,16,000/- (Rupees Two Lakh Sixteen Thousand only)

**House Rent Allowance:** Rs. 1,29,600/- (Rupees One Lakh Twenty Nine Thousand Six Hundred only)

**Supplementary Allowance:** Rs. 65,280/- (Rupees Sixty Five Thousand Two Hundred Eighty only)

**Advance Statutory Bonus:** Rs. 43,200/- (Rupees Forty Three Thousand Two Hundred only)

You are also entitled to Provident Fund, Gratuity and other benefits in accordance with the Firm's policies in effect, and as amended from time to time.

You will be entitled to receive Incentive under the Incentive Scheme applicable to you as per the Company's policy. The same is at the sole discretion of the Management and will be reviewed for change from time to time.

The Incentive amount earned shall be payable quarterly provided you are employed on the Firm's payroll and not resigned or serving notice period as on the date of Incentive payout.

**4. Group Insurance Benefit**

You will be covered under Group Insurance policies of the Firm, as/if applicable to all employees from time to time.

**5. Leave**

You shall be entitled to a maximum leave of 23 working days for the period April 1st to March 31st as per the Firm's policy. The Firm reserves the right to amend the policy from time to time.

**Strictly Confidential**

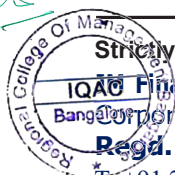
**JM Financial Products Limited**

Corporate Identity Number: U74140MH1984PLC033397

**Regd. Office:** 7th Floor, Cnergy, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025

T: +91 22 6630 3030 F: +91 22 6630 3344 [www.jmfinancialproducts.com](http://www.jmfinancialproducts.com)

Page 1 of 4



You will not be eligible for leave during your probation period (except in unavoidable cases such as illness or emergencies). If you resign from employment or your services are terminated by the Firm, while still on probation, all leaves availed will be treated as leave without pay and recovered at the time of final settlement.

#### **6. Transfer**

Your services are subject to transfer to another department/ division of the Firm or to the Firm's holding or subsidiary company or any associate/affiliate/joint venture falling within the JM Financial Group that are in existence today and that may come into existence any time in future anywhere in India or abroad.

#### **7. Hours of Work**

Your working days will be Tuesday to Sunday. Your normal working hours will be communicated by your respective Reporting Manager. At the sole discretion of the Management, you may be asked to work beyond the normal working hours and also on weekends or holidays.

#### **8. Termination**

Upon Confirmation, your services can be terminated by either party by giving one month's notice in writing to the other. The Firm reserves the right to enforce or waive all or part of the notice period at its sole discretion. Should the Firm decide to waive the notice period upon your request, you shall not be entitled to receive any further compensation beyond your last day of work in the office. In the event of termination of services by the Firm without notice your termination shall become effective immediately upon the Firm paying you one month's Base salary in lieu of the notice. However, your services may be terminated by the Firm without any notice or Base salary in lieu thereof in case of any non-compliance or breach or violation by you of the Firm's Code of Conduct or other policies and procedures for the time being in force. Further, the Firm may require you not to begin alternative employment or conduct other business for the duration of your contractual notice period. However, during such period, the Firm will continue to maintain your salary and other contractual benefits.

Upon your resignation or termination of your services, the Firm may require you to sign such documents/ letters to safeguard its interests and the intellectual property rights and confidentiality of the information gathered by you during the course of your employment. You shall not, upon leaving the employment with the Firm, make any attempt or endeavor to directly or indirectly encourage/assist/solicit other employees of the Firm to join you in your new assignment or any other employment.

In the event of uninformed absence from work for 7 working days or more, without intimating your immediate supervisor or respective HR Business Partner, would state that you have no intention to continue with your services and the Firm has all rights to consider this as abandonment of your services with immediate effect, without giving any notice or salary in lieu of the notice.

#### **9. Employee Hand Book and Code of Conduct**

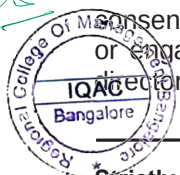
Your service conditions / conduct are also governed by the Human Resource Policies and other related matters enshrined in the Employee Hand Book and the Firm's Code of Conduct. You are required to strictly adhere to the Firm's Code of Conduct. The Code of Conduct sets out the Firm's compliance policies and the standards of conduct required of you as an employee of the Firm.

On the day of your joining the Firm, you will receive a copy each of the Employee Handbook and the Firm's Code of Conduct. You shall be required to carefully read, understand and sign the acknowledgement form of both these documents and return the same to the Human Resources department. You hereby undertake to abide by at all times the Firm's Code of Conduct as amended from time to time.

#### **10. Engagement in other Business Activities**

You acknowledge that you shall devote your whole time and attention to the services of the Firm during the term of your employment.

For this reason, during the term of your employment, you must not (without the Firm's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other entity or organization (whether as an employee, officer, director, agent, partner, consultant or otherwise).



**11. Intellectual Property**

You acknowledge that all materials you create in the course of your employment (regardless of the form they take) will belong to the Firm so that the Firm is considered their author or producer. If, for any reason, you are considered the author or producer of these materials, you hereby assign to the Firm all right, title and interest you may have in them. You shall not be entitled to utilize such materials after you leave the employment with the Firm. You hereby expressly acknowledge and declare that the Firm would always continue to be the author and owner of all such materials copyrights, properties, etc. You shall before leaving the employment of the Firm arrange to give a proper handover all such documents that are in your custody to a person nominated by the Firm and also of the charge of assignments last handled by you.

**12. Confidentiality**

You agree that the terms and conditions governing your employment are strictly confidential. Any disclosure of these terms and conditions to any third party (including other employees of the Firm or any employees of the associate/group entities of the Firm) constitutes a breach of the terms of your employment.

You also acknowledge that the information you acquire about the business of the Firm and any of the associate/group companies in the course of your employment with the Firm is highly confidential. You agree, during the term of your employment hereunder and thereafter not to use such information for any purpose other than for the sole benefit of the associate/group companies including the Firm. You further agree and undertake not to disclose any information to any third party without the prior written consent of the Firm.

By signing and accepting this offer letter you expressly acknowledge that you have understood the terms of your employment contract. Your employment is liable to be terminated for the breach of any of the terms and conditions contained in this contract. Further, the Firm reserves the right to initiate such legal action against you as it may think appropriate.

This letter constitutes the written terms and conditions governing your Contract of employment with the Firm.

You are requested to return a copy of this letter duly signed by you, in acknowledgment of your acceptance of the terms and conditions governing the contract.

We look forward to welcoming you.

Sincerely,



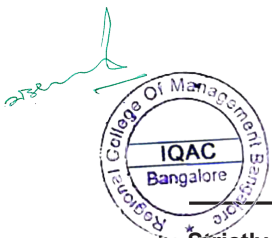
Terence Raphael  
**Authorized Signatory**

I have read and understood the contents of offer letter as above. I acknowledge that the contents of this letter constitute my Contract of employment. I undertake and declare that I shall abide by the terms of my employment with the Firm. I will join the Services of the Firm on \_\_\_\_\_.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date : \_\_\_\_\_ at \_\_\_\_\_





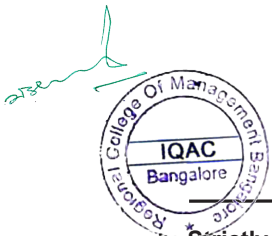
### JM Financial Products Limited

<b>Name:</b>	Valsa Shiva Krishna
<b>Designation:</b>	Management Trainee
<b>Department</b>	Sales

Particulars	Monthly (Rs.)	Annual (Rs.)
Basic	18,000	2,16,000
HRA	10,800	1,29,600
Supplementary Allowance	5,440	65,280
Advance Statutory Bonus	3,600	43,200
Employer's Contribution to PF	2,160	25,920
<b>Total Fixed Salary</b>	<b>40,000</b>	<b>4,80,000</b>

<b>Note:</b>
The above amount includes your Travel/Conveyance
<b>Provident Fund</b> - PF mentioned above is Employer's contribution. The same amount will also be deducted from the salary as your contribution towards PF.
<b>Income Tax</b> - The amount stated above is pre- Income & Professional Tax and deductions will be made from salary as per regulations.
<b>Other Benefits</b>
<b>Group Insurance Policy as per Company Policy</b> Mediclaime & Hospitalization Insurance Cover Term Life Insurance Cover Personal Accident Cover
<b>Employee Health Check-up as per Company policy</b>
<b>Gratuity</b> :- Payable as per the Gratuity Act, 1972.







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BFS031407-6707960

Date: April 30, 2021

Vignesh R  
Bangalore

Dear Vignesh R

**Sub: Appointment letter**

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

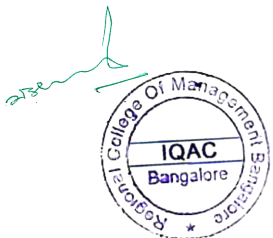
**TERMS AND CONDITIONS**

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be **India>Bangalore>Bangalore Surya Park IN - Office**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. As a Precondition to employment with the Company, It is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of Personal, Academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the company.
5. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.
6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.
7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.
8. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

Genpact India Private Limited

CIN: U73100DL2005PTC307363

Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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9. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement

10. Genpact reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

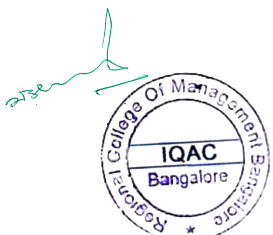
13. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background /reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.



**Genpact India Private Limited**  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001

  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Bangalore** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Bangalore**.

Your assignment is effective from **May 29, 2021**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Bangalore>Bangalore Surya Park IN - Office**.

Warm regards,

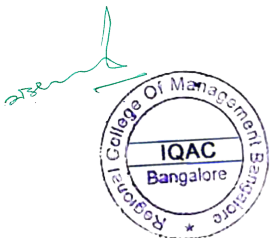
For Genpact India Pvt. Ltd.

**Ritu Bhatia**  
Senior Vice President - HR

**Accepted and Agreed**

\_\_\_\_\_  
**Vignesh R**

**Genpact India Private Limited**  
**CIN: U73100DL2005PTC307363**  
**Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,**  
**Tolstoy Marg, New Delhi-110001**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

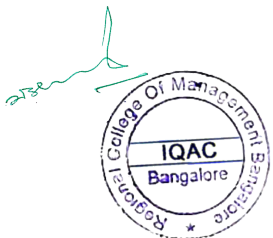


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### Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
  2. If already a member of a provident fund (PF) scheme with previous employer, then;
    - a. Employer's name
    - b. Provident Fund account number from your previous employer
    - c. Universal account number provided by your previous employer
    - d. Employee Pension number provided by your previous employerOR
    - e. Date of joining & leaving from previous employer
    - f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
  3. Below mentioned KYC (Know Your Customer) Documents
    - a. Copy of PAN
    - b. Copy of Aadhaar Card.
    - c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
  4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC ( Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
    - a. 3 Post card size (4X7) photographs of yourselfOr
    - b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- \*Please check the company policy for the applicable limit
5. 4 recent Passport size Photograph
    - a. One for Genpact ID card
    - b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
    - c. Two for PAN card application if you do not have one



**Genpact India Private Limited**  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001

  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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Happens Here

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**ANNEXURE - II**  
**COMPENSATION DETAILS**

<b>NAME</b>	Vignesh R
<b>BAND</b>	5B
<b>DESIGNATION</b>	Senior Associate
<b>LOCATION</b>	India>Bangalore>Bangalore Surya Park IN - Office
<b>COMPONENTS</b>	<b>AMOUNT (PER ANNUM)</b>
BASIC PAY	255,000.00
EMPLOYER CONTRIBUTION TO PF	30,600.00
HOUSING RENT ALLOWANCE	64,400.00
<b>FIXED PAY</b>	<b>350,000.00</b>
<b>ANNUAL PERFORMANCE BONUS*(APB)</b>	<b>7200</b>
<b>PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**</b>	<b>AMOUNT (PER ANNUM)</b>
Best Performer	60,000.00
Average Performer	35,500.00
Low Performer	0.00
<b>Total Earning Potential</b>	<b>Amount (Per Annum)</b>
Best Performer	410,000.00
Average Performer	385,500.00
Low Performer	350,000.00
<b>Benefits</b>	<b>Amount (Per Annum)</b>
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia  
Senior Vice President - HR

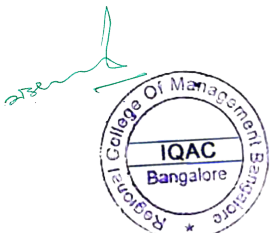
Accepted and Agreed

Vignesh R

Genpact India Private Limited

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Company Contribution ESIC	As per Act
Gratuity	12,260.00
<b>Other Attractions</b>	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

**Notes:**

\* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB). An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

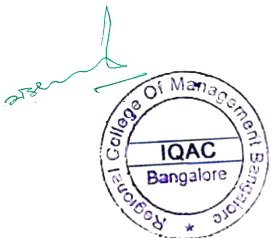
\*\*Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year. You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act, 1961 or applicable legislation and Company Policies.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

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REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore



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Dear Vignesh R  
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated April 30, 2021  
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal\*
- Copy of self-attested cancelled cheque (\*\*if you are eligible for ESIC enrolment as per government norms)
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (\*\*IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

\* SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.

\*\*The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.  
if your CTC is more than 2.6 lakhs. you may ignore the same.

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. [Click Here](#)

Wishing you all the best!

**Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date**

Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,  
Genpact Hiring Team

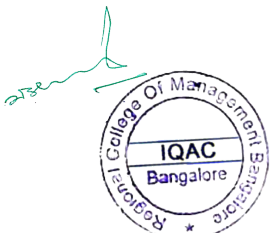
Accepted and Agreed

Vignesh R

Genpact India Private Limited

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DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore





Date: 20 June, 2021

**Subject: Offer of Employment**

Dear Virupaksha C D

Heartiest Congratulations to you!

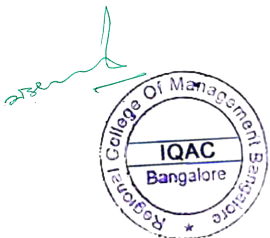
HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

**Sushil Chander**  
**Vice President – Human Resources**



DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore

**Annexure 1**

**Date:** 20 June, 2021

**Name:** Virupaksha C D

**Designation:** Executive Trainee

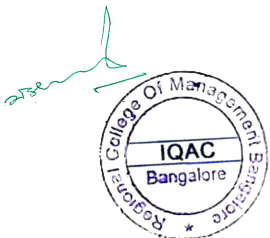
**Band:** J2

<b>CTC STRUCTURE</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000

Mediclaim: INR2,00,000 for self and dependents



Dear Wilson T G

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Mysore.** Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

#### 4. Compensation Package:

4.1. **Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 150,000
<b>CTC *</b>	<b>Rs. 600,000</b>

\*Insurance is a company paid benefit which is over and above your CTC

#### 4.2. Allowances:

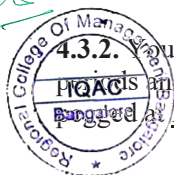
4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

#### 4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are **Rs. 150,000 /- p.a**)



4.3.3. You will be covered under the group medical and accident insurance policies of the company

**5. General:**

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

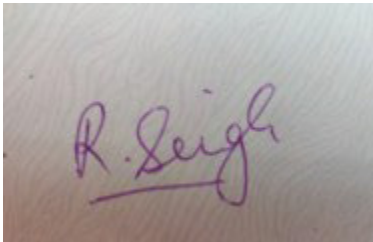
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.

7. Your **Date of Joining** shall be **April 1, 2022.**

8. **Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

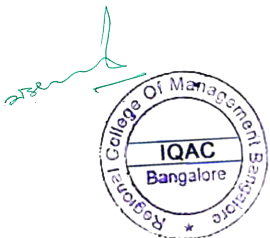


**(Authorised Signatory)**

I have read the contents of the above offer and accept the same. I will join on\_\_\_\_\_.

Date:\_\_\_\_\_

(Signature):



  
DIRECTOR  
REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
Devanahalli, Bangalore