



Date: 21 May 2021

Ref No: 5175/63981693/14205699/210521/1142

Dear Abhishek Gautam,

Offer of Employment

We are delighted to offer you employment into Reliance BP Mobility Ltd. in the position of Area Sales Rep. - JioBP - RJ - Jhalawar, at level J in Hydrocarbon group, based at Jhalawar (Rev 01)- RO - R subject to the terms set out in this letter. Your joining date will be 01/06/2021.

Documentation

In addition to this offer letter, please find appended:

- A compensation term sheet
- Components of Compensation
- Terms and conditions
- Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment.

As mentioned above, your initial posting will be at Jhalawar (Rev 01)- RO - R. During employment with the Company, you may be posted at any other location in India or abroad at any Reliance Group Company without any additional compensation.

Please note that all the compensation, benefits and assistance set out in the attached appendices are not contractual and can be varied, replaced or withdrawn at any time at the Company's absolute discretion.

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Conditions of the offer

This offer of employment is subject to you completing the following requirements 1-4 and providing all of the below information and documentation requested **BEFORE** you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent. We reserve the right to withdraw our offer of employment/ terminate your employment with us without assigning any reason whatsoever thereof, or delay your joining date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

1. Confirming your acceptance of this offer of employment, **within two weeks** of the date of this letter as detailed below in Next Steps. By confirming your acceptance, you are also confirming that you do not have any legal or other restrictions that prevent you from commencing employment with us. This includes any outstanding obligations that you may owe to your current/previous employer
2. Providing evidence (such as your passport, national identity card or work permit) of being entitled to live and work in India for RIL
3. Clearing the employment reference checks, background checks, medical checks and receiving satisfactory reports.
4. Providing (what the company considers appropriate) evidence of your qualifications if requested

(This letter is computer generated and does not necessarily require a signature)

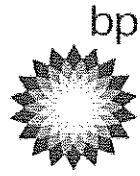
Date: 21 May 2021

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Reliance BP Mobility Limited.

Corporate Offices: 2nd Floor, 5th, Reliance Corporate Park, Thane Belpur Road, Ghazalib, Navi Mumbai - 400704.

Registered Offices: 4th Floor, Maker Chambers II, 222, Nariman Point, Mumbai - 400025. Phone: 022-2557-5000.
CIN: L20000MH2021PLC000001



Next Steps

This offer will remain valid for two weeks from the date of this letter, after which time it will lapse. In the next two weeks, we request that you contact your Recruiter, Pragya Chaturvedi as soon as possible to discuss our offer and if you have any other questions about joining our organization.

Please then confirm your acceptance of this offer by clicking 'Accept' button online. Please also return any additional documents requested at 1-4 above and any other documents you are requested to send to us by the two week deadline.

This offer is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We very much hope you will accept this offer of employment and look forward to welcoming you to the Company.

Yours sincerely,

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Reliance BP Mobility Limited.

Corporate Office: 27 Floor, 5A, Reliance Corporate Park, Thane Bypass Road, Vikhroli, Sion Mumbai - 400704.

Registered Office: 3rd Floor, Maker Chambers IV, 222, Nariman Point, Mumbai - 400022. Phone: +91-22-3552-5000.
CIN: E50060MPL2012PLC02901



ANNEXURE A
Compensation Term Sheet
1.1 Annual Compensation Summary

Name: Abhishek Gautam		
Level: J		
Details of Compensation	Monthly (INR)	Annual (INR)
I. Components of Compensation		
Basic Pay	16,779	2,01,353
Medical Reimbursement	1,250	15,000
Food Coupon	2,750	33,000
Gift Coupon	417	5,000
Leave Travel Allowance	2,797	33,559
Residual Choice Pay	10,001	1,20,008
Vehicle		
Company Vehicle Scheme	Refer Annexure B	
Fuel & Maintenance		
Conveyance Allowance		
Housing		
House Rent Allowance	8,390	1,00,676
Insurance		
GPA Insurance Premium (GPA)	57	679
Group Term Life Insurance Premium	307	3,688
Medical Insurance Premium * (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,432	41,190
SUB TOTAL - I	46,179	5,54,153
II. Retirals		
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,014	24,162
Gratuity (4.81% of Basic Pay)	807	9,685
SUB TOTAL - II	2,821	33,847
FIXED PAY (I + II)	49,000	5,88,000
III. Annual Cash Bonus (ACB)		
Annual Cash Bonus	6,500	78,000
SUB TOTAL - III	6,500	78,000
TOTAL PAY (I + II + III)	55,500	6,66,000

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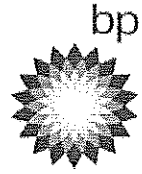
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Reliance BP Mobility Limited.

Corporate Offices: 2nd Floor, 25, Reliance Corporate Park, Thane Bypass Road, Charnoli, Navi Mumbai - 400704.

Registered Offices: 9th Floor, Maker Chambers IV, 222, Nariman Point, Mumbai - 400021. Phone: +91-22-2555-5000.

CIN: U50106MH2012PLC129401

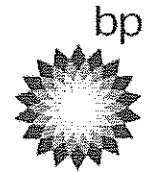


***Medical Insurance premium -**

For employees joining at level F or above, you are requested to update your information on the ESS portal (Employee Self Service) after joining the organization in order to ensure that the coverage for Medical Insurance is as desired.

***Provident Fund -**

Employee makes an equal contribution from his salary towards Provident Fund.



1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	Base Salary	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	Choice Pay	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	Vehicle	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	Housing	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	Insurance	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)	Taxable, If Applicable

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Reliance BP Mobility Limited.

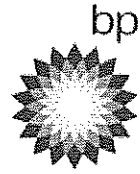
Corporate Office: 2nd Floor, 5C, Reliance Corporate Park, 7th Lane, Belapur Road, ChandraE, Navi Mumbai - 400704.

Registered Office: 3rd Floor, Maker Chambers IV, 222, Nariman Point, Mumbai - 400021. Phone: +91-22-3555-7500.
CIN: U50104MH2013PLC327501



Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.
- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.
- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors
- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.



Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (ACB). This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. Base Salary: This is first part of the total pay, which may include Basic Salary, PF and Gratuity

a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

b. Provident Fund (PF):

The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (PF Act). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from his/her monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

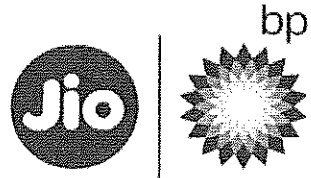
Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (<http://www.epfindia.com/>) for detailed rules, procedures and any other updates.

Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

c. Gratuity

Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act, 1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of his /her employment with the Company provided he/she has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

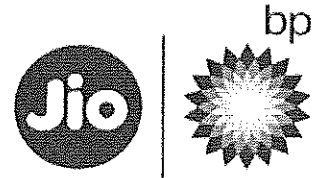


Gratuity is calculated as follows:

$(\text{Last Drawn Salary} / 26 \text{ Days}) \times 15 \text{ days} \times \text{Number of completed years of service}$ (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.



2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and his/her family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy daily necessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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Registered Office: 2nd Floor, Maker Chambers IV, 202, Nariman Point, Mumbai - 400021. Phone: +91-22-2559-5000

CIN: L26900MH2003PLC325901



e. Office Wear Allowance (OWA)

Only employees' working at locations where a 'Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by him/her towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

- a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade 'H' and above - upto 100% of Residual Choice Pay Grade 'I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.



2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, he/she needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of his/her residence and place of his/her duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

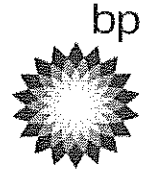
j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary



2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	2. Lease rent (paid or payable) by the Employer,
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	whichever is less

k. Insurance

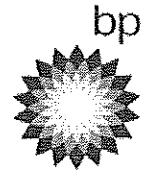
i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.



ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 3,688
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 7,375
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 11,063
INR 74,99,975 and above	INR 100 Lakhs	INR 14,750

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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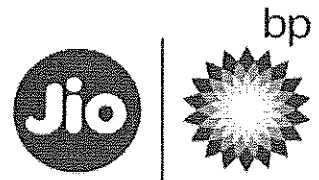
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CIN: U50100MH2002PLA125001



Medical Insurance Debits:
F & Above grades

- INR 30,259 per annum per person for self and spouse
- INR 15,631 per annum per child (upto 25 years)
- INR 12,036 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 29,154 per annum for dependent parents
- INR 12,036 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 29,154 per annum per family unit of 7 members
- INR 12,036 per annum for **Additional Medical floater** cover of INR 5 Lakhs



Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

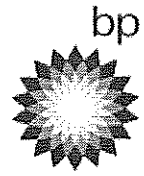
- i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .
- ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

- i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;
- ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;
- iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;
- iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith
- v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.



03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas (whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.



vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

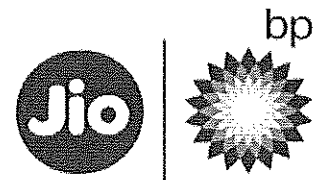
viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.



- xiii. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. **Employment At-Will:** You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. **Superannuation:** In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

- a. return to work within 8 days from the commencement of such absence, and
- b. give an explanation to the satisfaction of the Company regarding such absence

iv. **Medical Fitness:** The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months notice in writing or payment of three months Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving three months notice in writing or by payment of three months Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of three months, without any pay in lieu of the notice period.

vi. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

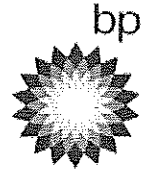


vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

- i. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.
- ii. **Rules, Regulations and Policies on Ethics:** You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.
 - a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
 - b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.
 - c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.
- iii. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
 - a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.
 - b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.
 - c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.
 - d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.
 - e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.



- iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.
- v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.
- viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.
- ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.
- x. **Travel:** You shall make your own transport arrangements to and from the place of work.
- xi. **Documentation:** Please submit the following documents, if not submitted earlier:
- Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
 - Three copies of your recent passport size photographs with blue background.
 - Relieving letter and salary certificate from your last employer, in case you are/were employed.
- xii. **Severability:** If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.
- xiii. **Non Waiver:** No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Abhishek Gautam

Signature:

Date: 21 May 2021

Date: 21 May 2021

Page 20 of 20

Reliance BP Mobility Limited.

Corporate Office: 27 Floor, 26, Reliance Corporate Park, Thane Belapur Road, Ghansoli, Navi Mumbai - 400701.

Registered Office: 27 Floor, Maker Chambers IV, 222, Nariman Point, Mumbai - 400025. Phone: +91-22-2557-8500.
CIN: L30000MH2021PLC123401



Offer Letter

Name: Abhishek Kanchan

Date: Wednesday, May 19, 2021

Dear Mr. Abhishek Kanchan,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

- 1. Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than Tuesday, May 25, 2021. Your work location would be Lucknow / Bangalore or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.
- 2. Term:** The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.
- 3. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.
- 4. Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).
- 5. Offer of Permanent Position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

6. Department, Designation & Reporting Manager:

Department:	Business Development (51000000)
Designation:	Business Development Trainee - Sales
Reporting Manager:	Shaik Heera Jaan Basha (TNL201608051)
Role Location:	Lucknow / Bangalore
Sales Circle Location:	Lucknow

BDT Training Location

Byjus - Bangalore

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

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

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

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

9. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

10. Company Policies: You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

(*In case, where this agreement is extended, as per Clause 3 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)

13. Termination: Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

14. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of: a. Any act or omission by you;

- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other

than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

- b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.
- c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
- i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment.

Any modification of this letter will be effective only if it is in writing, signed by both parties.

- j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate).Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below Human Resource

Signature:

This is system generated offer letter and does not require authorized signature.

HDFC Bank Ltd.

August 11, 2021

Applicant No.30366

Name : Abhishek Kumar		
Grade : Executive Trainee		
Vertical : RETAIL BRANCH BANKING		
Location : Noida		
Contact No : 8756092121		
	Per Month (Rs)	Per Annum (Rs)
Base	11,775	1,41,300
Other Allowance	22,350	2,67,660
City Allowance *	1,000	12,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Lunch Allowance	910	10,920
Provident Fund		21,600
Gross	38,455	4,83,060

Note: City Allowance - Linked to place of posting.

Personal & Confidential

1

Applicant No. 30366

1

www.hdfcbank.com

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.

Corporate Identity No.: L65920MH1994PLC080618

August 11, 2021

303666

Abhishek Kumar

Noida

Dear Abhishek Kumar,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **RBB-PERSONAL BANKER** in HDFC Bank subject to the following terms and conditions:

Compensation:

Your annual compensation package will be as set out below:

Base salary	: Rs. 1,41,300/- p.a.
Allowance	: Rs. 2,67,660/- p.a.
Medical	: Rs. 15,000/- p.a.
Conveyance	: Rs. 19,200/- p.a.
Lunch Allowance	: Rs. 10,920/- p.a.
Provident Fund	: You will be covered under the Bank's Provident Fund Trust. The Bank will contribute 12% of your Base salary per month to this trust.

Training Period:

The duration of your training will be for a period of twelve months from the date of joining. It is at the sole discretion of the Management to extend the period of training or modify/alter the terms of this contract on the basis of your performance, suitability and/or for any other reason/s whatsoever, on such terms and conditions as determined by the Bank.

Location:

Your initial place of posting will be **Noida**. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

Termination of Contract:

This contract can be terminated by the Bank or by you at the discretion of the management, either by giving one month's notice in writing or one month's emoluments in lieu of notice.

a2

Applicant No. 30366

2

www.hdfcbank.com

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.

Corporate Identity No.: L65920MH1994PLC080618

Secrecy:

It is a condition of your training that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your training with the Bank.

Alternative Employment:

During the course of your training with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

Maternity Benefits:

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CHRO provided the nature of work is such that she may work from home.

Creche facility:

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices /locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

Conditions Precedent:

The offer is made to you subject to the following pre-conditions:

- a) The Bank receiving attested copies of all your degrees, professional qualifications certificates and documents of scholarships/prizes won, if any.
- b) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing for which you have been interviewed and offered.
- c) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the issuance of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you. a

Yours truly,

For HDFC BANK LIMITED

(Digitally Signed by Archana Shiroor.)

This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.

Digitally signed by HDFC Bank Ltd -
Human Resources - Archana Shiroor
Date: 2019.02.14 18:13:01 +05:30

Applicant No. 30366

www.hdfcbank.com

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.

Corporate Identity No.: L65920MH1994PLC080618



Expertrons

EXPERTRONS TECHNOLOGIES PRIVATE LIMITED

Date: - 16 March, 2021.

Private & Confidential

To,
Abhishek Singh,

Subject: Offer Letter with Expertrons

Dear Abhishek Singh,

We are pleased to offer you a **Business Development Manager** at Expertrons. Your date of joining would be **23 March 2021**.

We will be offering you this position at an emolument of (**Rs. 600000 , Six Lakh Only**) per Annum consolidated as mentioned in Annexure A. The organization currently adheres to six months' probation period. During this time you should evaluate the position to make certain it satisfies your job expectations and needs while management evaluates your suitability to the position.

*We believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful job experience with **Expertrons**.*

Your appointment will be governed by the terms and conditions presented in **Annexure A**. For our records, you are requested to share the following documents

- Photocopy of Certificate of your last educational qualification
- Photocopy of the appointment letter and Salary slip/compensation slip
- Photocopy of relieving letter or work experience certificate
- Photocopy of Identity, address proof
- Expertrons Offer Letter with your Signature

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.



Expertrons

EXPERTRONS TECHNOLOGIES PRIVATE LIMITED

Annexure A

You shall be governed by the following terms and conditions of service during your job with Expertrons, and those may be amended from time to time.

*1. You are being hired as a **Business Development Manager** .*

*2. Your date of joining is **23 March 2021**. During this time you are expected to devote your time and efforts solely to Expertrons work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.*

3. All the work that you will produce at or in relation to Expertrons will be the intellectual property of Expertrons. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college, etc.) without prior discussion and approval with your mentor.

4. We take data privacy and security very seriously and to maintain the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your job tenure will be your responsibility. Expertrons operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the tenure, you are expected to hand over all Expertrons work/data stored on your Personal Computer to your mentor and delete the same from your machine.

5. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.

*6. **Confidentiality and Invention Assignment:** Your employment is conditioned upon your execution of Confidentiality and Invention Assignment Agreements and agreement to abide by the terms and conditions of those Agreements. Failure to abide by the terms of the Agreements may result in your dismissal, and you are subject to their terms even after the termination of your employment.*

*7. **Non-Solicitation of Customers:** You agree that during the term of your employment and for a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company and a customer was originally established in whole or in part through your efforts; (i) solicit any Restricted Business from any customer; (ii) persuade any existing or prospective customer to cease doing Restricted Business with the Company; (iii) reduce the amount of Restricted Business which any customer has customarily done or might propose doing with the Company.*



Expertrons

EXPERTRONS TECHNOLOGIES PRIVATE LIMITED

8 Non-Solicitation and Non Hire of Company Employees: You agree that during the term of your employment and a further period of 24 (twenty four) calendar months after separation from the Company, for whatever reasons, you shall not either directly or indirectly solicit or entice away or endeavor to solicit or to entice away or assist any other Person to solicit or hire or entice away from the Company, any Company employee.

9. Confidentiality & Non Compete and Non Solicitation: You certify not to share your salary or any company details along with not joining any competitor as an employee or contractor or solicit any employee from the company to join a company.

10. Term: The Company may terminate your employment for cause with immediate effect at any time. No salary or allowances will be paid for any period if you are terminated for cause.

11. Under normal circumstances, either the company or you may terminate this association by providing a notice of 14 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors or performance.

12. If you resign within 1 month of the employment, you will not be entitled for any salary or relieving letter.

13. You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients, and customers and treat everyone with due respect. Any kind of unauthorized use of company name or defamation of company by any means, during or post-employment will attract a legal proceeding and company can demand a compensation of Rs. 5,00,000/- for such action.

14. Expertrons is a start-up and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work – and expect appreciation & rewards to Follow.

15. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.

16. Have fun at what you do and do the right thing – both the principles are the core of what Expertrons stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.



Expertrons

EXPERTRONS TECHNOLOGIES PRIVATE LIMITED

17. You need to do a shift of 9 hrs from Monday to Saturday i.e 10.00 am to 7.00 pm

18. For the duration of your **14 Working days** starting from your date of joining will be considered as On Job Training to monitor your performance and to assess your capabilities and appropriateness for the employment.

a. If you successfully clear the OJT, you are eligible for salary as per the agreed emolument.

b. If you don't meet the target mentioned in the OJT though you have shown potential and proper efforts, the company may consider you for full-time employment, in such cases, your first month's salary will be 50% of the agreed remuneration and from the second month onwards you will receive full salary, as mentioned in the offer letter.

c. If you don't clear the OJT and deemed not fit for the role, you will not be entitled to continue the employment further. You will only be eligible for Rs. 500 per working day as the remuneration for the days you worked as an On Job Trainee.

19. Your OJT (On Job Training) target will be **Rs. 50,000 for 14 Working days** starting from your date of joining.

20. All the employees are entitled to the salary disbursement according to the following cases:

Case 1: If you join on or before 15th of the month, and you clear your OJT period then your salary will be disbursed in the same salary cycle.

Case 2: If you join on or before 15th of the month, and you do not clear the OJT period then your Full and settlement will be disbursed in the next salary cycle.

Case 3: If you join post 15th of the month, your salary will be disbursed in the next salary cycle.

21. You need to report office, **Address:** Pinnacle Business Park, 4th Floor, F4-9A, Mahakali Caves Road, Andheri East, Mumbai, Maharashtra 400093



Expertrons

EXPERTRONS TECHNOLOGIES PRIVATE LIMITED

I have negotiated, agreed, read and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Congratulations!

Warm Regards,

*Jatin Solanki
Co-Founder*

Date:

Signature:

Place:

Name:

CAREERS360

January 11th, 2021

Employment Offer Letter

To,

Adarsh Gupta

Subject: Employment offer: "Management Trainee – Business Development"

Dear Adarsh,

Based on the Campus recruitment process, we are pleased to offer you the position of "Management Trainee – Business Development".

Your total compensation would be as stated:

Total CTC: INR 5,20,000 LPA

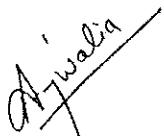
Fixed CTC: INR 4,00,000 LPA

Performance Variable: INR 1,20,000

Probation Period: You will be on probation for an initial period of 6 months.

We look forward to have you onboard on 1st February 2021.

With warm regards,



Anuj Walia

Assistant Manager-HR

EDUKRITI LEARNING SOLUTIONS PRIVATE LIMITED

Plot No. 78, Sector - 44, Gurugram, Haryana - 122003, Ph. : 0124 6666360, <https://learn.careers360.com>
CIN NO. U80904DL2009PTC197103



March 31, 2021

Aditi Gupta

18 A Kashinagar
Lakhimpur Kheri
Uttar Pradesh
262701

Contact - +91- 723 6023993
E- Mail - aditi.gupta.21@jaipuria.ac.in

Subject: Letter of Offer

Dear Aditi,

We are pleased to present the following offer of employment.

This letter will summarize and confirm the details of our offer for you to join **BMTG Advisors India Pvt. Ltd.** in the position of **Analyst Underwriting Services**, at the **Gurgaon office** commencing on **April 20, 2021**.

Reporting Information

On your first day of work, you will report(virtually) at the scheduled time, confirmed by you recruiter.

Base Compensation

You will receive fixed compensation of **INR 600,000.00 annually**, less salary deductions and required taxes and withholdings payable every month in equal installments.

Equity Grant

You will be eligible to receive interests in the parent company (Better Holdco Inc) in the form of an option to purchase shares equivalent to **500 shares** at fair market value determined at the time of the grant vesting ratably on a monthly basis over a period of 4 years beginning on your start date **April 20, 2021**. This grant will be subject to board approval and will be subject to a one-year cliff, such that if employment is terminated before your one-year anniversary, no equity will have vested.

Work Hours

Your work shift will be nine hours per day, Monday to Friday, as well as working those hours necessary to get the job done. To meet business objectives, you may be required to work irregular or long hours.



Probation, Confirmation & Termination

You will be on probation for a period of 3 months from your date of hire, where after if your performance is found satisfactory; you will be confirmed by means of a written intimation. Should you elect to submit your resignation during this period, you will be required to provide one (1) month advance notice, not adjustable either against leave or forfeiture of salary, during which time you may be required to work. During the probation period, the Company reserves the right to terminate your employment without cause by providing 7 days prior notice or payment of basic salary in lieu thereof. At its sole discretion, the company may elect to reduce, dispense with, or extend your probation period.

Upon written notice of your confirmation, the terms of your employment will change. A three (3) month notice period, not adjustable either against leave or forfeiture of salary, will be required to affect your resignation during which time you may be required to work. Should the Company choose to terminate your employment, it will be obliged to provide you with thirty (30) days prior notice or payment of basic salary in lieu thereof.

If the exigencies of work so require, the Company may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the Company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter. In conjunction with your resignation, failure to serve the full notice period and/or to furnish all amounts owed as detailed to you in a Full & Final Settlement Letter may result in the withholding of an Experience Letter or reference to future employers. In case the notice period is not served, you may have to pay an amount equal to the salary of un-served notice period as full and final settlement.

The Company will have the right to terminate your employment without notice or payment of salary in lieu thereof if:

- You commit any breach of your duties and responsibilities under this contract of service
- You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment; and
- You commit breach of any of the terms of this appointment letter

Absence without Notice

Absence without leave or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice unless you

- Return to work within 3 days from the commencement of such absence, and
- Provide satisfactory explanation to management regarding such absence.



This offer of employment is contingent upon you fulfilling each of the following terms:

Acknowledgement of Company Handbook and Confidentiality Agreement: As a BMTG Advisors India Pvt. Ltd. employee, you are required to follow its rules and regulations. Therefore, you will be asked to sign and comply with the attached Proprietary Information and Inventions Agreement (the "Proprietary Information Agreement"), which prohibits, among other things, the unauthorized use or disclosure of BMTG Advisors India Pvt. Ltd. confidential and proprietary information. In order to retain necessary flexibility in the administration of its policies and procedures, 1-0 Capital LLC reserves the right to change or revise its policies, procedures, and benefits at any time.

Your compensation, and all other terms and conditions of employment are considered as confidential information and must not be disclosed and discussed with anyone. Any violation would result in punitive action.

Required Documentation: Please bring the following documents on your first date of joining: At the time of joining please submit the following documents:

- Proof of compensation last drawn
- Date of Birth proof certificate (Copy of passport/Aadhar Card/Pan.Card / birth certificate / S.S.C) (Two Copies)
- Original Academic Certificates (all from 10th to Highest)
- Original Resignation Letter with acknowledgement
- Relieving letter from previous employer (Original)
- Proof of compensation last drawn (3 Months - Original)
- Passport size photographs (Recent)

This offer letter, together with your Proprietary Information Agreement, forms the complete and exclusive statement of your employment with BMTG Advisors India Pvt. Ltd. Changes to the terms of this letter require a written modification signed by an authorized employee of BMTG Advisors India Pvt. Ltd. Additionally, BMTG Advisors India Pvt. Ltd. reserves the right to revoke this offer should it not receive a satisfactory reference check and background screen for you.

If you wish to accept employment at BMTG Advisors India Pvt. Ltd. under the terms described above, please sign and date this letter and the Proprietary Information Agreement and return to BMTG Advisors India Pvt. Ltd. Please retain copies for your records.

Employment Regulations

Whilst employed with the company:

- You will not engage in any trade or profession or undertake any employment, full or part-time, while in the service of the Company;
- You will carry out your duties with diligence and loyalty at all times, keeping the Company's interest

**CIN NUMBER: U74140RJ2015PTC047642, Novus Towers, 6th Floor Tower B
Sub Major Laxmi Chand Road, Phase 4 Maruti Udyog, Sector 18 Gurgaon Haryana- 122008**



BMTG ADVISORS INDIA PVT. LTD.

paramount;

- You shall not under any circumstances either directly or indirectly, receive or accept for your benefit any commission, rebate, discount or profit from any person, company or firm having business transactions with Organization
- During your employment, you will be bound by the Company's Rules and Regulations framed and enforced from time to time. The Company reserves the right to amend or alter the said Rules and Regulations at its discretion, without any notice thereof, and these will be deemed as Rules and Regulations in terms of your employment;
- The Company shall verify the facts stated by you in your resume submitted during the interview process. If any of the facts stated therein are found to be false, your services will be terminated immediately without any notice or any compensation in lieu of the notice period;
- The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone.
- You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the company to assign such duties and responsibilities.
- You will be required to apply and maintain highest standards of personal conduct and integrity and comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from the company

We are excited that you are joining the team and feel that you have a great deal to contribute. If you have any questions, please feel free to reach out to me.

Sincerely,

Neha Mantoo

Neha Mantoo, Head of Talent Acquisition (India)

March 31, 2021

Date

(Candidate Acceptance)

I understand and accept the terms of this employment offer.

Candidate Signature



Date



Annexure

Compensation Head	Amount	
	Monthly	Annually
Basic Pay	₹ 25,000	₹ 300,000
House Rent Allowance	₹ 10,000	₹ 120,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Medical Reimbursement	₹ 1,250	₹ 15,000
Provident Fund - Employer Contribution	₹ 1,800	₹ 21,600
Special Allowance	₹ 10,350	₹ 124,200
Fixed Compensation (A)	₹ 50,000	₹ 600,000
Discretionary bonus	Per policy	
Variable Compensation (B)	Per policy	
Weekend Allowance	Per policy	
Overtime Allowance	Per policy	
Night-shift Allowance	Per policy	
Transport Allowance	Per policy	
Other Benefits (C)		
Gross Pay	A + B + C	
Deductions from Gross Pay		
Provident Fund - Employer Contribution	-1800	-₹ 21,600
Provident Fund - Employee Contribution	-1800	-₹ 21,600
Tax deducted at source		
Total Deductions	D	
Net Pay	(A+B+C)-D	



31st March 2021

Ms. Aditi Mishra,

SUB: Offer Letter

Dear Aditi,

Congratulations & Welcome to Antal Family!!

With reference to the interview you had with us, we are pleased to offer you a **position of "Management Trainee/Associate Consultant"** and grade will be **"E2"** as per the terms and conditions mentioned below:

1. You are required to report for duty on **05th April 2021**, failing which the offer stands revoked. Your initial place of posting will be **Lucknow**.
2. Your Total Annual CTC (including retinals) will be **INR 6,00,000/-**. Per annum. (**INR 300,000/-** as Fixed Yearly Salary) and **100,000/-** as Fixed Retainer Bonus¹) plus Variable Incentive of **INR 200,000/-** variable incentive will be payable upon achievement of yearly target as per company policy).
¹The Fixed retainer bonus: **INR 100,000/** will be paid to you on the completion of 12 months from the date of Joining.
3. You will be eligible for incentives (based upon target achievement & performance). The incentives based on the Company Policy could change from time to time.
4. You will be on Probation period of **3 months** from the date of joining.
5. As discussed, and mutually agreed, you will be using private transportation only to commute from home to office and vice a versa till the situation normalises post COVID.
6. Your salary details are strictly confidential; you are requested to refrain from divulging or discussing your salary particulars with other employees of the company.
7. You will be subject to the Company's rules and regulations, as may be applicable from time to time.
8. Detailed Appointment letter will be issued to you at the time of Joining. Following documents are required for the completion of joining formalities :
 - a) Your previous Offer, Appointment, Relieve, Work Experience certificates.
 - b) Education certificates
 - c) Address proof and ID proof
 - d) 2 Passport size photographs
 - e) 2 Professional References
 - f) Medical fitness certificate

We look forward to your active participation with the Company's Business growth and mutually beneficial association with you.

We welcome you to the Antal Family!

Yours Sincerely,

t/a Antal International India Private Limited

Mindmentors Consultant Private Limited "Antal"

Strictly Private and Confidential

Date: 05 March 2021

To,
Aditya Kishore Chaturvedi
Hyderabad

Dear Aditya Kishore Chaturvedi,

Thank you for the keen interest you have shown in joining our organisation. Consequent to your application, interviews and subsequent discussions with us, we are pleased to offer you a career at **GD Research Center Private Limited**, Hyderabad. Please accept our heartiest congratulations and a warm Welcome to the **GDRC** Family.

You would be designated as **Analyst**. Your employment start date is **08-Mar-2021**. Your annual emoluments will be **Rs.456494 (Rupees Four Lakhs Fifty Six Thousand Four Hundred Ninety Four Only)** Total Cost to Company (CTC) basis. Please refer to **Annexure A** for the break-up.

You will be governed by the Company's Rules and Regulations in force from time to time and as applicable to you.

Terms and Conditions:-

1. Working Hours:-

Your working hours will be regulated from time to time purely at the discretion of the management of the establishment to which you are attached. You should be flexible to work in shifts as per business needs.

2. Please note if the information and supporting documents provided by you, based on which this offer is being extended, is found to be incorrect or unauthentic, your services will be terminated with immediate effect, without any notice or notice pay.

3. You will devote whole time attention to the business of the company and will not be interested or engaged directly or indirectly in other trade or business or as principal agent or servant for any person, firm or company

4. Your employment is transferable to any of the group companies in India or abroad.

5. Leaves :-

You shall be entitled to avail leave and other benefits applicable to you as per the company policy, in force and/or which may be revised from time to time. Leave of any type can be taken, in excess of this would be treated as leave without pay. Leave will have to be pre-approved by your manager. Refer to leave policy in the HR Handbook.

6. Performance Appraisals :-

Your performance and promotion readiness will be assessed on the basis of your competency and skills, the results of your work, the value you contribute to successful project delivery and client development efforts, and your demonstrated stewardship and commitment to the Company.

You will be eligible for a promotion and salary review assessment in the next appraisal cycle as per company policies. Your emoluments will be reviewed on an annual basis. Please note that eligibility for promotion assessment does not automatically qualify you for promotion but only makes you entitled to be evaluated for a possible selection to the next level.

7. Probation and Notice Period:- (depending on designation)

Employees at the level of **Analyst** will be on probation for a period of six months. During this time the notice period will be **Thirty** days or salary in lieu thereof, on either side. On the completion of probation period, the notice period will be **Sixty** days or salary in lieu thereof, on either side.

8. Provident Fund:-

You will be entitled to become a member of PF scheme, which is governed under the Employee Provident Fund Act, 1952. The current rate of contribution is 12% of basic per month (however, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance) and equal contribution will be made by the company, which will be a part of gross emoluments.

9. Medical Scheme:-

You will be eligible to participate in Company's Group Medical & Term Life Insurance Policy as applicable to your category of employees.

10. Gratuity:-

Applicable as per the Government Regulation.

11. Income Tax:-

Income Tax will be deducted as applicable from your salary. You shall be responsible to the company for all Taxes and obligations. Company shall not be liable for any misstatement or declaration. Permanent Account Number (PAN) is mandatory.

12. Customary Bonus:-

The Customary bonus will be payable in the month of your anniversary date and will be based on your prevailing CTC salary as of your anniversary date. This Bonus payment will be subject to prevailing customary bonus policy.

Please note that your compensation is confidential information. Under no circumstance you should divulge your compensation details to anybody within or outside the organisation, without written permission from the organisation. Any non-adherence to this clause will be constituted as indiscipline and could lead to action as per the HR policies of the organisation, including termination from the services of the organisation without any notice or notice pay.

Please ensure that by accepting this offer, you warrant that before your date of Joining with the company you will clear all the pending issues with your previous organisation and GDRC is not liable to make any payments in respect of the same. By accepting this offer, you also accept the terms and conditions of Non disclosure agreement and HR policies of the Company. The full terms and conditions of your employment are as detailed in the GD Research Center Private Limited staff manual which will be provided to you on your commencement date.

Please contact Human Resources (040-67426702) if you have any questions. In the meantime, we look forward to you commencing employment with us and hope that it proves to be the start of a long and successful working relationship.

By accepting this offer, you also hereby declare that you have never indulged in any criminal activity and convicted for any criminal or illegal activities. You also declare that there are no legal cases pending against you as on this date

Annexure "A"

Date: 05 March 2021

Name: Aditya Kishore Chaturvedi
Designation: Analyst

Compensation details with effect from 08-Mar-21 are as given below -

Component	Annual Gross (INR)	Monthly Gross(INR)	Particulars
Basic	135000	11250	Base Pay
HRA	112500	9375	House Rent Allowance (Tax exempted as per prevailing IT Act)
Medical allow/reimbursement	15000	1250	Tax exempted if used for domiciliary medical expenses as per prevailing IT Act.
Conveyance Allowance	19200	1600	Non taxable as per prevailing IT Act.
Provident Fund contribution 12%	21600	1800	Employer contribution towards Provident fund which is payable on Basic. However, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance.
Customary Bonus*	31500	2625	Annual Component & will be paid after completion of each full year of service as per company's Policy
Special Allowance**	45000	3750	This component will be treated as part of customized pool of allowance for tax computation under IT Act
Customized pool of allowances**	70200	5850	
Gross Compensation	450000	37500	
Gratuity @ 4.81% on Base Salary	6494	541	Paid as per Gratuity Act.
TOTAL CTC	456494	38041	Cost to Company

* Customary Bonus is a yearly fixed component and will be paid after completion of each full year of service as per company's policy.

** Special Allowance/Customized Pool of allowances

You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

Component	Maximum Limit	Remarks
Meal Allowance(Optional, Will be adjusted against Special Allowance/Customized pool of allowance)	26,400	Tax exempted, if opted for meal vouchers
Gift Coupons	5,000	Tax exempted If opted (Coupons will be issued at the end of each Financial Year)
Children Education Allowance	2400	Can be availed up to 2 Children

** Special allowance/Customized pool of allowances components which are opted are exempted as per the prevailing tax regulations and once opted they need to be continued for rest of the financial year.

Yours sincerely

Praveen Kumar Chanda
Head - Human Resources, APAC

GD Research Center Private Limited

3rd Floor, Jyothi Pinnacle, Survey No.11, Kondapur Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad-500081 Telangana Tel:040-67426700. Email:hrindia@globaldata.com, Fax:+91-40-67426709 Reg No:U74130TG2006PTC050526, Website:www.gdresearchcenter.com

Acceptance of offer

I understand and accept all the terms & conditions of employment mentioned in the 'Offer of Appointment'. I confirm that there have been no other commitment made during the hiring process other than those specified in the offer letter. (Example Salary Hike, Promotion, transport facility etc). Please clarify in case any such commitment was made during the offer process.

Candidate's Signature

Date:

Place:

GD Research Center Private Limited

3rd Floor, Jyothi Pinnacle, Survey No.11, Kondapur Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad-500081 Telangana Tel:040-67426700. Email:hrindia@globaldata.com, Fax:+91-40-67426709 Reg No:U74130TG2006PTC050526, Website:www.gdresearchcenter.com



ITC Limited
8th Floor, Shalimar Titanium,
Shalimar Corporate Park,
TC/G-1/1, Vibhuti Khand,
Gomti Nagar, Lucknow
Pin : 226010 India
Tel.: +91 522 7110002 / 7110045
Fax: +91 522 7110043

Placement Office
Jaipuria Institute of Management
Lucknow

Date: 01.02.2021

Dear Sir/Madam,

Sales Trainee Placement

We are pleased to announce selection of below student (s) for careers with ITC Limited:

1. Aditya Kumar Singh

This offer is subject to:

1. The above being declared medically fit for employment by the company's panel of doctors.
2. The above passing the course successfully on schedule.
3. Appropriate replies from the student referees.

We thank the placement committee for their cooperation.

Yours faithfully,

Human Resources



PRIVATE AND CONFIDENTIAL

Reference No. - 1384023187
Applicant ID - 4326452

12-Feb-2021

Aditya Singh

Dear Aditya,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : anushka.jain@icicibank.com

Telephone No. : +91-9004495683

Yours sincerely,

ICICI Bank HR Team

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384023187
Applicant ID - 4326452

12-Feb-2021

Aditya Singh

Dear Aditya,

We are pleased to make you an offer of appointment as Deputy Manager (Band II) in ICICI Bank. You will be placed in BBG-BUSINESS LOANS GROUP at RAE BARELI - COURT ROAD_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join our Bank on 08-Mar-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

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Fax: (91-22) 2653 1122
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Vadodara 390 007, India.

Aditya Singh

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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Aditya Singh

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement
 - c) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; and
 - d) Suppression of any material information by you.
 - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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Vadodara 390 007, India.



: 4 :

Aditya Singh

• **General:**

- Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Kiran Reddy
ASSISTANT GENERAL MANAGER

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature

Digitally signed by YERUVA KIRAN KUMAR REDDY
Date: 2021.02.12 14:40:15 +05:30
Reason: Offer letter
Location: Mumbai

of

Applicant

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
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Website www.icicibank.com
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Regd. Office : ICICI Bank Tower,
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Vadodara 390 007, India.

Aditya Singh

Annexure:

Remuneration:

- Your Base Salary will be Rs. 198,000/- (Rupees One Lakh Ninty Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,07,100/- (Rupees One Lakh Seven Thousand One Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 99,000/- (Rupees Ninety Nine Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 29,700/- (Rupees Twenty Nine Thousand Seven Hundred only) per annum.

Aditya Singh

Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Loans: Your overall loan entitlement is Rs.500,000/-(Rupees Five Lakh only) at an interest rate of 2.5%. The details of the ICICI Bank loan scheme are attached herewith.

Digitally signed by YERUVA KIRAN
KUMAR REDDY
Date: 2021.02.12 14:40:16 +05:30
Reason: Offer Letter
Location: Mumbai

Signature of Applicant



JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photo copies) are required to be uploaded:

- a) Self-attested copies of educational certificates and marksheets (Xth/XIIth/ Graduation/ Post graduation)
- b) Latest Curriculum Vitae
- c) Passport size Photograph (against Red background)
- d) Address proof (Passport/Voter id/Ration card)
- e) PAN Card
- f) Copy of appointment letter duly signed by you as acceptance of terms and conditions of appointment.

You are required to carry all original documents for verification on the day of joining.

ICICI Bank Limited
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Bandra-Kurla Complex
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Old Padra Road,
Vadodara 390 007, India.



Remuneration Details		
Name: Aditya Singh		
Position: Deputy Manager (Band II)		
Group: RETAIL BANKING GROUP		
	Deputy Manager (Band II)	
	Monthly	Annual
Basic	16,500	198,000
HRA	8,250	99,000
Supplementary Allowance *	8,925	1,07,100
Superannuation Allowance **	2,475	29,700
Total	36,150	4,33,800
Retirals		
Retirals (PF, Gratuity) ***	3,354	40,248
Total CTC	39,504	4,74,048
Performance Linked Retention Pay #	5,833	69,996
Cost of Loans ##	4,167	50,004
Total (incl PLRP & Loans)	49,504	5,94,048
* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance		
# Performance Linked Retention Pay payout would be as per the policy of the Bank. Please note that there is no minimum guaranteed payout.		
*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.		
## Overall loan entitlement is Rs.5 Lakh @ an interest rate of 2.5%		

Date : 12-Feb-2021

Digitally signed by YERUVA KIRAN KUMAR REDDY
Date: 2021.02.12 14:40:16 +05:30
Reason: Offer Letter
Location: Mumbai

ICICI Bank Limited
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Bandra-Kurla Complex
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Loan Scheme

You will be eligible for Rs. 500,000 (Rupees Five Lakh only) of education loan at the interest rate of 2.5% per annum. The following terms and conditions will be applicable.

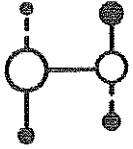
Terms and conditions:

- a) Sanction of loan will be at the sole discretion of the Management.
- b) The tenure of repayment is 5 years. The monthly installment and interest will be recovered from monthly salary.
- c) The entire loan outstanding will have to be repaid at the cessation of service.
- d) In case of separation from bank's services, employee should settle full outstanding staff loans before the last working day. In case of delay in loan repayment under exceptional circumstances, either on account of being taken over by the new employer/bank/financial institution or on account of being paid out of retirement accumulation, commercial interest @ 24% p.a. will be charged from last working day till the date of repayment.
- e) All new loans will require the beneficiary to provide a "guarantor" who would underwrite the loan in case of default. The employee and the guarantor need to complete the process of signing the 'Guarantee and Indemnity' form and also provide adequate income proof of Guarantor. Personal guarantor cannot be an existing employee of the Bank.
- f) All loan disbursements shall be subject to the Bank fulfilling its requirement of obtaining critical information like PAN details, proof of permanent residential address, and copy of driving license and/or passport details.
- g) Loan can be availed for only making payment to the existing Education Loan in any Bank/Financial Institution.

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Vadodara 390 007, India.



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7 February, 2021

Aditya Srivastava
S/O Mr. K.K Srivastava48,
Gulmohar Colony, Aishbagh,
Near Ranjana Nursing Home,
Lucknow- 226004

Dear Aditya,

Congratulations! On behalf of everyone, we are delighted to offer you the role of 'Business Development Representative' as a full time opportunity at **Hubilo Softech Private Limited**. We are aiming for a start date of **11 February, 2021** and you will be at your base location in the current context of pandemic until the Company takes an informed decision.

Hubilo is rapidly evolving & revolutionizing the Virtual Events space and we are confident that with such a differentiated and evolving approach, we are in a strong position to take it miles ahead. We are at our best to create a workplace that is teaming with intelligent and creative minds, and where ownership, risk and initiative taking is rewarded and reinforced on a continuous basis. After getting to know you the past few weeks, it is clear that your talent, goals and values are a perfect match for our team, and we are certain that this position will offer you an excellent opportunity for personal growth and provide a real challenge in the disruption we are creating.

The terms of our employment conditions are outlined in the subsequent pages for your reference; they become binding on you from the date of joining. A summary of your compensation package is given below, and a breakup is listed in Annexure A.

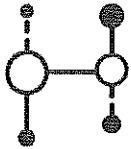
1. Annual Fixed Compensation of **INR. 7,00,000/-** per annum, subject to application tax deductions.
2. Annual Variable pay of **INR. 70,000/-** payable in addition to your fixed salary. The payment will be contingent on the Company's overall performance and subject to your individual performance.
3. Incentive linked Bonus pay of **INR. 2,80,000/-** . The Incentive plan is uncapped. We will share the detailed incentive plan upon joining. Ramp period is of 30 days from the date of joining.

Hubilo Softech Pvt. Ltd.

Block -A-2301, Privilon, B/h. Iscon Temple, Ambli-Bopal Road,
S.G. High Way, Ahmedabad, Gujarat-380054

CIN: U72200GJ2015PTC083513 GST: 24AADCH6343R2Z4

+91 9724 742 410
social@hubilo.com
www.hubilo.com



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We'd love to answer any questions that you might have about this offer and it would be great to hear back from you on or by **8 February, 2021**. We trust that you share our vision and fully expect that you will make a major contribution towards the success of the Company.

We look forward to your joining.

For Hubilo Softech Private Limited

Anita Menon
Senior Vice President
Talent & People

Hubilo Softech Pvt. Ltd.

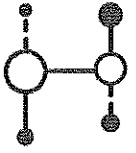
📍 Block -A-2301, Privilon, B/h. Iscon Temple, Ambli-Bopal Road,
S.G. High Way, Ahmedabad, Gujarat-380054

CIN: U72200GJ2015PTC083513 GST: 24AADCH6343R2Z4

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**Annexure 1
Total Compensation**

Components	INR per annum	Remarks
Fixed Salary	INR 7,00,000	Fixed salary includes all allowances and Employer Contribution to PF as per Company policy.
Variable pay	INR 70,000	Variable pay is contingent on the Company's overall performance and your individual performance. The terms of the variable pay will be revised each year in accordance to the Company's policy.
Total Cash Compensation	INR 7,70,000	Subject to tax deductions
Benefits		
Health & Accident Insurance Benefit	INR 7,00,000	a) Group Medical Insurance policy for Self, Spouse, 2 kids [up to 25years of age] and dependent Parents or in-laws b) Group Accident Insurance Cover up to 3 times of CTC

Your total annual On Target Earnings (OTE) is targeted at INR 10,50,000

Break up of Cash Compensation

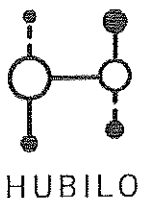
Components	Annual	Monthly
Fixed Salary	700000	58,333
Performance pay	70000	-
Total Cost to Company	770,000	58,333
Basic Salary	280,000	23,333
HRA	112,000	9,333
Special Allowance	284,600	23,717
Total Gross Salary	676,600	56,383
<i>Less:</i>		
Employee PF Contribution	21,600	1,800
Professional Tax	2,400	200
Net Salary [Before Tax]	652,600	54,383

Hubilo Softech Pvt. Ltd.

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Employment terms

1. **Duties and Responsibilities** Your designation and your broad duties and responsibilities remain as discussed with you. The Company reserves the right to assign to you such other duties and responsibilities as may be considered advisable or necessary in the Company's interests, and at the sole discretion of the Company. They shall be communicated to you as and when the changes are made.

2. **Probation:** - You will be on a probation period of 3 (three) months from the date of joining. During the probation period or extended probationary period and/or expiry of probation period, you may be terminated from the services of the company if your performance is not found satisfactory without any notice or payment in lieu of notice. On successful completion of your probation period, you are entitled to receive a confirmation letter in writing by the management.

3. Increments and Promotions

Salary revision, promotions and increments will depend on the Company's performance & your individual performance and as per the Company's policies as applicable from time to time, during the course of your employment.

4. Place of work & Mobility

Your principal place of work remains as mentioned in your offer letter. You may be required to provide services to the Company, or to any of its subsidiaries, affiliates or associate companies (the "Associated Companies"), in any location within or outside India, as and when the need arises, and the same shall be communicated to you in time. Your working hours, leaves, new assignments and locations are automatically governed by your service conditions, the Company's policies (as modified at the Company's sole discretion from time to time) and as permitted by applicable law, in addition to what is mentioned here.

5. Confidentiality

You acknowledge, agree and commit that, as part of your employment hereunder:

5.1 You will maintain absolute confidentiality and unless directed by the Company, either during the continuance of this engagement or thereafter, not disclose, divulge, or communicate to any third party whatsoever any information relating to the trade or business of the Company, Associated Companies or third parties including the business, financial, legal, technical or any other information, data, strategies, plans, methods, processes, intellectual property, activities; or relating to the prices paid or charged by, or the customers or suppliers of the Company or its Associated Companies.

5.2 You agree that at any time during the term of your employment, you will execute all non-disclosure agreements or similar agreements as may be required by the Company, Associated Companies,

Hubilo Softech Pvt. Ltd.

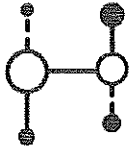
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employees, contractors and/or customers/clients with respect to any confidential information of the Company

5.3 This Agreement and its contents are confidential information, and you undertake to maintain strict confidentiality in relation to the same. Any breach of confidentiality will lead to immediate termination from the Company without the requirement of any notice being provided to you.

6. Intellectual Property Rights

6.1 You acknowledge and agree that any works [including any research, writings, drawings, diagrams, designs, specifications, manuals, instructional and other materials, and computer code and programs ("Works")] that you may conduct or create during your employment period, either on the premises of the Company or otherwise; including with regard to patents, improvements, discoveries, creation of software, generating copyright or any other form of intellectual property, whether protected under law or not, is being carried out on behalf of the Company and is 'work made for hire' on behalf of the Company. The Company will be the owner of your right of authorship in such Works and you hereby assign to the Company your right of authorship, including copyright ownership, performance rights and all other rights in and to such Works and agree to execute any document deemed necessary by the Company in connection therewith. You agree that you will promptly disclose to the Company any and all inventions/Works, whether or not patentable, relating to the products, services, commercial or other endeavors of the Company during your employment period or post termination of the employment period, which you may invent, discover, develop or learn arising from and in connection with your employment during the employment period. You agree that such inventions/Works are the exclusive and absolute property of the Company and the Company will be the sole and absolute owner of all intellectual property rights, including but not limited to patent, copyright, trade secrets, and any and all other rights in connection therewith. If ownership of all rights, title and interest of any invention/Works does not vest exclusively in the Company, you will hereby assign to the Company, without further consideration, the ownership of all inventions/Works, including the right to sue for any past or future infringement thereof. This assignment will extend to inventions/Works that now exist and also to inventions/Works not currently in existence.

6.2 By this Agreement, you hereby irrevocably transfer and assign to the Company all intellectual property rights created either by you or in the course of your employment for the Company as part of your terms and responsibilities in the Company. Intellectual property rights include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of intellectual property, anywhere in the world; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in intellectual property and, (v) all extensions and renewals thereof; (vi) causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.

6.3 You hereby agree to assist the Company to obtain for the Company and enforce patents, copyrights, mask work rights, trade secret rights and other legal protections for the Company's intellectual

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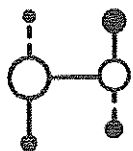
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property in any and all countries, including executing any documents that the Company may reasonably request for use in obtaining or enforcing such patents, copyrights, mask work rights, trade secrets and other legal protections. Some of these obligations may survive the termination of your employment and you agree to provide such assistance as may be reasonably requested by the Company.

6.4 You specifically agree and confirm that during the course of your employment with the Company you will not use, access, disclose or infringe any trade secrets, confidential or proprietary information or intellectual property of your previous employers or of any other third party, without due authorization and prior written confirmation from the owner/s of such intellectual property.

7. Performance of duties & conflict of interest

7.1 As a full time employee, you will not perform or engage in any freelance, consulting work or in any other capacity outside the Company, whereby you may earn or receive, directly or indirectly, any remuneration; without the prior written consent of the Company.

7.2 You will not borrow or accept any money, gift, reward or compensation for your personal gains from; or otherwise place yourself under pecuniary obligation to any third party; including those with whom you may be having official dealings on behalf of the Company.

8. Non-Compete & Non-Solicit

You represent and warrant the following:

8.1 **Non- Compete:** During your employment period and for a period of at least 1 year post termination of your employment period, you are restrained to directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of the Company nor engage in any activity that conflicts with your obligations to the Company;

8.2 **Non-Solicit Business:** During your employment period and for a period of at least 1 year post termination of your employment period, you will not solicit, endeavor to solicit, influence or attempt to influence any clients, existing or prospective clients or other persons, directly or indirectly, to receive services/purchase products in lieu of Company's products and/or services, from you or any other person, firm, corporation, institution or other entity in the same or similar business as that of the Company;

8.3 **Non-Solicit Personnel:** During your employment period and for a period of at least 1 (one) year post termination of your employment period, you will not solicit, endeavor to solicit, influence or attempt to influence any person employed, retained or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of or directly or indirectly offer services, in any form or manner to either himself or to any person or entity which is in the same or similar business as that of the Company.

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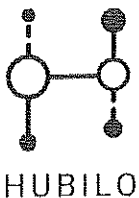
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9. Disclosure of Information

During the term of your employment with the Company, you are required to disclose all information including any material or relevant information, which may affect your employment with the Company, either currently or in the future; or which may be in conflict with the terms of your employment with the Company, either directly or indirectly. If at any time during your employment period, the Company becomes aware and is of the opinion that you have suppressed any material or relevant information required to be disclosed by you, or that you have provided the Company with misleading or inaccurate information, the Company reserves the right, at its sole discretion, to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you, irrespective of the period that you may have been employed by the Company.

10. Separation

10.1 This Agreement is terminable by either party, by giving 30 (thirty) days prior notice in writing to the other party. Notwithstanding the above, you may request the Company to waive the notice period and the Company may relieve you any time during the period of notice at its sole discretion and without payment in lieu thereof.

10.2 Notwithstanding anything set forth in this Agreement, the Company will have the right to terminate your employment with immediate effect by a notice in writing (without payment in lieu of notice period) in case:

10.2.1 You commit any breach of terms of this Agreement, material breach of any of your duties and responsibilities under this Agreement or of the Company policies or other documents or directions of the Company;

10.2.2 You commit any act of misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct, lack of integrity, embezzlement, misappropriation or misuse by you of the Company's property, insubordination or failure to comply with the directions given to you by persons so authorized by the Company, insolvency, irregularity in attendance, your unauthorized absence from the place of work for more than 5 (five) working days, conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its Associated Companies, clients or any similar reason.

10.2.3 You are in breach of applicable laws of India, including arising due to any criminal offense or moral turpitude.

10.2.4 The Company learns at any point in time that the information provided during your interview or in your application form or post joining, is false.

10.3 On termination of your employment and before you are relieved or provided a relieving letter, you will immediately return to the Company all correspondence, specifications, formulae, books, documents, equipment, laptop, design documents, source codes, including all proprietary or

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confidential information etc., belonging to the Company, Associated Companies, clients and third parties; and you shall not make or retain any copies of this information, documents or materials. In the event that the Company directs you to destroy any such information, documents or materials, you shall forthwith do so and provide a written certification to that effect to the Company. Notwithstanding the termination of the Agreement, you will continue to be bound by the terms of this clause.

10.4 Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects etc.

11. Taxes

The Company shall not bear any personal income tax on salary; allowances or benefits paid or deemed to be paid to you. All payment by the Company to you shall be subject to applicable taxes, including without limitation tax deductible at source.

12. Retirement

Employees will retire from their job on the last working day of the month during which they attain 60 (sixty) years of age. For this purpose, the official record of date of birth with the Company will be the same as specified by you in the application form at the time of joining the Company.

13. Adherence to Company Policies

13.1 You agree to conform to and comply with all the Company's policies and such directions as may from time to time be given by the Company.

13.2 You shall be bound by the Company's policies which shall form an integral part of your Employment Agreement. The Company reserves the right to modify and / or amend its policies from time to time, based on its current or future business necessities, statutory requirements or for any reason whatsoever. A copy of such amendments, modifications to the new policies will be sent to you for your records and the same will not be construed as requiring your consent for such amendments and/or modifications. You hereby agree to be bound by the Company's policies and to any modifications/amendments to the policies during your employment with the Company.

13.3 In the event of your breach of any of your obligations as required per the policies (as amended from time to time) of the Company, the same shall be treated as a material breach of this Agreement and the Company reserves the right to terminate your employment without notice or compensation thereof, as per applicable laws.

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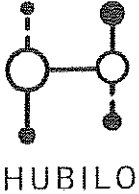
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14. Change in terms and conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of your deputation on international assignments during the course of your employment. You hereby agree to be bound by the applicable terms and conditions of employment during your deputation period.

15. Representations and Warranties

You represent and warrant that:

15.1 Your employment with the Company will not violate, breach or otherwise conflict with any agreement to which you are or have been a party to.

15.2 You have completed (to the satisfaction of the Company) all of your obligations under this Agreement, and under any agreements entered into with any other company, person or entity that previously employed or contracted with you and which would affect your acceptance of the terms and conditions under this Agreement. You further warrant that any previous employment contract and/or relationships have terminated and/or expired prior to your date of joining the Company.

15.3 You have not and will not inappropriately use, or attempt to use, infringe or disclose any confidential or proprietary information obtained from your previous employer, a third party or otherwise.

15.4 You will comply with all of the Company's policies and standards in effect from time to time and shall perform your services in a professional manner and in a manner consistent with the ethical and professional standards of the Company and as applicable to the services provided by you hereunder.

15.5 You possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully and rightfully perform the services as required hereunder.

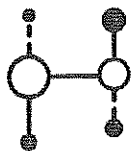
15.6 You agree to pay all direct/indirect damages, and indemnify, defend and hold harmless the Company, its Associated Companies, its officers, directors, employees, agents and shareholders (other than yourself), from and against any and all claims, actions, proceedings, liabilities or losses including, without limitation, reasonable lawyers' fees, arising from breach of terms of this Agreement, or any other agreements with the Company.

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16. Jurisdiction

This Agreement shall be governed by the laws of India and any dispute arising out of the Agreement and corresponding employment terms of service shall be subject to the exclusive jurisdiction of a competent court in Ahmedabad.

I accept the offer and employment terms and conditions.

Signature:

Date:

Hubilo Softech Pvt. Ltd.

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Deloitte Tax Services India Private Limited

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Phase-IV,
Udyog Vihar, Gurgaon,
Haryana - 122015

Tel: +91 0124 6292000
www.deloitte.com

03/11/2021

Ms. Afreen Sahadat
29-Jopling Road, Rohtas Vintage Apartments, Flat no.-302
Near Butler Palace,
Lucknow - 226001

Subject: Offer of Employment

Dear Afreen Sahadat:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Gurgaon**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **May 24, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.5,50,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.70,000/-** subject to your reporting for full-time employment on **May 24, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **May 24, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Afreen Sahadat, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Tax Services India Private Limited

Best regards,

DocuSigned by:

Jennifer Miriam Cynthia

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Authorized Signatory

Ms. Afreen Sahadat

Acceptance

I, **Afreen Sahadat**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:

C4D2AC5D405E490...

Signature

03/11/2021

Date

Annexure A

Ms. Afreen Sahadat

Consultant I - Tax

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	16,050	1,92,600
House Rent Allowance (HRA)	8,025	96,300
Special Allowance ^{1a & 1b}	10,681	1,28,172
Leave Travel Allowance ²	1,605	19,260
Meal Card ³	2,200	26,400
Differential Allowance(L)	5,347	64,164
Employer's contribution to PF	1,926	23,112
Total Salary (in Rs.)	45,834	5,50,008
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business . . .	
Medical Insurance Premium ⁴	1,870	22,440

* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

¹ All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

Employee in Level -	<i>^{1a} Communication Expenses</i>	<i>^{1b} Fuel Expenses</i>
Analyst	<i>Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.</i>	<i>Petrol / Insurance / Repairs & Maintenance</i>
	Rs.3,000/- per month	Rs.7,500/- per month

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current requisite valuation rules.

Nature of Expenses	Own Vehicle -Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.



Afreen Sahadat

Gurgaon

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Tax Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **BPTP Crest, Plot No 15, Phase IV, Udyog Vihar, Gurgaon, Haryana - 122015** (the "Employer") as **Consultant I - Tax** and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Consultant I - Tax** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

Signatory, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my

possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the

period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: *Personnel* and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: *Deloitte Property*.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST-EMPLOYMENT OBLIGATIONS

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

Entity is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Tax Services India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Effective as of **May 24, 2021**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:
DELOITTE TAX SERVICES INDIA PRIVATE LIMITED



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Date

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

EXHIBIT C

Proceedings

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature Name Date

EXHIBIT D

Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

Deloitte Tax Services India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Tax Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT (“Employment Agreement”)

You will be expected to sign the Employer’s Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release (“APR”) 213 is the Employer’s policy prohibiting harassment. Deloitte LLP's subsidiaries located in India (“Deloitte India (Offices of the US)”) are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer’s policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)’s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloittenet.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **May 24, 2021**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name



Dear Afreen Sahadat,

On behalf of **Deloitte Tax Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Consultant I - Tax** pursuant to the terms and conditions of your offer letter dated **May 24, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department