



दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स Delhi College of Arts & Commerce

(दिल्ली विश्वविद्यालय)
(University of Delhi)

नेताजी नगर, नई दिल्ली-११००२३
Netaji Nagar, New Delhi-110023
दूरभाष/Tel. : 011-24109821, 26116333
फैक्स/Fax : 011-26882923
ई-मेल/E-mail : principaldcac@gmail.com
URL : http://dcac.du.ac.in

संदर्भ सं./Ref. No.....

दिनांक/Date.....

Supporting Document for 5.2.1

This document (with 453 pages) compiles proofs for student placements for the years 2018-19 till 2022-23.

प्राचार्य / Principal
दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स
Delhi College of Arts & Commerce
दिल्ली विश्वविद्यालय / (University of Delhi)
नेताजी नगर, नई दिल्ली-110023
Netaji Nagar, New Delhi-110023



KPMG Resource Centre Private Limited
 Building No. 10,
 5th Floor, Tower-C
 DLF Cyber City, Phase – II,
 Gurugram – 122 002, India

Telephone: +91 124 612 8500
 Fax: +91 124 612 8700
 Internet: www.kpmg.com/in
 Email: indiawebsite@kpmg.com

14 July 2023

Priyanka Luthra
 G-5/199 sector 16, Rohini delhi,
 Rohini-110089

Dear Priyanka,

On behalf of **KPMG Resource Centre Private Limited** (the 'Company'/ 'Firm'/ 'Employer'), I am pleased to offer you the position of **Audit Associate 1** in **Audit** with the Company. You will be reporting to **Vipresh Bansal** or such other person as authorized by the Company.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **07 August 2023**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the 'Probation Period') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('Company Policy'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the 'Confirmation Letter'). The Company may at its discretion, extend the probationary period for a further period if the situation demands. Until such Confirmation Letter is issued, you are deemed to be on probation.

Provisional Offer

The offer is conditional upon you being eligible to work in India. It will be your responsibility to ensure that you continue to be eligible to work in India during the course of your employment. This offer is subject to the successful completion of the academic course which you are currently pursuing..

The offer also is subject to your completion of, to the Company's satisfaction, comprehensive background screening procedures, including without limitation, education, employment, residence, identity and other verifications; criminal records and civil database checks; and various compliance authority checks. You agree to provide to the Company and/or any background screening service provider of the Company all information necessary to conduct such background screening procedures within 5 days, and hereby represents and warrants that such information provided is and will be accurate and complete. You further consent to the collection, storage and independent verification of the information provided to the Company

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CIN U74140HR2005PTC085834

Registered Office:
 Building no. 10
 5th Floor, Tower C
 DLF Cyber City, Phase II
 Gurugram – 122 002, Haryana



and/or any background screening service provider of the Company by the Employee for such employment purposes in terms of Clause 12 of this Agreement.

In the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, the same shall constitute breach of discipline and your services will be liable to be terminated with immediate effect without notice and with no liability to make any further payment to you.

The terms and conditions of your employment with the Company shall be as follows:

1. Your General Duties

- 1.1. Your immediate Performance Manager will communicate the details of your role and work responsibilities in the initial weeks of joining the Company. During your employment, the Company may require you to work on any project that you are assigned to, or any technical platforms/ skills and nature of the project, in





Candidature with KPMG -
Documents - ****URGENT and
CRITICAL**** Inbox



Lakshman, Ramesh Kaushik 5:16 PM



to ▾

Dear Candidate,

Congratulations on being selected for the role of
Audit Associate 1, with KPMG Global Services.

As we get close to your DOJ, we are now initiating
the document collection process for you.

Please share the documents list as stated below
along with the instructions which must be strictly
followed. The documents may be shared to this
email ID only : rameshkaushikl@kpmg.com

Your DOJ would be on the 20th of November'23.

The deadline to submit all these documents without
fail is the **18th Oct by max 2PM.**

Please treat this as an important note and request
you to share the below mentioned documents as
per the instructions.

Private & Confidential

25 January 2023

To,
Candidate name: Arushi Bansal
S/o/ D/o: Mr. sandeep bansal
College Name: Delhi College of Arts and Science
Aadhar card no.: 8233 9849 8058

Congratulations

We thank you for taking the time to attend the interview process of KPMG Resource Centre Private Limited (KRC) ("Firm", "We" "Our"). The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Audit Associate at KRC.

Your anticipated joining date is 6/1/2023 at Gurgaon office location. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

This letter confirms our intent to offer with respect to your employment, subject to your completing your educational certifications/ degrees and upon receiving and being satisfied, with the background checks on your academic and professional qualification, any criminal records and any judgments relating to debts or insolvency thereof and your residential address falling under coverage of our transport "Hiring Zone".

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

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

Signature valid

Signed By: ANURICHA
CHANDER
Location:
Signing Date: 27.01.2023
21:30



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

Yours sincerely,

For **KPMG Global Services Private Limited**

Accepted and Agreed

Anuricha Chander
Associate Partner - Human Resources

Authorization:

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure. You hereby give consent to [KPMG, KPMG Global Services Private Limited (KGS) or KPMG Resource Centre Private Limited (KRC) or KPMG Global Delivery Centre Private Limited (GDC) to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

No binding obligation:

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

Name – Arushi Bansal

Dated -01-02-2023

Signature valid

Signed By: ANURICHA
CHANDER
Location:
Signing Date: 27.01.2023
21:30



Date: 15-Mar-2023

To,

Allina Tiwari
Raipur, Chattisgarh
India

Dear Allina,

Thank you so much for attending the interview process. It was nice interacting with you and knowing more about you, and your professional background.

We are delighted to let you know that you have been selected for the position of **Associate** at MSC. We look for high potential, talented candidates who demonstrate clear potential to deliver performance against our business needs.

As **Associate**, you will start on an annual package of **INR 8,40,000 per annum (Indian Rupees Eight Lacs Forty Thousand Only)** In addition, you will participate in company's bonus program (subject to fulfillment of all other aspects and MSC policies governing payment of bonus).

Probation period - Six Months

Your employment will be confirmed subject to satisfactory completion of background verification and/or reference checks, which may occur at any time after your effective start date.

Other benefits / reimbursements available to you are given per **Annexure-I**.

Upon receipt of this communication, **please acknowledge the acceptance of our offer, along with confirming your date of joining at our Delhi office, by 20-Mar-2023.**

We look forward to working with you at MSC as we move towards strengthening the Digital Financial Services sector of Asia and Africa.

Best regards,



Subir Vyas
Chief Human Resources Officer

Annexure-I

Position : **Associate**
Salary : **INR 8,40,000 per annum.**

Particulars	Annually (INR)	Monthly (INR)
Basic	420,000	35,000
House Rent Allowance	210,000	17,500
Special Allowance	42,000	3,500
Personal Allowance	168,000	14,000
Gross Salary	INR 840,000	INR 70,000
<i>Deduction:</i>		
- Provident Fund (<i>employee contribution</i>)	21,600	1,800
- Taxes (<i>as applicable</i>)		
Annual Bonus**(max)	INR 210,000	

Other Provisions : 1. Laptop`
2. Sim Card with usage up to INR 1,000 per month
3. Internet Data Card with unlimited usage

Additional Benefits : 1. **Bonus (You will be eligible to participate in the company's variable pay (bonus) program, and as per company policy your eligibility will commence after completing one years' clear service with the company. The eligibility will arise in the immediate next pay-out cycle after completing one years' service. Please note that bonus pay-outs are dependent upon company performance and employee performance.)
2. Employee Life and Health insurance cover.
3. A relocation expense of INR 5,000 (pre-tax) will be paid after completion of one month, post-joining.



Date: 7th July 2023

OFFER LETTER

Dear Chaitanya,

We are pleased to appoint you for the position of **HR & Finance -Executive**. We extend this offer, and the opportunity it represents, with great confidence in your skills and abilities. You are expected to join our Company on or before **10th July, 2023**.

Your roles and responsibilities will be discussed with you by your Reporting Manager once you are on board. Your employment with us will be governed by the organizational policies.

The following are the terms and conditions of our Company **VISH Recruitment Services**.

Place of Posting: Your place of posting will be at Remote (WFH). However, during employment with the Company.

Increment and Career Progression: Increments are not automatic but any increase in your designation and future prospects in the Company shall entirely depend on your efficiency, hard work, regularity in attendance, sincerity, good conduct and such other relevant factors including your performance, potential for next role and Company's performance.

Termination: On confirmation of your employment, either party- shall give 30 days' notice in writing in lieu thereof to the other for termination of this employment. It is made explicitly clear that if the employee avails any leave during the notice period, the period of notice shall get proportionately extended by the days equivalent to the leave availed during the period.

Code of Conduct

- A. Your designation is merely indicative of the responsibilities, which you are required to carry out. The Company shall be entitled to require you, at any time, to perform any other administrative, managerial, supervisory, or other functions and you will be bound to carry out such functions.
- B. You will devote full time to the work of the Company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
- C. As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or



possession, which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the Company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in service of the Company, you shall not disclose them to anyone.

- D. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- E. You shall maintain and keep in your safe custody such books, registers, documents, and other papers as may be issued to you or may come in your possession and shall return the same when required.
- F. You will forthwith inform the Company of any change in your residential address.
- G. You will observe work timings as applicable to your location and place of work in compliance with the policies.
- H. Upon leaving the Company, you will not take with you any drawing, blueprint or other reproduction or data, tables, calculations, letters or any other writing copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.

Other Terms & Conditions

- A. You will be entitled to leave in accordance with the Company policy.
- B. It is agreed that it shall be open to the Company from time to time to vary any remuneration, benefit, facility or perquisite that may be extended to you on a review of the Company's decision in this behalf.
- C. During the period of your employment with us, if you achieve any invention, process improvement, operational improvement, or other processes/methods, likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use, utilize and such improvements.
- D. Your appointment is subject to submission of your credentials i.e., marks sheets, certificates, experience letter(s), id/address proof etc. and background verification clearance.
- E. Your commission will be on a profit-sharing basis, you will be entitled for 30% share of the profit earned on the positions closed by you. The amount shall be realized as soon as the company receives the amount from the client which will be according to the terms and conditions with the client.

We welcome you onboard and wish you all the success in your career with us. We look forward to your contributions in taking the Company ahead and an exciting work relationship.

Ishaan Davar
Founder- VISH



Declaration and Offer Acceptance

I hereby warrant and confirm that I am not prevented by previous employment terms and conditions, or in any other way, from entering into employment with the Company or performing any of the duties of employment referred to above. I hereby, accept the terms & conditions of the employment offered in totality.

Employee Signature

Name:

Date:

BSR

CHARTERED ACCOUNTANTS



Shradha Taneja

Employee No. : 136680
Emergency No. : 8285602046
Blood Group : B+

BSR & Co. LLP
6th Floor, Advant Tower,
Plot # 07, Sector-142, Noida-201305
District Gautam Budh Nagar, UP

Tel: +91 120 386 8000
Fax: +91 120 386 8999


Issuing Authority

BSR

CHARTERED ACCOUNTANTS

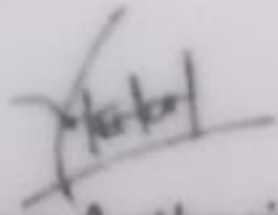


Sparsh Goswami

Employee No. : 136811
Emergency No. : 8979173679
Blood Group : A+

BSR & Co. LLP
6th Floor, Advant Tower,
Plot # 07, Sector-142, Noida-201305
District Gautam Budh Nagar, UP

Tel: +91 120 386 8000
Fax: +91 120 386 8999


Issuing Authority

The transaction with Reference ID 1319050899 is processed successfully.

Payment Of INR 1,74,200.00 to NIFTFASHIODISGINE

Reference ID : 1319050899

From Account Name : HARIOM OVERSEAS

From Account Number : 661905600560

To Account Name : NIFTFASHIODISGINE

To Account Number : 340602050000026

Payment Date : 26/09/2023

Remarks : NIFT AASTHA


Network : NEFT

Beneficiary LEI :

UTR Number :

Put transaction on Hold : N

Pending On →

 Download





GROWLANCE TECH SOLUTIONS PRIVATE LIMITED

WeWork Platina Tower DLF Phase 1, Sector 28,

Gurugram, Haryana-122002

CIN: U74999DL2021PTC3883531

PROOF OF EMPLOYMENT

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Ankit Soni** is currently employed as a **FULL TIME EMPLOYEE** at Cloutflow as a **Senior Brand Solutions (Account Manager)**. He joined the organization on **3rd July 2023**.

His contributions span a wide range of crucial responsibilities, including enhancing brand - creator relationships, bolstering the creators' economy, adeptly designing and managing campaigns, ensuring the utmost client satisfaction, achieving outstanding campaign success, and retaining our valued clients.

Ankit has demonstrated a remarkable aptitude for handling his job role effectively, conducting thorough performance analyses, and skillfully managing client feedback. His unwavering commitment to these responsibilities has been instrumental in our continued growth and success at Cloutflow.

We are confident in his abilities and look forward to his continued contributions to our organization.

Sincerely,

Vanshika Batra
Co-Founder & COO @ Cloutflow



Sasmit Sinha

Emergency No. 9899796320

Blood Group B +

73408





सत्यमेव जयते

Government of India

Form GST REG-06

[See Rule 10(1)]

Registration Certificate

Registration Number : 07BIBPY1871K1ZS

1.	Legal Name	PREETAM YADAV			
2.	Trade Name, if any	RAMSETU ENTERPRISES			
3.	Constitution of Business	Proprietorship			
4.	Address of Principal Place of Business	GROUND FLOOR, NEAR VARDHMAN MALL, SECTOR 19, SECTOR 19, PLOT NO 5, New Delhi, South West Delhi, Delhi, 110075			
5.	Date of Liability				
6.	Period of Validity	From	09/04/2022	To	Not Applicable
7.	Type of Registration	Regular			
8.	Particulars of Approving Authority	Centre			
Signature					
Name		Puneet Sethi			
Designation		Superintendent			
Jurisdictional Office		Ward 61			
9. Date of issue of Certificate		09/04/2022			
Note: The registration certificate is required to be prominently displayed at all places of business in the State.					

This is a system generated digitally signed Registration Certificate issued based on the approval of application granted on 09/04/2022 by the jurisdictional authority.

BSR

CHARTERED ACCOUNTANTS



Piyush Jayachandran

Employee No. : 136741

Emergency No. : 9968140514

Blood Group : B+

BSR & Co. LLP


6th Floor, Advant Tower,

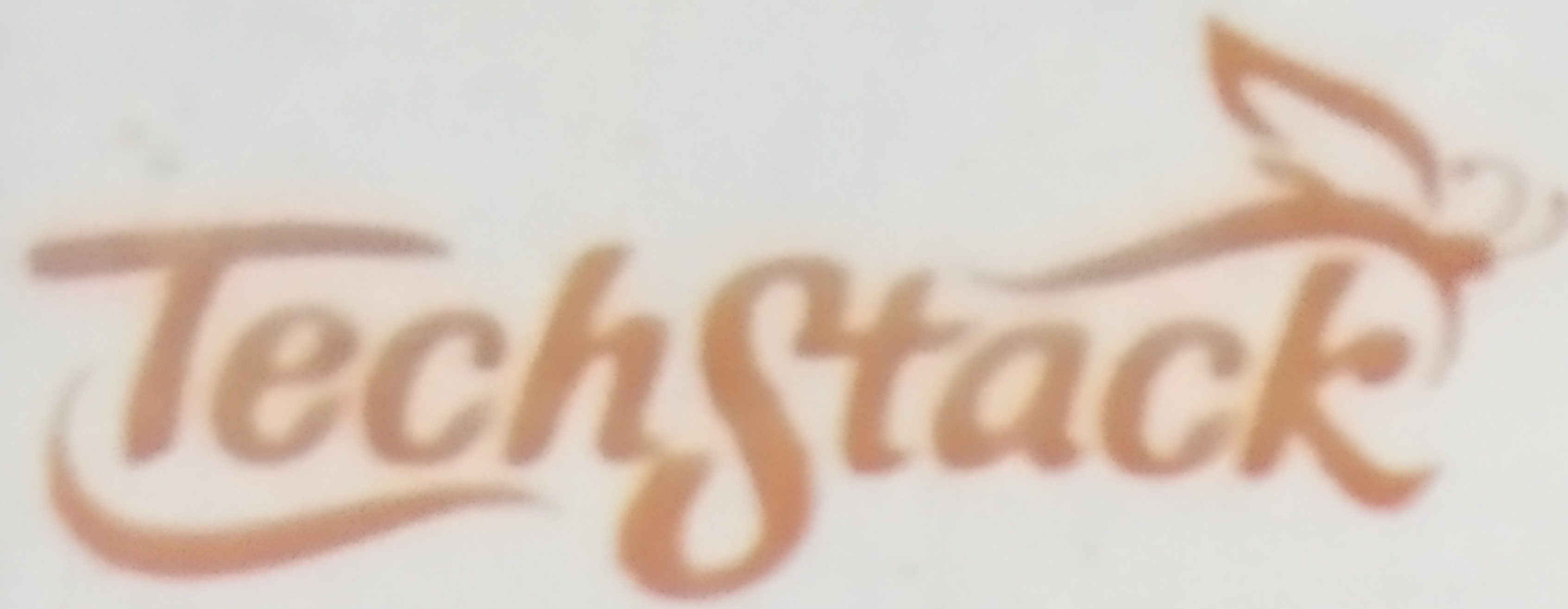
Plot # 07, Sector-142, Noida-201305

District Gautam Budh Nagar, UP

Tel: +91 120 386 8000

Fax: +91 120 386 8999


Issuing Authority



REYEDIN TECHSTACK PVT. LTD.

Students Id Card

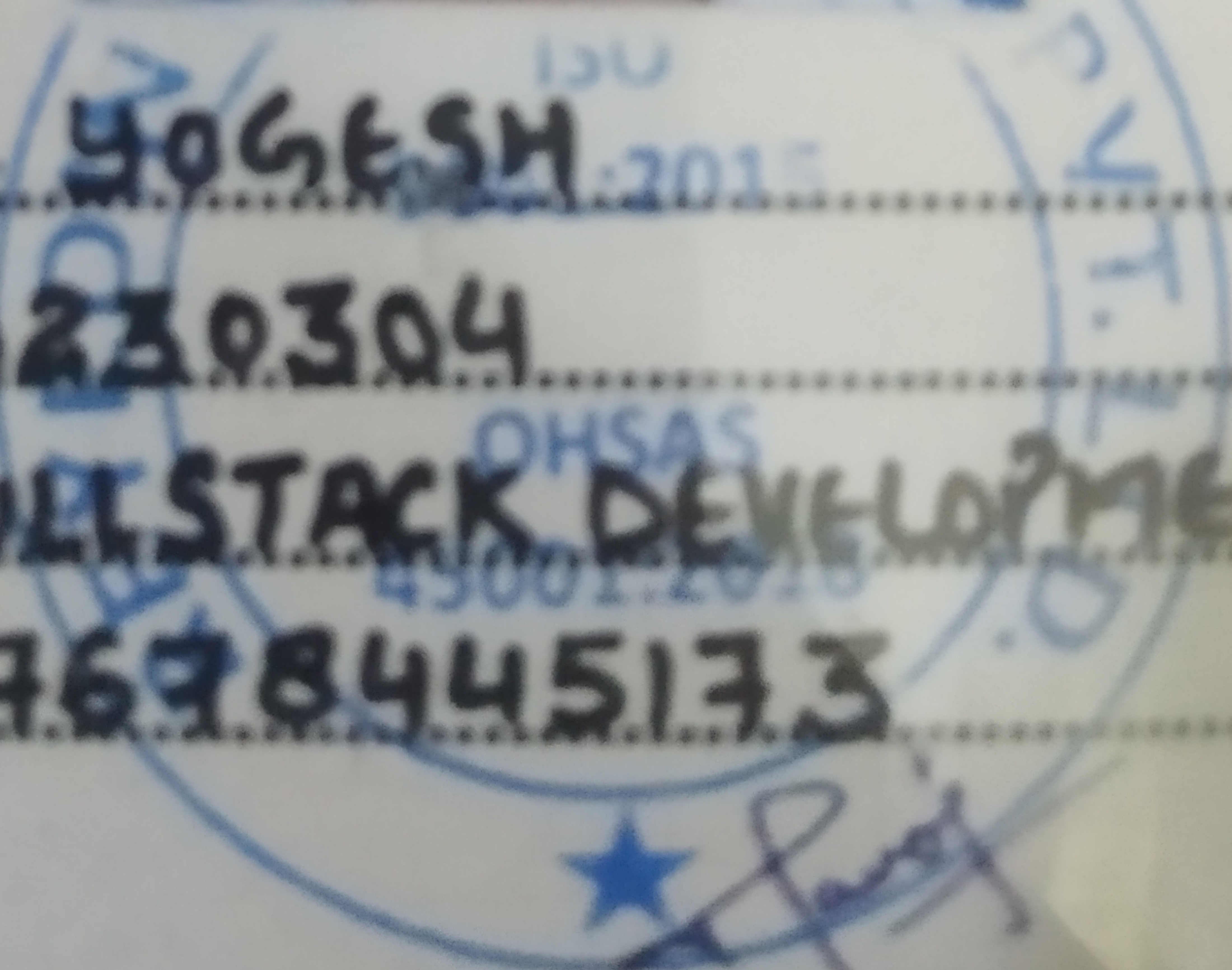


Name : MR. YOGESH 130 :2015

Ad No : WD230304

Course : FULLSTACK DEVELOPMENT OHSAS 45001:2018

Ph. : +917698445173



Authority Signature

BSR
CHARTERED ACCOUNTANTS

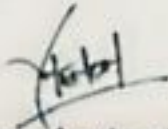


Mohit Aggarwal

Employee No. : 136574
Emergency No. : 9313985444
Blood Group : B+

BSR & Co. LLP
6th Floor, Advant Tower,
Plot # 07, Sector-142, Noida-201305
District Gautam Budh Nagar, UP

Tel: +91 120 386 8000
Fax: +91 120 386 8999


Issuing Authority

policybazaar.com



Mohd Jassim Malik

Employee ID :- PW46709

Blood Group :- A+

Emergency No:- 9997619302

PolicyBazaar Insurance Brokers Private Limited
Building No. 119, Sector 44, Gurgaon, Haryana - 122001

KPMG




Khushi Jain

Employee No. : 136802
Emergency No. : 9910237635
Blood Group : O+

KPMG Assurance and Consulting Services LLP
Building No.16, 4th Floor, Tower-B,
DLF Cyber City, Phase-B,
Gurgaon-122 002 (India)

Tel: +91 124 336 9000
Fax: +91 124 336 9001


Issuing Authority

Mr Hetul Katyal
Plot no.18. A-8 Defence Colony New Delhi, 2nd Floor 110024

Date : February 15, 2022

Sub: Professional Writer at Full Spectrum Services LLP (FSSL) – Consultant/Professional Services Contract

Dear Hetul,

We are pleased to make an offer to you for the above under the following terms –

1. Output per period will be as mutually decided.
2. Content delivered will be unbiased, original, un plagiarised and not violative of international standards of journalism.
3. Published content will permanently remain the intellectual property of FSSL and any information associated with FSSL shall be deemed to be confidential: not be disclosed outside, without prior authorization of FSSL.
4. Monthly Payment(as mutually agreed) will be made directly to your bank account after deduction of TDS as applicable on submission of appropriate Invoice. Any changes in tax laws will necessitate appropriate deduction in monthly payments.
5. You will work from your residence. For any work-related travel, you will be fully reimbursed all expenses on submission of bills.
6. Either party can propose to discontinue engagement with a 60-day notice. Inability to serve the notice by either party will result in a penalty of 60 days payment to be made good before final disengagement. Unless there are serious integrity issues or acts of irresponsibility, FSSL will make good the early disengagement payment for notice served by FSSL.
7. This contract is valid from the date of engagement and will be valid till either party decides to disengage.
8. On disengagement, FSSL will be pleased to provide a "Letter of Appreciation" that includes contribution to FSSL during the duration of engagement as well as last Professional payment details.

Kindly sign a copy of this document and return a signed scanned copy as a token of your acceptance. We look forward to a long term engagement with you.

Thanking you,

Sincerely yours,

**MEHUL
GAJENDRA
PATHAK**

Mehul Pathak
Designated Partner

Digitally signed by
MEHUL GAJENDRA
PATHAK
Date: 2022.02.15
17:58:28 +05'30'

KPMG




Diksha

Employee No. : 136708
Emergency No. : 9253070701
Blood Group : B+

KPMG Assurance and Consulting Services LLP
Building No.10, 4th Floor, Tower-B,
DLF Cyber City, Phase-II,
Gurgaon-122 002 (India)

Tel: +91 124 336 9000
Fax: +91 124 336 9001


Issuing Authority

for Le Charpoi LLP

For LE CHARPOI LLP
Rahul Gupta
Authorized Signatory

LE CHARPOI LLP

Ms. RAHUL GUPTA
Authorized Signatory -

Date: 1/09/2023

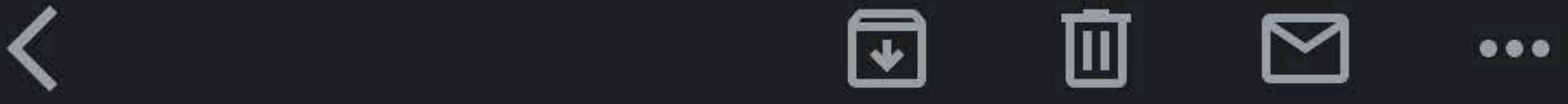
To,
Mr. Aryan
Building 96A, 409, Mohammadpur,
New Delhi 110066

Sub: Letter of Re-Appointment

Dear Aryan,

Wepitch Promotion's management is pleased to inform you that you are appointed as a Head of Content Writer effect from 01/09/2023, with the following terms and conditions: -

1. Your gross salary will be INR 3,00,000 P.A.
2. In case of a person defecting from his/her job or being dismissed from the company, he/she will not be entitled to any pay for the days worked nor any accrued incentives.
3. By no way any of your interest / right will arise in / against the organization by appointment, except specifically mentioned in the letter.
4. You shall be liable to be transferred from one work place/branch of the organization to any other place/ branch.
5. Your duties will include for efficient, satisfactory and economical operation in the area of responsibilities that may for assigned to you during your appointment. You will maintain high standard of loyalty, efficiency, integrity, and secrecy, will liaison with your colleagues and will be responsible for execution of the decisions taken by the management and technical development for the organization.
6. Your work with the company may give you access to confidential information concerning the trade secrets, organization, business, finance, transactions or affairs of organization, its clients or customers. You must not make use of, or reveal to any third party, any such confidential information without the organization's express consent. This applies equally during your employment and the completion of your employment also.
7. Defection the said period will be considered a breach of these terms and you will be liable to refund the salary of a quarter plus any incentive amounts, which you have earned from the company back to the company from the date of appointment.

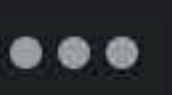


Congratulations, job offer Audit Associate is extended to you, your response is needed Inbox



hr 10:48 AM

to me



Congratulations!

Your job application was successful, and a job offer is now extended to you:

[Audit Associate](#)

We look forward to you accepting the job offer and joining this team.

[Respond to Job Offer](#)

Reply

Forward

KPMG




Korisha Tandon

Employee No. : 136470
Emergency No. : 9999107170
Blood Group : B+

KPMG Assurance and Consulting Services LLP
Building No.10, 4th Floor, Tower-B,
DLF Cyber City, Phase-II,
Gurgaon-122 002 (India)

Tel: +91 124 336 9000
Fax: +91 124 336 9001


Issuing Authority



Building a better
working world

EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka, India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

08 June, 2023

Mr Kush Dwivedi
MS Puram, behind F.C.I. godown,
Sundarpur Road, Mahera Fatak Crossing,
Etawah,
Uttar pradesh - 206001

Contact No: 7060314679
Email: kushdwivedi453@gmail.com

Dear Kush,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before August 2023. In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before August 2023 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

1. POSITION:

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such

Jatin

Business Development Executive
Sales B2B



Just Dial Limited

Mobile : 8799773275

Website : www.justdial.com | Customer Care: 88888 88888



**GIA INDIA
LABORATORY
PRIVATE LIMITED**

Hotel Le Meridien, Windsor
Place, Janpath,
, New Delhi, Delhi 110001

GSTIN 07AACCG9457G1ZD Invoice Date 16/10/2023
State 07-Delhi Invoice No. DLED/23-24/58
PAN AACCG9457G Reference No. -

Customer Name

R S CONSTRUCTION

Billing Address

R S CONSTRUCTION
Delhi, 110055
India

Shipping Address

R S CONSTRUCTION
Delhi, 110055
India
07DOGPA7220P1ZS

Customer GSTIN

07DOGPA7220P1ZS

Place of Supply 07-Delhi

Due Date 16/10/2023

Name of Student Mohammad Adnan

Course Start Date 30/10/23

Course End Date 29/12/23

Location Delhi

TDS Deducted

Item	HSN / SAC	Quantity	Rate / Item (₹)	Discount (₹)	Taxable Value (₹)	CGST (₹)	SGST / UTGST (₹)	CESS (₹)	Total (₹)
1. Graduate Diamond	999294	1.00 NOS	2,18,051.00	0.00	2,18,051.00	19,624.59 @9%	19,624.59 @9%	0.00	2,57,300.18
Total					2,18,051.00	19,624.59	19,624.59	0.00	2,57,300.18

Taxable Amount ₹ 2,18,051.00

Total Tax ₹ 39,249.18

Rounding off ₹ (0.18)

Total Value ₹ 2,57,300.00

Total amount (in words)

Two Lakh Fifty Seven Thousand Three Hundred Rupees Only

Bank Details:

Account Number 00162120000196 IFSC HDFC0000016
Bank Name: HDFC Bank Limited Branch Name: Pali Hill, Bandra Branch

For GIA INDIA LABORATORY PRIVATE LIMITED



[Signature]
Authorized Signatory

Notes:

R S Construction-Mohammad Adnan-GD at Delhi-30 Oct.23 To 29 Dec.23

OUR CONSULTANTS



Harshit Ahuja

SEND A MESSAGE



Chitrabanu Srinivasan

SEND A MESSAGE





Taj Forging pvt. Ltd.

Since 1983



Registration Number 043-A

MFRS. OF : ALL KINDS OF ALLOY,
CARBON & STAINLESS STEEL FORGINGS &
FORGED COMPONENTS FOR RAILWAYS,
DEFENCE & AUTOMOBILE SECTOR

Works : Plot No. 41, Sector-68
IMT Faridabad - 121 004
E-mail : info@tajforgings.com
Visit us at : www.tajforging.com

LETTER OF INTENT

TAJ: FBD: PERS: LOI: 2023-24

To,
Mr Rishav

Dear. . Rishav

With reference to your application and subsequent interview you had with us, we are pleased to offer you an appointment for the position **Executive in Store Department** as per the term and conditions mutually agreed at the time of interview.

We required joining your duty on or before 01-06-2023, you are further advised to bring original documents along with one set of photo copy as stated below are time of joining. The original documents will be returned after verification.

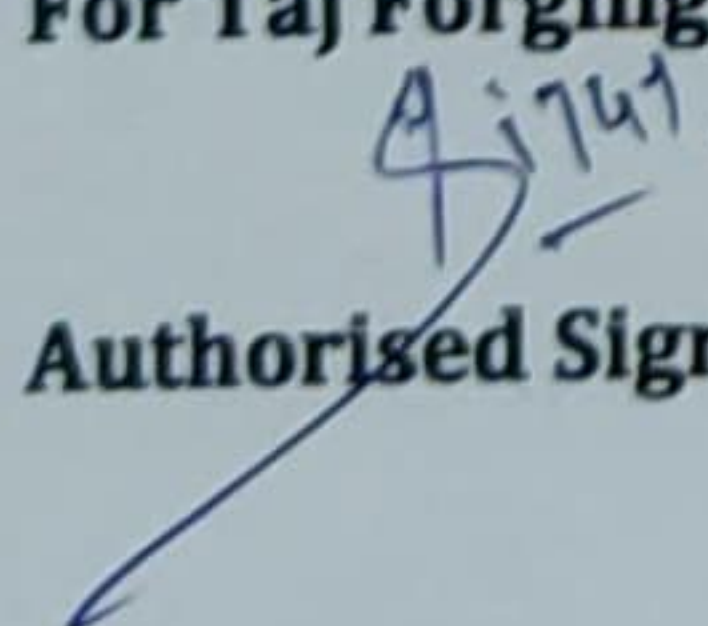
1. Copy of all Educational Certificates.
2. All Experience letters of your previous companies.
3. Relieving Letter from existing company.
4. Latest Pay Slip alongwith 3 month Bank Statement showing salary transferred.
5. Medical Fitness Certificate showing Blood Group also.
6. Copy of PAN card, Adhar Card
7. UAN Number and ESIC Insurance number, if applicable
8. Passport size photographs 5 numbers.

Also provide the proof of submission of acceptance resignation with you existing employer within 7 days from the date of receipt of this letter, otherwise organisation has right to withdraw the LOI.

Your appointment letter will be handed over to you at the time of joining.

We wish you a successful career at Taj Forgings (P) Ltd.

For Taj Forging Pvt.Ltd.


Authorised Signatory


Rishav



RBS Services India Private Limited,

Regd. Office: 6th Floor,
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SEZ, Candor Techspace,
Sector-21, Dundaheera,
Gurugram, Haryana, India,
122016.

Website:
www.NatWestGroup.com, Email:
india.services@rbs.com,

Telephone: +91 124 676 4000
Facsimile: +91 124 676 4790.

Corporate Identity Number –
U72900HR2001PTC055458

Issue Date: 21/04/2023

Prakhar Tandon
B2-505, Antriksh Nature

Subject: Internship Contract

Dear Prakhar,

JTS01 - With reference to your application, we are pleased to offer you Internship with RBS Services India Private Limited ('Company') at the following address Gurugram - Candor Techspace. Your guide will be Harshita Agarwal.

SDS01 - Please be informed that your internship will commence effective 29/05/2023 and shall end on 28/11/2023 on the following terms and conditions:

EDA01 - This contract of internship shall terminate immediately upon the expiry of the said period of internship on 28/11/2023 and it shall not be obligatory on the part of the Company to offer to you employment of any nature upon expiry of the internship. However, during the internship tenure the Company can terminate, at its sole discretion, this arrangement without assigning any reasons or without any notice thereof. You shall not be entitled to any compensation, loss, including opportunity loss, cost, or damages in the event of termination / expiry of internship.

Notwithstanding anything contained herein, this offer of internship is contingent upon the successful completion of the Background Screening process (Screening) which is a background screening conducted by the NatWest Group ('Group'). The Screening includes but is not limited to verification of your educational and professional qualifications, criminal prosecutions, if any, etc. The Group may



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withdraw this offer of internship (if applicable) or terminate your internship before its completion, if the result of any Screening (which may be conducted at any time prior to or during your internship) or during your internship any act on your part demonstrates (to be determined solely at the discretion of the Group) that you will not be able to carry out the inherent requirements of your internship to the Group's standards of integrity and professionalism.

In case of such termination, you will not be entitled to receive any experience letter.

RMS01 - You will be paid a stipend of INR45,000 per month for the period of the internship.

CNS01 - Confidentiality

(i) "Confidential Information" is knowledge about the commercial affairs and business transactions of the Company and the Group, including, but not limited to, information about the customers, clients, employees, suppliers (whether former, actual or potential), Group contracts, pricing structures, financial and marketing details, terms of business, proposed transactions, premises, assets, internal communications, Intellectual Property, technical systems, data, designs, formulae, product lines, projects, operational procedures, research activities, negotiating position, forward planning, technical and product developments, accounts, finances, computer software and general know-how of the Company or any Company of the Group.

(ii) Confidential Information also includes, without limitation:

a. information relating directly or indirectly to particular securities or issuers thereof (both Group companies and third parties) and which would, if generally available, be likely to have an effect on the price of such securities or related investments ("Price-Sensitive Information");

b. any information contained in documents marked "confidential" or documents of a higher security classification and other information which, because of its nature or the circumstances in which you receive it, you should reasonably consider to be confidential; and

c. confidential information (howsoever obtained) about or provided by any third party received during the course of or as a result of your internship by the Group.

(iii) You agree you shall at all times observe secrecy in respect of all the affairs of the Group of which you become aware as a result of your internship and in particular you will keep confidential:

a. all information relating to the Group's customers including their identity, their accounts and the details of all Group products or policies held by them.



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b. all the actual or proposed transactions of the Group with its customers, suppliers, advisers, regulators and other business connections; and

c. all data belonging to, or held by, the Group whether stored electronically or otherwise and all Confidential Information of the Group.

(iv) You agree that you will not at any time, whether on your own behalf or in any capacity on behalf of any other person, firm, Company or organisation, disclose, reveal, cause the publication of or otherwise make use of any such Confidential Information whether for your personal gain or otherwise and you will not make any direct or indirect detrimental or derogatory references to the Group, its directors or employees in any form, including on the internet (for example making any such references in any on-line diary, typically known as “blogging”).

(v) You acknowledge and understand that:

a. maintaining absolute confidentiality is crucial to the Group whose business depends upon the discretion of its interns;

b. a breach of this undertaking of confidentiality will be regarded as a serious breach and may result in the termination of the internship and/or the Company initiating legal proceedings (including criminal proceedings) against you;

c. this obligation of secrecy will apply to all the Group’s business and will remain in full force and effect even after you have completed the internship;

d. the obligation of secrecy will apply unless you have express written consent from the Group to disclose the Confidential Information or you are required to do so by law or the information is already in the public domain, other than by way of unauthorised use or disclosure.

(vi) The restrictions outlined in this clause do not apply to any disclosure which you are required to make by law, or to the use or disclosure of information which is already within the public domain through no fault of your own or action on your part, or to a disclosure which constitutes a protected disclosure within the meaning of applicable public interest disclosure legislation.

(vii) The obligations under this clause shall survive after the expiry or termination of the internship for any reason.

DPS01 - Data Protection & Privacy

(i) You shall at all times during your internship with the Company act in accordance with the Company’s Privacy & Client Confidentiality Policy and any data protection, privacy and client confidentiality policies,



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procedures and accountabilities as amended from time to time and any applicable local privacy law. Breach of this undertaking could lead to termination of internship without assigning any reasons whatsoever and the Company may take legal actions, as appropriate.

(ii) By signing this Contract, you acknowledge and agree that we are permitted to collect and hold personal information or data (PI) about you as part of our personnel and other business records and that the Group may use such PI for the purpose of conducting background checks, and other purposes directly related to your internship.

(iii) You consent that we may disclose such PI to third parties in the event that such disclosure is in our view required for any business or legal requirement or the proper administration of internship and other matters directly related to your internship. This clause applies to PI collected, held, used or disclosed in any medium.

(iv) For further information, please refer to the relevant policies, which is available on the Group's intranet or from your guide.

RPS01 - Return of Property

When your internship ends (or earlier on demand by the Company) you are required to return all Confidential Information, and all Group property and equipment in an acceptable condition.

TXS01 - Taxes

You will be solely responsible for declaring and paying all taxes to the income tax authorities due on payments made to you by the Company. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

NEC01 - No Employment Claim

It is explicitly stated and understood that this arrangement shall not confer any rights or benefits that may accrue to the employees of the Company and on completion of the internship tenure no claims for employment benefits in the Company shall be made.



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NEG01- Negative Statements

You undertake that you will not make, publish or otherwise issue any negative or offensive or disparaging statements concerning the Company, the Group or any of the Company or Group's officers or employees. You will not, at any time, either directly or indirectly, make or cause to be made any detrimental or derogatory statements, in any media whatsoever (including but not limited to making any direct or indirect references to the Company or Group Company or their former or current directors, officers and/or employees in any on-line diary, typically known as "blogging") about the Company or any group Company or their directors and employees. You will not publish, cause, assist or knowingly permit to be published in any media whatsoever, any article or comment relating to the internship or the contents of this Letter and /or circumstances pertaining to your internship or execution of this Letter, or the Company or any Group Company or their directors and employees, or the fact and terms of this Letter.

IDM01 - Indemnity

Notwithstanding any other term of this letter, you agree to keep the Group, its directors, officers, personnel, agents etc. indemnified and harmless against all losses (including Losses), costs, demands, damages, claims, penalties, expenses, suits or proceedings of whatsoever nature, whether civil, criminal or quasi-criminal, arising in any manner out of or in connection with your failure to comply with any obligations as mentioned in this letter, or any act of omission and/or commission amounting to non-performance of obligations to comply with any terms of this letter including without limitation relating to any disruption of work carried out in the ordinary course of business/ strikes, or any destruction or any damage caused to the property of the Group or any claims raised against the Group.

GLS01 - Governing Law

GLS01.1 - The interpretation and enforcement of this Contract shall be governed by and construed in all respects in accordance with the laws of India and the parties submit themselves to the exclusive jurisdiction of the courts located in the state in which you render your services to the Company.

WAS01 - Whole Agreement



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These terms and conditions between you and the Company in relation to the matters dealt herein and represent the entire agreement between you and the Company. No Amendment, modification or alteration to this Agreement and no waiver of any terms and conditions shall be valid or binding unless made in writing and duly executed by both parties.

Enclosed are two copies of this letter, kindly sign the duplicate copy of this letter as an acknowledgement and return it to Mahima Kalyanaraman.

Yours sincerely,

For RBS Services India Private Limited

{{sig_es_:signer1:signature}}

India Authoriser

I acknowledge that I have read and understood the details as set out above in this letter dated and agree to the above terms 21/04/2023.



RBS Services India Private
Limited,

Regd. Office: 6th Floor,
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{{sig_es_:signer2:signature}}

Prakhar Tandon



RBS Services India Private
Limited,

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KPMG Global Services Private Limited
Building No. 10
16th Floor, Tower-C
DLF Cyber City, Phase – II
Gurugram – 122 002, India

Telephone: +91 124 687 7000
Fax: +91 124 612 8700
Internet: www.kpmg.com/in
Email: indiawebsite@kpmg.com

Private & Confidential

25 January 2023

To,
Candidate name: Jayant Mukhi
S/o/ D/o: Mr. Anil Mukhi
College Name: Delhi College of Arts and Science
Aadhar card no.: 8687 6449 0300

Congratulations

We thank you for taking the time to attend the interview process of KPMG Resource Centre Private Limited (KRC) (“Firm”, “We” “Our”). The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Audit Associate at KRC.

Your anticipated joining date is 6/1/2023 at Gurgaon office location. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

This letter confirms our intent to offer with respect to your employment, subject to your completing your educational certifications/ degrees and upon receiving and being satisfied, with the background checks on your academic and professional qualification, any criminal records and any judgments relating to debts or insolvency thereof and your residential address falling under coverage of our transport “Hiring Zone”.

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

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

Signature valid

Signed By: ANURICHA
CHANDER
Location:
Signing Date: 27.01.2023
21:48





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

Yours sincerely,

For **KPMG Global Services Private Limited**

Accepted and Agreed

Anuricha Chander
Associate Partner – Human Resources

Authorization:

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure. You hereby give consent to [KPMG, KPMG Global Services Private Limited (KGS) or KPMG Resource Centre Private Limited (KRC) or KPMG Global Delivery Centre Private Limited (GDC) to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

No binding obligation:

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

Name
JAYANT MUKHI

Dated
31.01.2023

Signature valid

Signed By: ANURICHA
CHANDER
Location:
Signing Date: 27.01.2023
21:48



B S R & Co. LLP

Chartered Accountants

14th Floor, Central B Wing and North C Wing
Nesco IT Park 4, Nesco Center,
western Express Highway, Goregaon (East),
Mumbai - 400 063, India

Telephone: +91 22 6257 1000
Fax: +91 22 6257 1010

17 March 2023

Hitesh Kumar

H.No. 39,, Village Bitawdha, Dist. - Muzaffarnagar,, Uttar Pradesh, Meerut

Dear Hitesh,

On behalf of **B S R & Co. LLP** (the '**Firm**'), I am pleased to offer you the position of **Analyst in Audit** with the Firm. You will be part of the **Audit - Audit-ADC** team.

You shall be based at our office **Noida** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as may be decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining.

In the event you fail to join latest by **19 June 2023**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of Three (3) months (the 'Probation Period') from the actual date of your joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, as applicable for the time being in force ('Firm Policy'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirm letter (the 'Confirmation Letter'). Until such Confirmation Letter is issued, you shall continue to be on probation.

The terms and conditions of your employment with the Firm shall be as follows:

A. **Compensation**

1. Basic Salary

Your basic salary shall be INR 150000/- (Rupees One Lakh Fifty Thousand only) per annum, payable on a monthly basis, in arrears.

2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to

Registered Office:

B S R & Co. (a partnership firm with Registration No. BA61223) converted into B S R & Co. LLP (a Limited Liability Partnership with LLP Registration No. AAB-8181) with effect from October 14, 2013

14th Floor, Central B Wing and North C Wing, Nesco IT Park 4, Nesco Center, Western Express Highway, Goregaon (East), Mumbai - 400063

Company (CTC), you shall be entitled to a sum of INR 150000/- (Rupees One Lakh Fifty Thousand only) per annum. The aforesaid part of CTC shall include Employer's share of contribution under the Provident Fund scheme of the Firm, which shall be subject to your entitlement and the policy of the Firm and would depend on the allowances to be chosen out of the allowances / perquisites as detailed in the People Handbook.

B. Other Entitlements

Your other entitlements, as may be determined in accordance to the Firm's Policy as applicable from time to time, shall be as follows:

1. Annual Increments

Matters such as entitlement to performance incentive and/or annual fixed salary increase (and quantum thereof) shall be decided by the Firm in its sole and absolute discretion and shall be subject to such policies/procedures as may be applicable from time to time.

As per the prevalent policy any employee joining on or before 30 September of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of issuance of the increment letter.

Any employee joining on or before 31 December of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of disbursement of performance incentive.

2. Performance Bonus

Firm is under no obligation to operate a bonus scheme and matters such as entitlement to performance bonus shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

Subject to the above, you will be part of the performance linked bonus plan of the Firm. Under this plan the bonus payable will be calculated as per the Firm's policy.

This amount is pro-rated depending upon the actual date of joining during the Firm's financial year. The performance bonus (if any) will be payable solely based on you being in active employment of the Firm and not serving notice on the date of disbursement. Payment of the aforesaid performance bonus shall be subject to the policies and/or procedures of the Firm as existing on the date of disbursement.

The Firm reserves the right to vary the terms and amount of your bonus, depending upon your performance, the Firm's financial results and attainment of strategic goals.

Statutory Bonus, if any, shall be included in the above pay-out.

3. Gratuity

You shall be entitled to payment of gratuity as per the Firm Policy and subject to the applicable law.

4. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Firm, if any.

5. Leave

You shall be entitled to annual leave of twenty-two working days in a performance year in accordance with the Firm's Policy subject to the applicable law. Your leave entitlement will be governed by the Leave policies as stated in the People Handbook and amended from time to time.

6. Maternity Benefits [**For Women employees only**]

You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding break for meals. The Firm practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Firm from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Firm to you towards Compensation, Other Entitlements and/or, any other payment shall be subject to deduction of withholding taxes and/or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be

B S R & Co. LLP

fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Firm shall include: -

- (i) trade secrets,
- (ii) lists or details of its suppliers and/or their services, customers and/or the services to them including their terms of business,
- (iii) prices charged to and terms of business with clients,
- (iv) marketing plans and revenue forecasts,
- (v) any proposals relating to the future forecast of the Firm or any of its business or any part thereof,
- (vi) details of its employees and officers and matters relating to their compensation/remuneration and other benefits paid or payable to them,
- (vii) any Firm or client data/information/records, Firm policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Firm, any information given to the Firm in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and
- (viii) any other information which is notified to you as confidential or which by its nature is confidential.

3.2 You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party

messaging applications (e.g. WhatsApp, Telegram etc.) or in any other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part, which may have come to your possession or knowledge at any time during the course of your employment with the Firm. Any non-compliance of this obligation shall be construed as a misconduct in terms of the People Handbook of the Firm and shall be subject to the Firm's disciplinary process. You shall also ensure that you comply with all Firm policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence, or fault.

4. Employment Conditions

During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Firm. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Firm to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as the Firm may from time to time require, in relation to the Firm's business.

6. Independence and Risk Policies

We draw your attention to Firm's independence and risk policies that apply to personnel in all functions irrespective of the entity to which you belong to. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships and detailed policies on the same are available on the intranet. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Firm's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below. For the purpose of this clause, "Firm" shall mean and include any network, associated, licensor or co-sublicensee entity/Firm.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Firm, purchase, sell or deal in, at any time either during your employment with the Firm or thereafter, any securities issued by any past, present or prospective customer/client of the Firm in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Firm.

8. People Handbook

You are requested to familiarize yourself with the Firm's People Handbook on joining and you are required, at all times, to abide by the People Handbook as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D below. The terms of the People Handbook shall form part and parcel of this Agreement.

9. Intellectual Property

9.1 You acknowledge that the Firm is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Firm, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Firm. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Firm shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Firm. To the extent such rights do not vest immediately in the Firm, you agree to and irrevocably and unconditionally assign to the Firm all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Firm, for recording the Firm as the owner of such works at the Firm's cost and expense.

10. Social Media Policy

You shall ensure compliance with the Social Media policy of the Firm as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Firm, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the People Handbook and shall be subject to the Firm's disciplinary process.

11. Personal Conflicts

In addition to your obligations under the People Handbook, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Firm in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Firm policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of

services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Firm's disciplinary process.

D. Termination

1. Without Cause

1.1 During the Probation Period, the Firm may terminate this Agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Firm. Similarly, during the Probation Period you may also terminate this Agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment by you or the Firm of the salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, the Firm shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Firm at the time of your joining the employment of the Firm, as well as the total cost incurred by the Firm and/or expenses reimbursed to you (if any), in connection with your relocation.

1.2 Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause. The Party desirous of terminating this Agreement shall give **Ninety (90) days** prior written notice to the other Party. The Firm at its discretion may pay or accept, payment of equivalent or proportionate salary in lieu of the full or part of the notice period. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Firm on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Firm such joining bonus/sign-on bonus as paid to you by the Firm which shall be in addition to the **Ninety (90) days** written notice or salary in lieu thereof or a combination thereof. Further, in case you have received any relocation benefits and you exercise the option of termination this Agreement, or your agreement is terminated by the Firm on grounds mentioned above within 12 months of joining or relocation, the Firm shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Firm and/or expenses reimbursed to you in connection with your relocation.

1.3 Additionally, in the event you exercise the option to terminate this Agreement as contained under the Paragraph D.1.1 and D.1.2 above, the Firm notwithstanding anything to the contrary contained in clause 1.2 above, may relieve you from the date as the Firm may deem fit even before expiration of notice period without any liability to compensate you in connection with the unserved duration of your notice period. All other terms and conditions of this Agreement or applicable Firm's policies including without limitation to the Code of Conduct shall apply to you in the aforesaid scenario of early relieving without any exceptions or concessions of any kind whatsoever.

1.4 Without prejudice to the Firm's right as contained in Clause D.1.3, in case of termination

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of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on paid leave until the end of your notice period at the Firm's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.

- 1.5 With the exception as laid out in Paragraph D.1.4 above, you shall not be entitled to any leave while serving your notice period under this Agreement.

2. Breach or Misconduct

- 2.1 Notwithstanding anything herein, the Firm shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:

- (i) found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Firm's business; or
- (ii) found to have engaged in any other act or omission, inconsistent with your duties; or
- (iii) found to have engaged in any breach of this Agreement, or the Firm Policy/People Handbook (including any independence and risk policies/code of Conduct) or lawful orders given to you by the Firm;
- (iv) convicted of any criminal offence; or,
- (v) found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Firm indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Firm directly or indirectly due to any breach of the terms of your employment including the People Handbook.

In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Firm will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Firm are not the sole and exclusive remedy and are in addition to any other rights the Firm may have either under law or in contract or by operation of any other policy/document.

2.3 Provisional Offer

This offer is subject to the successful completion of the academic course which you are

currently pursuing.

In accordance with the policy, this offer is conditional on receiving and being satisfied, with the background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof.

The present employment is offered to you on the basis of the information/ particulars provided by you with regards to your educational/professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been concealed/withheld/suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated.

3. Leave beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Firm in respect of the excess days taken and the Firm is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Firm.

4. Return of Property

4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all Confidential Information, lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

4.2 You shall promptly, whenever requested by the Firm and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver to the Firm all Property and you shall not retain any copies thereof. All title and copyright in the Property shall vest with the Firm.

E. Governing Law

This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

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This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Firm.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Firm on or before 19-03-2023 failing which, this offer stands automatically withdrawn by the Firm without any further notice to you.

Yours sincerely,
for B S R & Co. LLP

Inderpal Singh
Human Resources - Associate Director

INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a 'Member of the Firm'?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are ' **Member of the Firm** ' and ' **Covered Person** '. As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.

'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term **'Member of the Firm'** also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules?**

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same **'office'** in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents * , whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called **'immediate family members'** in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your ' **close family members** '—immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.
- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

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If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.

ANNEXURE 1
INDICATIVE COST-TO-FIRM

Hitesh Kumar

Compensation Category	Monthly (in INR)	Annual Target Earning (in INR)	Annual Maximum Potential Earning (in INR)
i) Basic Salary	12500	150000	150000
ii) Flexible Compensation	10700	128400	128400
iii) Employer Contribution to Provident Fund	1800	21600	21600
a) Fixed Compensation along with Employer's Contribution to Provident Fund (Annual) (i+ii+iii)	25000	300000	300000
b) Gratuity	601	7212	7212
c) Insurance Premium#		17569	17569
d) Target Performance Linked Variable Pay		33330*	66660**
Potential Cost to Firm (Annual) (a+b+c+d)		358111	391441

Employee Contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Firm in that regard. Gratuity will be paid as per applicable rules.

#Insurance Premium is only indicative, and the actual may vary

PERFORMANCE LINKED BONUS

You will be part of the performance linked bonus plan of the Firm. Under this plan, the bonus payable will be calculated on the basis of your Individual performance and the performance of the Business Unit and Firm during the fiscal year i.e. April through March.

*This is the target performance bonus ("Target Performance Linked Bonus") which shall be payable subject to you achieving the target performance and the achievement of target by your business unit and the Firm.

**This is the maximum potential performance linked bonus (i.e., maximum of two (2) times your Target Performance Linked Bonus), which you may earn, upon exceptional performance of the

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business unit, Firm and you.

The terms of the performance linked bonus plan are subject to periodic re-evaluation and modifications by the Firm.

Taxation will be governed by the Income Tax rules. The Firm will be deducting tax at source as per income tax guidelines.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 300000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Firm you may refer to the People Handbook for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from.

Annexure 2

Understanding and Structuring your Compensation

In addition to your Basic Salary* and Provident Fund** (PF), the below mentioned components are available for you to design a salary structure in a way best suited to you for availing tax benefits.

While the detailed information of the components will be available for your information in the People Handbook, below is a snippet for your perusal.

**50% of fixed compensation*

***The monthly PF contribution is a sum total of 12% of basic salary of employer and employee contribution. The Employee and Employers Contribution of PF are part of fixed CTC.*

Note: If you are not previously a member of PF and you meet the criterion of opting out of PF, please reach out to your recruitment point of contact for more details.

Components for Analyst		
1	House Rent Allowance (HRA)	<ul style="list-style-type: none"> • There is no limit for allocation of HRA • The PAN of landlord needs to be submitted along with rent receipts. • TDS challan for the tax deducted needs to be produced on the rent to claim HRA (if rent is more than or equal to INR 50,000 per month) • The lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. • If the period of lease is for 12 months or more, it should be registered under the Registration Act.
2	Expenses in pursuit of Self-education	<ul style="list-style-type: none"> • Self-education claim covers any kind of course fee paid (does not include books/stationary expenses). • Maximum of INR 20,000 per annum • The course fee receipt, proof of payment (debit/credit card/NEFT/cheque) along with the approval.
3	Expenses in Pursuit of Children's Education	<ul style="list-style-type: none"> • INR 100 per month, per child for a maximum of two children. • No supporting documents required.
4	Home Landline/Mobile Bills	<ul style="list-style-type: none"> • INR 15000 per annum • The home landline/mobile bill has to be in your name

		<p>in order to get the benefit. This does not include prepaid mobile, broadband and data card charges.</p> <ul style="list-style-type: none"> You can claim up to two telephone bills (either landline or mobile or both) in a particular month.
5	Meal Card	<ul style="list-style-type: none"> Maximum of INR 15,000 per annum (Minimum INR 100 per month and maximum INR 1250 per month) Meal card will be credited with six (6) months balance based on the structured amount. Colleagues will be required to complete KYC as required by the meal card vendor.
6	Purchase of Computer/Laptop/I-pad for Personal Use	<ul style="list-style-type: none"> One purchase for a period of 36 months up to INR 1,00,000. The bill should be in your name c/o the applicable entity. The original invoice and proof of payment (debit/credit card/ NEFT/cheque).
7	Leave Travel Allowance (LTA)	<ul style="list-style-type: none"> One round trip from place of origin to destination twice in four years (only domestic travel). This does not include expenses such as local conveyance, sightseeing, hotel accommodation, food. can claim LTA for yourself and for your declared dependents provided you are travelling with them. Original ticket/boarding passes/invoice based on the mode of travel and proof of payment (debit/credit card/NEFT/cheque) is required.
8	National Pension Scheme (NPS)	<ul style="list-style-type: none"> You can allocate up to 10% of your annual basic salary in the financial year. You should have a PRAN (Permanent Retirement Account Number) with Kotak Mahindra Bank. If you already have a PRAN with another bank, please reach out to the payroll vendor upon joining. You cannot have a joint account under this scheme.

B S R & Co. LLP

Chartered Accountants

14th Floor, Central B Wing and North C Wing
Nesco IT Park 4, Nesco Center,
western Express Highway, Goregaon (East),
Mumbai - 400 063, India

Telephone: +91 22 6257 1000
Fax: +91 22 6257 1010

17 March 2023

Tanmay .
562,, Sector 6,, Haryana, Karnal

Dear Tanmay,

On behalf of **B S R & Co. LLP** (the '**Firm**'), I am pleased to offer you the position of **Analyst in Audit** with the Firm. You will be part of the **Audit - Audit-ADC** team.

You shall be based at our office **Noida** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as may be decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining.

In the event you fail to join latest by **19 June 2023**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of Three (3) months (the 'Probation Period') from the actual date of your joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, as applicable for the time being in force ('Firm Policy'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirm letter (the 'Confirmation Letter'). Until such Confirmation Letter is issued, you shall continue to be on probation.

The terms and conditions of your employment with the Firm shall be as follows:

A. **Compensation**

1. Basic Salary

Your basic salary shall be INR 150000/- (Rupees One Lakh Fifty Thousand only) per annum, payable on a monthly basis, in arrears.

2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to

Registered Office:

B S R & Co. (a partnership firm with Registration No. BA61223) converted into B S R & Co. LLP (a Limited Liability Partnership with LLP Registration No. AAB-8181) with effect from October 14, 2013

14th Floor, Central B Wing and North C Wing, Nesco IT Park 4, Nesco Center, Western Express Highway, Goregaon (East), Mumbai - 400063

Company (CTC), you shall be entitled to a sum of INR 150000/- (Rupees One Lakh Fifty Thousand only) per annum. The aforesaid part of CTC shall include Employer's share of contribution under the Provident Fund scheme of the Firm, which shall be subject to your entitlement and the policy of the Firm and would depend on the allowances to be chosen out of the allowances / perquisites as detailed in the People Handbook.

B. Other Entitlements

Your other entitlements, as may be determined in accordance to the Firm's Policy as applicable from time to time, shall be as follows:

1. Annual Increments

Matters such as entitlement to performance incentive and/or annual fixed salary increase (and quantum thereof) shall be decided by the Firm in its sole and absolute discretion and shall be subject to such policies/procedures as may be applicable from time to time.

As per the prevalent policy any employee joining on or before 30 September of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of issuance of the increment letter.

Any employee joining on or before 31 December of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of disbursement of performance incentive.

2. Performance Bonus

Firm is under no obligation to operate a bonus scheme and matters such as entitlement to performance bonus shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

Subject to the above, you will be part of the performance linked bonus plan of the Firm. Under this plan the bonus payable will be calculated as per the Firm's policy.

This amount is pro-rated depending upon the actual date of joining during the Firm's financial year. The performance bonus (if any) will be payable solely based on you being in active employment of the Firm and not serving notice on the date of disbursement. Payment of the aforesaid performance bonus shall be subject to the policies and/or procedures of the Firm as existing on the date of disbursement.

The Firm reserves the right to vary the terms and amount of your bonus, depending upon your performance, the Firm's financial results and attainment of strategic goals.

Statutory Bonus, if any, shall be included in the above pay-out.

3. Gratuity

You shall be entitled to payment of gratuity as per the Firm Policy and subject to the applicable law.

4. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Firm, if any.

5. Leave

You shall be entitled to annual leave of twenty-two working days in a performance year in accordance with the Firm's Policy subject to the applicable law. Your leave entitlement will be governed by the Leave policies as stated in the People Handbook and amended from time to time.

6. Maternity Benefits [**For Women employees only**]

You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding break for meals. The Firm practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Firm from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Firm to you towards Compensation, Other Entitlements and/or, any other payment shall be subject to deduction of withholding taxes and/or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be

fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Firm shall include: -

- (i) trade secrets,
- (ii) lists or details of its suppliers and/or their services, customers and/or the services to them including their terms of business,
- (iii) prices charged to and terms of business with clients,
- (iv) marketing plans and revenue forecasts,
- (v) any proposals relating to the future forecast of the Firm or any of its business or any part thereof,
- (vi) details of its employees and officers and matters relating to their compensation/remuneration and other benefits paid or payable to them,
- (vii) any Firm or client data/information/records, Firm policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Firm, any information given to the Firm in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and
- (viii) any other information which is notified to you as confidential or which by its nature is confidential.

3.2 You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party

messaging applications (e.g. WhatsApp, Telegram etc.) or in any other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part, which may have come to your possession or knowledge at any time during the course of your employment with the Firm. Any non-compliance of this obligation shall be construed as a misconduct in terms of the People Handbook of the Firm and shall be subject to the Firm's disciplinary process. You shall also ensure that you comply with all Firm policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence, or fault.

4. Employment Conditions

During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Firm. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Firm to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as the Firm may from time to time require, in relation to the Firm's business.

6. Independence and Risk Policies

We draw your attention to Firm's independence and risk policies that apply to personnel in all functions irrespective of the entity to which you belong to. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships and detailed policies on the same are available on the intranet. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Firm's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below. For the purpose of this clause, "Firm" shall mean and include any network, associated, licensor or co-sublicensee entity/Firm.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Firm, purchase, sell or deal in, at any time either during your employment with the Firm or thereafter, any securities issued by any past, present or prospective customer/client of the Firm in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Firm.

8. People Handbook

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You are requested to familiarize yourself with the Firm's People Handbook on joining and you are required, at all times, to abide by the People Handbook as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D below. The terms of the People Handbook shall form part and parcel of this Agreement.

9. Intellectual Property

9.1 You acknowledge that the Firm is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Firm, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Firm. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Firm shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Firm. To the extent such rights do not vest immediately in the Firm, you agree to and irrevocably and unconditionally assign to the Firm all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Firm, for recording the Firm as the owner of such works at the Firm's cost and expense.

10. Social Media Policy

You shall ensure compliance with the Social Media policy of the Firm as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Firm, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the People Handbook and shall be subject to the Firm's disciplinary process.

11. Personal Conflicts

In addition to your obligations under the People Handbook, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Firm in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Firm policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of

services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Firm's disciplinary process.

D. Termination

1. Without Cause

1.1 During the Probation Period, the Firm may terminate this Agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Firm. Similarly, during the Probation Period you may also terminate this Agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment by you or the Firm of the salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, the Firm shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Firm at the time of your joining the employment of the Firm, as well as the total cost incurred by the Firm and/or expenses reimbursed to you (if any), in connection with your relocation.

1.2 Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause. The Party desirous of terminating this Agreement shall give **Ninety (90) days** prior written notice to the other Party. The Firm at its discretion may pay or accept, payment of equivalent or proportionate salary in lieu of the full or part of the notice period. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Firm on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Firm such joining bonus/sign-on bonus as paid to you by the Firm which shall be in addition to the **Ninety (90) days** written notice or salary in lieu thereof or a combination thereof. Further, in case you have received any relocation benefits and you exercise the option of termination this Agreement, or your agreement is terminated by the Firm on grounds mentioned above within 12 months of joining or relocation, the Firm shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Firm and/or expenses reimbursed to you in connection with your relocation.

1.3 Additionally, in the event you exercise the option to terminate this Agreement as contained under the Paragraph D.1.1 and D.1.2 above, the Firm notwithstanding anything to the contrary contained in clause 1.2 above, may relieve you from the date as the Firm may deem fit even before expiration of notice period without any liability to compensate you in connection with the unserved duration of your notice period. All other terms and conditions of this Agreement or applicable Firm's policies including without limitation to the Code of Conduct shall apply to you in the aforesaid scenario of early relieving without any exceptions or concessions of any kind whatsoever.

1.4 Without prejudice to the Firm's right as contained in Clause D.1.3, in case of termination

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of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on paid leave until the end of your notice period at the Firm's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.

- 1.5 With the exception as laid out in Paragraph D.1.4 above, you shall not be entitled to any leave while serving your notice period under this Agreement.

2. Breach or Misconduct

- 2.1 Notwithstanding anything herein, the Firm shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:

- (i) found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Firm's business; or
- (ii) found to have engaged in any other act or omission, inconsistent with your duties; or
- (iii) found to have engaged in any breach of this Agreement, or the Firm Policy/People Handbook (including any independence and risk policies/code of Conduct) or lawful orders given to you by the Firm;
- (iv) convicted of any criminal offence; or,
- (v) found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Firm indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Firm directly or indirectly due to any breach of the terms of your employment including the People Handbook.

In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Firm will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Firm are not the sole and exclusive remedy and are in addition to any other rights the Firm may have either under law or in contract or by operation of any other policy/document.

2.3 Provisional Offer

This offer is subject to the successful completion of the academic course which you are

currently pursuing.

In accordance with the policy, this offer is conditional on receiving and being satisfied, with the background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof.

The present employment is offered to you on the basis of the information/ particulars provided by you with regards to your educational/professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been concealed/withheld/suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated.

3. Leave beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Firm in respect of the excess days taken and the Firm is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Firm.

4. Return of Property

4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all Confidential Information, lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

4.2 You shall promptly, whenever requested by the Firm and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver to the Firm all Property and you shall not retain any copies thereof. All title and copyright in the Property shall vest with the Firm.

E. Governing Law

This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

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This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Firm.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Firm on or before 19-03-2023 failing which, this offer stands automatically withdrawn by the Firm without any further notice to you.

Yours sincerely,
for B S R & Co. LLP

Inderpal Singh
Human Resources - Associate Director

INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a 'Member of the Firm'?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are ' **Member of the Firm** ' and ' **Covered Person** '. As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.

'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term **'Member of the Firm'** also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules?**

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same **'office'** in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents * , whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called **'immediate family members'** in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your ' **close family members** '—immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.
- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

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If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.

ANNEXURE 1
INDICATIVE COST-TO-FIRM

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Compensation Category	Monthly (in INR)	Annual Target Earning (in INR)	Annual Maximum Potential Earning (in INR)
i) Basic Salary	12500	150000	150000
ii) Flexible Compensation	10700	128400	128400
iii) Employer Contribution to Provident Fund	1800	21600	21600
a) Fixed Compensation along with Employer's Contribution to Provident Fund (Annual) (i+ii+iii)	25000	300000	300000
b) Gratuity	601	7212	7212
c) Insurance Premium#		17569	17569
d) Target Performance Linked Variable Pay		33330*	66660**
Potential Cost to Firm (Annual) (a+b+c+d)		358111	391441

Employee Contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Firm in that regard. Gratuity will be paid as per applicable rules.

#Insurance Premium is only indicative, and the actual may vary

PERFORMANCE LINKED BONUS

You will be part of the performance linked bonus plan of the Firm. Under this plan, the bonus payable will be calculated on the basis of your Individual performance and the performance of the Business Unit and Firm during the fiscal year i.e. April through March.

*This is the target performance bonus ("Target Performance Linked Bonus") which shall be payable subject to you achieving the target performance and the achievement of target by your business unit and the Firm.

**This is the maximum potential performance linked bonus (i.e., maximum of two (2) times your Target Performance Linked Bonus), which you may earn, upon exceptional performance of the

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business unit, Firm and you.

The terms of the performance linked bonus plan are subject to periodic re-evaluation and modifications by the Firm.

Taxation will be governed by the Income Tax rules. The Firm will be deducting tax at source as per income tax guidelines.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 300000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Firm you may refer to the People Handbook for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from.

Annexure 2

Understanding and Structuring your Compensation

In addition to your Basic Salary* and Provident Fund** (PF), the below mentioned components are available for you to design a salary structure in a way best suited to you for availing tax benefits.

While the detailed information of the components will be available for your information in the People Handbook, below is a snippet for your perusal.

**50% of fixed compensation*

***The monthly PF contribution is a sum total of 12% of basic salary of employer and employee contribution. The Employee and Employers Contribution of PF are part of fixed CTC.*

Note: If you are not previously a member of PF and you meet the criterion of opting out of PF, please reach out to your recruitment point of contact for more details.

Components for Analyst		
1	House Rent Allowance (HRA)	<ul style="list-style-type: none"> • There is no limit for allocation of HRA • The PAN of landlord needs to be submitted along with rent receipts. • TDS challan for the tax deducted needs to be produced on the rent to claim HRA (if rent is more than or equal to INR 50,000 per month) • The lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. • If the period of lease is for 12 months or more, it should be registered under the Registration Act.
2	Expenses in pursuit of Self-education	<ul style="list-style-type: none"> • Self-education claim covers any kind of course fee paid (does not include books/stationary expenses). • Maximum of INR 20,000 per annum • The course fee receipt, proof of payment (debit/credit card/NEFT/cheque) along with the approval.
3	Expenses in Pursuit of Children's Education	<ul style="list-style-type: none"> • INR 100 per month, per child for a maximum of two children. • No supporting documents required.
4	Home Landline/Mobile Bills	<ul style="list-style-type: none"> • INR 15000 per annum • The home landline/mobile bill has to be in your name

		<p>in order to get the benefit. This does not include prepaid mobile, broadband and data card charges.</p> <ul style="list-style-type: none"> You can claim up to two telephone bills (either landline or mobile or both) in a particular month.
5	Meal Card	<ul style="list-style-type: none"> Maximum of INR 15,000 per annum (Minimum INR 100 per month and maximum INR 1250 per month) Meal card will be credited with six (6) months balance based on the structured amount. Colleagues will be required to complete KYC as required by the meal card vendor.
6	Purchase of Computer/Laptop/I-pad for Personal Use	<ul style="list-style-type: none"> One purchase for a period of 36 months up to INR 1,00,000. The bill should be in your name c/o the applicable entity. The original invoice and proof of payment (debit/credit card/ NEFT/cheque).
7	Leave Travel Allowance (LTA)	<ul style="list-style-type: none"> One round trip from place of origin to destination twice in four years (only domestic travel). This does not include expenses such as local conveyance, sightseeing, hotel accommodation, food. can claim LTA for yourself and for your declared dependents provided you are travelling with them. Original ticket/boarding passes/invoice based on the mode of travel and proof of payment (debit/credit card/NEFT/cheque) is required.
8	National Pension Scheme (NPS)	<ul style="list-style-type: none"> You can allocate up to 10% of your annual basic salary in the financial year. You should have a PRAN (Permanent Retirement Account Number) with Kotak Mahindra Bank. If you already have a PRAN with another bank, please reach out to the payroll vendor upon joining. You cannot have a joint account under this scheme.

B S R & Co. LLP

Chartered Accountants

14th Floor, Central B Wing and North C Wing
Nesco IT Park 4, Nesco Center,
western Express Highway, Goregaon (East),
Mumbai - 400 063, India

Telephone: +91 22 6257 1000
Fax: +91 22 6257 1010

01 December 2022

Neha Chugh
2/401 old housing board colony,, , Rajasthan,, , Suratgarh,

Dear Neha,

On behalf of **B S R & Co. LLP** (the '**Firm**'), I am pleased to offer you the position of **Analyst in Audit** with the Firm. You will be part of the **Audit - Audit-ADC** team.

You shall be based at our office **Noida** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as may be decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining.

In the event you fail to join latest by **19 June 2023**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of Three (3) months (the 'Probation Period') from the actual date of your joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, as applicable for the time being in force ('Firm Policy'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirm letter (the 'Confirmation Letter'). Until such Confirmation Letter is issued, you shall continue to be on probation.

The terms and conditions of your employment with the Firm shall be as follows:

A. **Compensation**

1. Basic Salary

Your basic salary shall be INR 150000/- (Rupees One Lakh Fifty Thousand only) per annum, payable on a monthly basis, in arrears.

2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to Company (CTC), you shall be entitled to a sum of INR 150000/- (Rupees One Lakh Fifty

Registered Office:

B S R & Co. (a partnership firm with Registration No. BA61223) converted into B S R & Co. LLP
(a Limited Liability Partnership with LLP Registration No. AAB-8181) with effect from October 14, 2013

14th Floor, Central B Wing and North C Wing, Nesco IT Park 4,
Nesco Center, Western Express Highway, Goregaon (East),
Mumbai - 400063

Thousand only) per annum. The aforesaid part of CTC shall include Employer's share of contribution under the Provident Fund scheme of the Firm, which shall be subject to your entitlement and the policy of the Firm and would depend on the allowances to be chosen out of the allowances / perquisites as detailed in the People Handbook.

B. Other Entitlements

Your other entitlements, as may be determined in accordance to the Firm's Policy as applicable from time to time, shall be as follows:

1. Annual Increments and Bonus

Matters such as entitlement to performance incentive and/or annual fixed salary increase (and quantum thereof) shall be decided by the Firm in its sole and absolute discretion and shall be subject to such policies/procedures as may be applicable from time to time.

As per the prevalent policy any employee joining on or before 30 September of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of issuance of the increment letter.

Any employee joining on or before 31 December of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of disbursement of performance incentive.

2. Performance Bonus

Firm is under no obligation to operate a bonus scheme and matters such as entitlement to performance bonus shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

Subject to the above, you will be part of the performance linked bonus plan of the Firm. Under this plan the bonus payable will be calculated as per the Firm's policy.

This amount is pro-rated depending upon the actual date of joining during the Firm's financial year. The performance bonus (if any) will be payable solely based on you being in active employment of the Firm and not serving notice on the date of disbursement. Payment of the aforesaid performance bonus shall be subject to the policies and/or procedures of the Firm as existing on the date of disbursement.

The Firm reserves the right to vary the terms and amount of your bonus, depending upon your performance, the Firm's financial results and attainment of strategic goals.

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Statutory Bonus, if any, shall be included in the above pay-out.

3. Gratuity

You shall be entitled to payment of gratuity as per the Firm Policy and subject to the applicable law.

4. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Firm, if any.

5. Leave

You shall be entitled to annual leave of annually twenty-two working days in a performance year in accordance with the Firm's Policy subject to the applicable law. Your leave entitlement will be governed by the Leave policies as stated in the People Handbook and amended from time to time.

6. Maternity Benefits [**For Women employees only**]

You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding break for meals. The Firm practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Firm from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Firm to you towards Compensation, Other Entitlements and/or, any other payment shall be subject to deduction of withholding taxes and/or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Firm shall include: -

- (i) trade secrets,
- (ii) lists or details of its suppliers and/or their services, customers and/or the services to them including their terms of business,
- (iii) prices charged to and terms of business with clients,
- (iv) marketing plans and revenue forecasts,
- (v) any proposals relating to the future forecast of the Firm or any of its business or any part thereof,
- (vi) details of its employees and officers and matters relating to their compensation/remuneration and other benefits paid or payable to them,
- (vii) any Firm or client data/information/records, Firm policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Firm, any information given to the Firm in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and
- (viii) any other information which is notified to you as confidential or which by its nature is confidential.

3.2 You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party messaging applications (e.g. WhatsApp, Telegram etc.) or in any other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part,

which may have come to your possession or knowledge at any time during the course of your employment with the Firm. Any non-compliance of this obligation shall be construed as a misconduct in terms of the People Handbook of the Firm and shall be subject to the Firm's disciplinary process. You shall also ensure that you comply with all Firm policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence, or fault.

4. Employment Conditions

During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Firm. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Firm to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as the Firm may from time to time require, in relation to the Firm's business.

6. Independence and Risk Policies

We draw your attention to Firm's independence and risk policies that apply to personnel in all functions irrespective of the entity to which you belong to. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships and detailed policies on the same are available on the intranet. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Firm's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below. For the purpose of this clause, "Firm" shall mean and include any network, associated, licensor or co-sublicensee entity/Firm.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Firm, purchase, sell or deal in, at any time either during your employment with the Firm or thereafter, any securities issued by any past, present or prospective customer/client of the Firm in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Firm.

8. People Handbook

You are requested to familiarize yourself with the Firm's People Handbook on joining

and you are required, at all times, to abide by the People Handbook as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D below. The terms of the People Handbook shall form part and parcel of this Agreement.

9. Intellectual Property

9.1 You acknowledge that the Firm is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Firm, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Firm. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Firm shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Firm. To the extent such rights do not vest immediately in the Firm, you agree to and irrevocably and unconditionally assign to the Firm all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Firm, for recording the Firm as the owner of such works at the Firm's cost and expense.

10. Social Media Policy

You shall ensure compliance with the Social Media policy of the Firm as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Firm, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the People Handbook and shall be subject to the Firm's disciplinary process.

11. Personal Conflicts

In addition to your obligations under the People Handbook, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Firm in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Firm policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of services. Any non-compliance of this clause shall be construed as a misconduct and

shall be subject to the Firm's disciplinary process.

D. Termination

1. Without Cause

1.1 During the Probation Period, the Firm may terminate this Agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Firm. Similarly, during the Probation Period you may also terminate this Agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment by you o the Firm of the salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, the Firm shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Firm at the time of your joining the employment of the Firm, as well as the total cost incurred by the Firm and/or expenses reimbursed to you (if any), in connection with your relocation.

1.2 Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause. The Party desirous of terminating this Agreement shall give **Ninety (90) days** prior written notice to the other Party. The Firm at its description may pay or accept, payment of equivalent or proportionate salary in lieu of the full or part of the notice period. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Firm on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Firm such joining bonus/sign-on bonus as paid to you by the Firm which shall be in addition to the **Ninety (90) days** written notice or salary in lieu thereof or a combination thereof. Further, in case you have received any relocation benefits and you exercise the option of termination this Agreement, or your agreement in terminated by the Firm on grounds mentioned above within 12 months of joining or relocation, the Firm shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Firm and/or expenses reimbursed to you in connection with your relocation.

1.3 Additionally, in the event you exercise the option to terminate this Agreement as contained under the Paragraph D.1.1 and D.1.2 above, the Firm notwithstanding anything to the contrary contained in clause 1.2 above, may relieve you from the date as the Firm may deem fit even before expiration of notice period without any liability to compensate you in connection with the unserved duration of your notice period. All other terms and conditions of this Agreement or applicable Firm's policies including without limitation to the Code of Conduct shall apply to you in the aforesaid scenario of early relieving without any exceptions or concessions of any kind whatsoever.

1.4 Without prejudice to the Firm's right as contained in Clause D.1.3, in case of termination of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on

paid leave until the end of your notice period at the Firm's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.

- 1.5 With the exception as laid out in Paragraph D.1.4 above, you shall not be entitled to any leave while serving your notice period under this Agreement.

2. Breach or Misconduct

- 2.1 Notwithstanding anything herein, the Firm shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:

- (i) found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Firm's business; or
- (ii) found to have engaged in any other act or omission, inconsistent with your duties; or
- (iii) found to have engaged in any breach of this Agreement, or the Firm Policy/People Handbook (including any independence and risk policies/code of Conduct) or lawful orders given to you by the Firm;
- (iv) convicted of any criminal offence; or,
- (v) found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Firm indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Firm directly or indirectly due to any breach of the terms of your employment including the People Handbook.

In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Firm will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Firm are not the sole and exclusive remedy and are in addition to any other rights the Firm may have either under law or in contract or by operation of any other policy/document.

2.3 Provisional Offer

This offer is subject to the successful completion of the academic course which you are currently pursuing.

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In accordance with the policy, this offer is conditional on receiving and being satisfied, with the background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof.

The present employment is offered to you on the basis of the information/ particulars provided by you with regards to your educational/professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been concealed/withheld/suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated.

3. Leave beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Firm in respect of the excess days taken and the Firm is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Firm.

4. Return of Property

4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all Confidential Information, lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

4.2 You shall promptly, whenever requested by the Firm and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver to the Firm all Property and you shall not retain any copies thereof. All title and copyright in the Property shall vest with the Firm.

E. Governing Law

This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this

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Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Firm.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Firm on or before 30-11-2022 failing which, this offer stands automatically withdrawn by the Firm without any further notice to you.

Yours sincerely,
for B S R & Co. LLP

Human Resources -

INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a 'Member of the Firm'?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are ' **Member of the Firm** ' and ' **Covered Person** '. As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.

'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term **'Member of the Firm'** also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules?**

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same **'office'** in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents *, whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called **'immediate family members'** in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your ' **close family members** ' —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.
- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

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If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.

ANNEXURE 1
INDICATIVE COST-TO-COMPANY

Neha Chugh

Compensation Category	Monthly (in INR)	Annual Target Earning (in INR)	Annual Maximum Potential Earning (in INR)
i) Basic Salary	12500	150000	150000
ii) Flexible Compensation	10700	128400	128400
iii) Employer Contribution to Provident Fund	1800	21600	21600
a) Fixed Compensation along with Employer's Contribution to Provident Fund (Annual) (i+ii+iii)	25000	300000	300000
b) Gratuity	601	7212	7212
c) Insurance Premium#		17569	17569
d) Target Performance Linked Variable Pay		33330*	66660**
Potential Cost to Company (Annual) (a+b+c+d)		358111	391441

Employee Contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Firm in that regard. Gratuity will be paid as per applicable rules.

#Insurance Premium is only indicative, and the actual may vary

PERFORMANCE LINKED BONUS

You will be part of the performance linked bonus plan of the Firm. Under this plan, the bonus payable will be calculated on the basis of your Individual performance and the performance of the Business Unit and Firm during the fiscal year i.e. April through March.

*This is the target performance bonus ("Target Performance Linked Bonus") which shall be payable subject to you achieving the target performance and the achievement of target by your business unit and the Firm.

**This is the maximum potential performance linked bonus (i.e., maximum of two (2) times your Target Performance Linked Bonus), which you may earn, upon exceptional performance of the

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business unit, Firm and you.

The terms of the performance linked bonus plan are subject to periodic re-evaluation and modifications by the Firm.

Taxation will be governed by the Income Tax rules. The Firm will be deducting tax at source as per income tax guidelines.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 300000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Firm you may refer to the People Handbook for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from.

Annexure 2

Understanding and Structuring your Compensation

In addition to your Basic Salary* and Provident Fund** (PF), the below mentioned components are available for you to design a salary structure in a way best suited to you for availing tax benefits.

While the detailed information of the components will be available for your information in the People Handbook, below is a snippet for your perusal.

**50% of fixed compensation*

***The monthly PF contribution is a sum total of 12% of basic salary of employer and employee contribution. The Employee and Employers Contribution of PF are part of fixed CTC.*

Note: If you are not previously a member of PF and you meet the criterion of opting out of PF, please reach out to your recruitment point of contact for more details.

Components for Analyst		
1	House Rent Allowance (HRA)	<ul style="list-style-type: none"> • There is no limit for allocation of HRA • The PAN of landlord needs to be submitted along with rent receipts. • TDS challan for the tax deducted needs to be produced on the rent to claim HRA (if rent is more than or equal to INR 50,000 per month) • The lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. • If the period of lease is for 12 months or more, it should be registered under the Registration Act.
2	Expenses in pursuit of Self-education	<ul style="list-style-type: none"> • Self-education claim covers any kind of course fee paid (does not include books/stationary expenses). • Maximum of INR 20,000 per annum • The course fee receipt, proof of payment (debit/credit card/NEFT/cheque) along with the approval.
3	Expenses in Pursuit of Children's Education	<ul style="list-style-type: none"> • INR 100 per month, per child for a maximum of two children. • No supporting documents required.
4	Home Landline/Mobile Bills	<ul style="list-style-type: none"> • INR 15000 per annum • The home landline/mobile bill has to be in your name

		<p>in order to get the benefit. This does not include prepaid mobile, broadband and data card charges.</p> <ul style="list-style-type: none"> You can claim up to two telephone bills (either landline or mobile or both) in a particular month.
5	Meal Card	<ul style="list-style-type: none"> Maximum of INR 15,000 per annum (Minimum INR 100 per month and maximum INR 1250 per month) Meal card will be credited with six (6) months balance based on the structured amount. Colleagues will be required to complete KYC as required by the meal card vendor.
6	Purchase of Computer/Laptop/I-pad for Personal Use	<ul style="list-style-type: none"> One purchase for a period of 36 months up to INR 1,00,000. The bill should be in your name c/o the applicable entity. The original invoice and proof of payment (debit/credit card/ NEFT/cheque).
7	Leave Travel Allowance (LTA)	<ul style="list-style-type: none"> One round trip from place of origin to destination twice in four years (only domestic travel). This does not include expenses such as local conveyance, sightseeing, hotel accommodation, food. can claim LTA for yourself and for your declared dependents provided you are travelling with them. Original ticket/boarding passes/invoice based on the mode of travel and proof of payment (debit/credit card/NEFT/cheque) is required.
8	National Pension Scheme (NPS)	<ul style="list-style-type: none"> You can allocate up to 10% of your annual basic salary in the financial year. You should have a PRAN (Permanent Retirement Account Number) with Kotak Mahindra Bank. If you already have a PRAN with another bank, please reach out to the payroll vendor upon joining. You cannot have a joint account under this scheme.



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Email:indiawebsite@kpmg.com

14 July 2023

Vaibhav Sukhani

**C1A/46C, Janakpuri, West Delhi,
New Delhi-110058**

Dear Vaibhav,

On behalf of **KPMG Resource Centre Private Limited** (the 'Company'/ 'Firm'/ 'Employer'), I am pleased to offer you the position of **Audit Associate 1 in Audit** with the Company. You will be reporting to **Vipresh Bansal** or such other person as authorized by the Company.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **07 August 2023**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the 'Probation Period') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('Company Policy'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the 'Confirmation Letter'). The Company may at its discretion, extend the probationary period for a further period if the situation demands. Until such Confirmation Letter is issued, you are deemed to be on probation.

Provisional Offer

The offer is conditional upon you being eligible to work in India. It will be your responsibility to ensure that you continue to be eligible to work in India during the course of your employment.

This offer is subject to the successful completion of the academic course which you are currently pursuing..

The offer also is subject to your completion of, to the Company's satisfaction, comprehensive background screening procedures, including without limitation, education, employment, residence, identity and other verifications; criminal records and civil database checks; and various compliance authority checks. You agree to provide to the Company and/or any background screening service provider of the Company all information necessary to conduct such background screening procedures within 5 days, and hereby represents and warrants that such information provided is and will be accurate and complete. You further consent to the collection, storage and independent verification of the information provided to the Company

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Registered Office:
Building no. 10
5th Floor, Tower C
DLF Cyber City, Phase II
Gurugram – 122 002, Haryana

CIN U74140HR2005PTC085834



and/or any background screening service provider of the Company by the Employee for such employment purposes in terms of Clause 12 of this Agreement.

In the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, the same shall constitute breach of discipline and your services will be liable to be terminated with immediate effect without notice and with no liability to make any further payment to you.

The terms and conditions of your employment with the Company shall be as follows:

1. Your General Duties

- 1.1. Your immediate Performance Manager will communicate the details of your role and work responsibilities in the initial weeks of joining the Company. During your employment, the Company may require you to work on any project that you are assigned to, or any technical platforms/ skills and nature of the project, in differentiated work timings, at designated workspace and location as may be decided by the Company.
- 1.2. In addition to the roles and work responsibilities, you hereby undertake to, at all times:
 - a. Comply with Independence and Risk Policies applicable to personnel in all functions. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships. The Company's independence and risk policies apply to personnel in all functions irrespective of the entity to which you belong to. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Company's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Clause 11 below. Please refer to Annexure 3 for further details.
 - b. Comply with Prevention of Insider Trading policy- you shall not, without prior written permission of the Company, purchase, sell or deal in, at any time either during your employment with the Company or thereafter, any securities issued by any past, present or prospective customer/client of the Company in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Company.
 - c. Comply with the Company's policies at all times and to abide by the provisions of the policies as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Clause 11 below. The terms of the Company's policies shall form part and parcel of this Agreement.



- d. Comply with Social Media Policy: You shall ensure compliance with the Social Media policy of the Company as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Company, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the Company's policies and shall be subject to the Company's disciplinary process.
- e. Disclosure and Personal Conflicts: In addition to your obligations under the Company's policies, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Company in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Company's policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Company's disciplinary process.

2. Compensation

- 2.1. Your total fixed Compensation shall be **INR 365000/- (Rupees Three Lakh Sixty Five Thousand)** per annum, payable monthly in arrears as detailed in Annexure 1.
- 2.2. In addition to the basic salary mentioned above, you shall be entitled to certain additional allowances and benefits which are further listed in Annexure 1 and 2 below.
- 2.3. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.
- 2.4. As per the prevalent policy any employee joining on or before 31st March of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to their rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Company on the date of issuance of the increment letter.
- 2.5. Any employee joining on or before 30 June of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive,



subject to their rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Company on the date of disbursement of performance incentive.

3. Working Hours

- 3.1. Your other entitlements, as may be determined by the Company Policy from time to time, shall be as follows:

You will be required to work **(8)** hours a day excluding thirty (30) minutes break for lunch. The Company practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

4. Location and Travel

- 4.1. You shall be based in Gurugram and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.
- 4.2. You shall travel to such places, within or outside India, as the Company may from time to time require in relation to the Company's business.

5. Leaves and Holidays

- 5.1. You shall be entitled to 22 days (working days) in a performance year in accordance with the Company Policy subject to the applicable law.
- 5.2. In addition to the above, you will also be entitled to statutory holidays, as may be notified in the list of holidays to be issued by the Company at the start of calendar year.
- 5.3. You are also entitled to other leaves such as Well-being/Sick leave, compassionate leave, family caregiver leave etc which are more detailed in the Company's policies.
- 5.4. Maternity Benefits [For Women employees only]: You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.



5.5. Leave Beyond Entitlement: If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Company in respect of the excess days taken and the Company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Company.

6. Confidential Information

6.1. For the purposes of this Agreement, 'Confidential Information' in relation to the Company means:-

- a. trade secrets.
- b. lists or details of its suppliers, their services, or customers and the services and their terms of business.
- c. prices charged to and terms of business with clients.
- d. marketing plans and revenue forecasts.
- e. any proposals relating to the future of Company or any of its business or any part thereof.
- f. details of its employees and officers and of the remuneration and other benefits paid to them.
- g. any company or client data/information/records, company policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Company, any information given to the Company in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain.
- h. any other information which is notified to you as confidential or which by its nature is confidential.



- 6.2. You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party messaging applications (e.g. Whatsapp, Telegram etc.) or in any other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part, which may have come to your possession or knowledge at any time during the course of your employment with the Company. Any non-compliance of this obligation shall be construed as a misconduct in terms of the Company's policies and shall be subject to the Company's disciplinary process. You shall also ensure that you comply with all Company policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence or fault.
- 6.3. You agree not to use any Confidential Information (as defined above) disclosed to you by the Company or its affiliates, during the course of employment or at any time thereafter, except as required by law, use, divulge or disclose to any person any Confidential Information, which may have come to your knowledge at any time during the course of your employment with the Company. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence or fault. You agree to take all reasonable measures to protect the secrecy of and avoid disclosure or use of Confidential Information of the Company, in order to prevent it from coming in public domain or in the possession of persons other than those persons authorized to have any such information. You further agree to forthwith notify the Company in writing of any actual or suspected misuse, misappropriation or unauthorized disclosure of the Company's Confidential Information which may come to your attention.
- 6.4. You agree, except as otherwise expressly authorized by the Company, not to make any copies or duplicates of any of the Company's Confidential Information. Any materials or documents that have been furnished by the Company to you in connection with the employment relationship shall be promptly returned by you to the Company, accompanied by all the copies of such documentation, with ten days from the (a) termination of employment or (b) written request of the Company.
- 6.5. This obligation shall be valid for the time of the employment relationship as well as after its termination, regardless of the reason for the termination of the Agreement.

7. Intellectual Property

- 7.1. You acknowledge that the Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of



the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

- 7.2. You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent such rights do not vest immediately in the Company, you agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

8. External Employment Conditions

- 8.1. During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Company. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to an annual appraisal by your Performance Manager.

9. Indemnity

- 9.1. You acknowledge and agree that you shall indemnify and keep the Company indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Company directly or indirectly due to any breach of the terms of your employment including the Company's policies.
- 9.2. In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Company will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.
- 9.3. The above rights of the Company are not the sole and exclusive remedy and are in addition to any other rights the Company may have either under law or in contract or by operation of any other policy/document.

10. Retirement

- 10.1. The retirement age for the Company currently is 60 years. Please refer to the company's policy for further details.

11. Termination



- 11.1. During the Probation Period, the Company may terminate this Agreement without assigning any reasons upon 60 days prior written notice or payment of salary in lieu thereof, at the discretion of the Company. Similarly, during the Probation Period the Employee may also terminate this Agreement without assigning any reasons upon 60 days prior notice in writing or payment by you to the Company of the salary in lieu thereof. In such an event and in addition to 60 days written notice or salary in lieu thereof, the Company shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Company at the time of your joining the employment of the Company, as well as the total cost incurred by the Company and/or expenses reimbursed to you by whatever name called (if any), including without limitation, any expense/ cost incurred/expended in connection with your relocation.
- 11.2. Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause, upon 60 days prior written notice by the Party desirous of terminating this Agreement or payment of equivalent salary in lieu thereof or a combination thereof, at the discretion of the Company. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Company on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Company such joining bonus/sign-on bonus as paid to you by the Company which shall be in addition to the 60 days written notice or salary in lieu thereof or a combination thereof. Further, in case any costs have been incurred by the Company or any expenses have been reimbursed to you, including but not limited to any relocation benefits, and you exercise the option of termination this Agreement, or your agreement in terminated by the Company on grounds mentioned above within 12 months of joining, the Company shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Company and/or expenses reimbursed to you including without limitation, as incurred/expended in connection with your relocation.
- 11.3. In case of termination of employment under Clause 11.1 and 11.2 above, you may be required to go on a paid leave until the end of your notice period at the Company's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.
- 11.4. With the exception as laid out in Clause 11.3 above, except where expressly permitted, you shall not be entitled to any leave while serving your notice period under this Agreement.
- 11.5. Notwithstanding anything herein, the Company shall be entitled to terminate this Agreement, without notice and with immediate effect and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination), if you:



- a. fail to satisfactorily complete the Company's background screening checks;
- b. are found to have engaged in any act of misconduct or negligence in the discharge of his/ her duties or in the conduct of the Company's business; or
- c. are found to have engaged in any other act or omission, inconsistent with your duties; or
- d. are found to have engaged in any breach of this Agreement, or the Company Policy or lawful orders given to you by the Company;
- e. are convicted of any criminal offence; or,
- f. fail to adhere to the policies of the Company
- g. are found to have engaged in unauthorized absence beyond a period of three (3) days.

11.6. Return of Property

- a. For the purposes of this Clause 11.6, Property means keys, mobile phone, computer equipment, security access cards, all lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.
- b. The Employee shall promptly, whenever requested by the Company and in any event upon receipt of notice of termination or termination of employment under this Clause 11, deliver up to the Company all Property and you shall not retain any copies thereof. Title and copyright in the Property shall vest in the Company.

12. Data Protection and retention

- 12.1. The Company (directly and/or through any service provider) shall process your information for legal, personnel, remuneration, pre-employment vetting, administrative



and management and other such purposes subject to the applicable laws. Furthermore, you hereby explicitly consent to the holding and processing of the personal and sensitive personal data as per KPMG Policy.

- 12.2. During the course of your employment, you agree to comply with any policies issued by the Company from time to time relating to Data privacy/ data retention and data protection.

13. Governing Law

- 13.1. This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

14. Miscellaneous

- 14.1. Entire Agreement: This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof to the exclusion of all other prior agreements, arrangements or understandings and assurances between the Parties, relating to such subject matter either written or oral. Should any terms of this Agreement conflict with any of the terms of the Company's policy, the terms of the Company's policy shall prevail.
- 14.2. Severability: The various provisions of this Agreement are severable and if any provision or identifiable part of it is held to be invalid, unlawful or unenforceable by any tribunal or court of competent jurisdiction, then such unenforceability shall not affect the enforceability of the remainder of this Agreement which shall continue to be valid and enforceable to the fullest extent permitted by law. In such circumstances, the Employer shall determine in good faith to replace any invalid, unlawful or unenforceable clause or provision with a suitable clause or provision which maintains as far as possible the purpose and effect of this Agreement.
- 14.3. Waiver: No failure or delay on the part of any Party in exercising any right or power under this Agreement shall take effect as a waiver of such right or power under this Agreement.
- 14.4. Survival: Upon termination of this Agreement those sections that by their nature are intended to survive termination, rescission or expiration of this Agreement shall so survive, unless otherwise indicated in this Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Company.



If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Company on or before 18-07-2023, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

Yours Sincerely,

for KPMG Resource Centre Private Limited

Indrani Ghoshal
(Authorized Signatory)

I am pleased to accept the offer contained above.

Vaibhav Sukhani
(Candidate's Name)



ANNEXURE-1

INDICATIVE COMPENSATION PLAN

Vaibhav Sukhani
Audit Associate 1
Gurugram

Compensation Category	Monthly (in INR)	Annual (in INR)
Basic Salary (a)	15208	182500
Flexible Compensation (b)*	13383	160600
Employer Contribution to Provident Fund (c)	1825	21900
Total Cost to Company (a+b+c)	30416	365000

* Flexible Compensation will include minimum 10% of Basic Salary as HRA

- The above is an indicative break-up of the components
- Employee contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Company in that regard.
- Equal amount of PF will be deducted from the Cost to the Company as Employee contribution to Provident Fund.
- Gratuity will be governed by the Payment of Gratuity Act.
- Gratuity and Insurance Premium do not feature in the payslip.
- You will be eligible for increment as per the Company Policy only if your joining date is on or before March 31 for the current calendar year.
- You will be eligible for performance bonus as per the Company Policy if your joining date is on or before June 30 for the current calendar year. The Company is under no obligation to operate a bonus scheme and any payment of bonus to you is solely at the Company's discretion.
- Performance Bonus will be payable only subject to your being on the payroll of the Company and not serving notice at the time of disbursement.
- Any amount payable by the Company to you towards Compensation, Other Entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or,



any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

- Flexible compensation needs be allocated every year basis the components published by the Company.
- Any statutory deduction shall be made as per applicable laws.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 400000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Company you may refer to the Company's policies for further details on the benefits that are available to you.

ANNEXURE 2

Compensation Structure	
Fixed Components / Mandatory Components:	
	Audit Associate 1
A Basic Salary	50% of 'Cost to Co.'
B Provident Fund	12% of basic will be deducted from the basic as the employee's contribution towards PF. An equivalent amount (12% of Basic) will be deducted as the employer's contribution from the balance.
The balance of 'Cost to Co.' can be structured using the following options:	
	Audit Associate 1
C1 House Rent Allowance	✓
<p>Ø Minimum 10% of your basic salary will be allocated towards HRA. Ø Maximum HRA which can be allocated is 50% of your basic salary</p> <p>If an employee wants to avail house rent allowance, the employee should ensure the compliance of the following:</p> <ol style="list-style-type: none"> 1. The employee should furnish a lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. If the period of lease deed is for 12 months or more, it should be registered under the Registration Act. 2. The employee should also provide proper rent receipts issued by the lessor, which should be properly stamped and signed. 3. The employee should provide PAN of landlord in case monthly rent is more than equal to Rs 8,333/- or Rs 1,00,000/- per annum. (This is as per law) 4. The address of the employee given to the Firm and as per the lease deed should be the same. 5. Monthly Rent Paid: 	
Rent Paid	Requirement
More than or equal to Rs. 20,000/-	<ol style="list-style-type: none"> 1. Cheque no., cheque date along with Bank Name 2. Incase of direct bank transfer, bank payment details such as beneficiary bank a/c no., payment date and payment ref. no. 3. PAN of landlord
	1. All above three are mandatory to be mentioned on rent receipts.
	Audit Associate 1
C2 Car Lease Rentals/Insurance	X
-	

		Audit Associate 1
C3	Andriod / iPhone Handset reimbursement	X
	-	
		Audit Associate 1
C4	Leave Travel Allowance	✓
	Exemption as per IT Rules. Appropriate proof (Original tickets in case of Rail journey; Original ticket and boarding passes in case of Air-Travel) along with payment proof to be submitted. During the period of LTA, the employee needs to be on approved leaves. (For more details, please refer CTC reimbursement policy under Expense Policies)	
		Audit Associate 1
C5	Children's Education Allowance	✓
	Exemption as per IT Rules.	
		Audit Associate 1
C6	Expenses in pursuit of Education	✓
	Subject to prior approval of Performance Manager. Exemption as per IT Rules. Maximum Rs 20,000/- p.a.	
		Audit Associate 1
C7	Meal Vouchers	✓
	Meal vouchers up to a maximum of Rs 15,000/- p.a. for all employees, in the monthly denominations of Rs 500/-, Rs 1000/- or Rs 1250/-	
		Audit Associate 1
C8	Purchase of computer at home	✓
	Rs 33,333/- p.a. for all employees and for 36 months only (Device cost for Rs 1,00,000/-). (For more details, please refer CTC reimbursement policy under Expense Policies)	



INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

- **What is independence and why is it so important?**
- **Do the independence rules apply to me?**
- **When is my family subject to the rules?**
- **What kinds of investments are prohibited for a 'Member of the Firm'?**
- **What kinds of loans are acceptable?**

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are 'Member of the Firm' and 'Covered Person'. As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.

'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a



client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term 'Member of the Firm' also includes your immediate family members (spouse and dependents). Details are under - When Is My Family Subject to the Rules?

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's Chain of Command with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same ' office ' in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents * , whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called ' **immediate family members** ' in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your '**close family members**' —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit



client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.

- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.



Annexure

Annexure

Welcome Allowance

14 July 2023

Vaibhav Sukhani

C1A/46C, Janakpuri, West Delhi,

New Delhi-110058

Subject – First employment welcome allowance

At KGS, we believe that the first employment is a very important transition for every individual. In our endeavor to make this transition smooth and memorable, we welcome all colleagues who are stepping into their first job with a one-time welcome allowance of INR 12,000 (Rupees twelve thousand only), in addition to the compensation mentioned in the Annexure 1. This allowance is subject to amendment in line with the organizational policy. The aforesaid amount will be paid in the subsequent month's payroll, subject to the current policy applicable at the date of disbursement.

All payments shall be subject to deduction of tax at source as per applicable tax laws.

Yours sincerely
for KPMG Resource Centre Private Limited

Indrani Ghoshal
(Authorized Signatory)

I am pleased to accept the offer contained above.

Vaibhav Sukhani
(Candidate's Name)



ADDENDUM TO OFFER LETTER DATED 14 July 2023

This Addendum is made and entered into as of 07 August 2023, by and between KPMG Resource Centre Private Limited and Vaibhav Sukhani to amend the Offer Letter dated 14 July 2023 between the Parties which is incorporated herein by reference. All capitalized terms not otherwise defined herein shall have the meaning given to them in the Offer Letter.

KGS and the Candidate are collectively referred to "Parties" and individually as "Party"

WHEREAS the KGS has issued an Offer Letter to the Candidate dated 14 July 2023

AND WHEREAS the Parties agree to amend terms and conditions of the Offer Letter by way of this Addendum;

NOW, THEREFORE, in consideration of the covenants and agreements set forth herein, the Parties hereby agree as follows:

The following clause is hereby incorporated within Clause titled "Provisional Offer" in the Offer Letter:

"The offer is also conditional upon you successfully completing the academic course that you are currently pursuing."

"The offer is also conditional upon you to relocating on/before the date of joining to an address where transport/ cab facility provided by KGS is available. In the event you failed to relocate on/before the date of joining, the same shall constitute breach of discipline and your offer will be liable to be rescinded/ services will be liable to be terminated."

All payments are subject to tax deduction at source in accordance with applicable tax laws."

Except as amended by this Addendum, all other terms and conditions of the Offer Letter are unchanged and shall remain in full force and effect. Should any terms of this Addendum conflict with any of the terms of the Offer Letter, the terms of this Addendum shall prevail.

The parties have caused this Addendum to be executed by their duly authorized representatives.

Yours sincerely,

for KPMG Resource Centre Private Limited

Indrani Ghoshal
(Authorized Signatory)

I am pleased to accept the offer contained above.



Vaibhav Sukhani
(Candidate's Name)



KPMG Resource Centre Private Limited
Building No. 10,
5th Floor, Tower-C
DLF Cyber City, Phase – II,
Gurugram – 122 002, India

Telephone: +91 124 612 8500
Fax: +91 124 612 8700
Internet: www.kpmg.com/in
Email:indiawebsite@kpmg.com

18 July 2023
Rupanshi Goel
59 Friends Colony, Model Town,
Panipat-132103

Dear Rupanshi,

On behalf of **KPMG Resource Centre Private Limited** (the 'Company'/ 'Firm'/ 'Employer'), I am pleased to offer you the position of **Audit Associate 1 in Audit** with the Company. You will be reporting to **Vipresh Bansal** or such other person as authorized by the Company.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **07 August 2023**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the 'Probation Period') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('Company Policy'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the 'Confirmation Letter'). The Company may at its discretion, extend the probationary period for a further period if the situation demands. Until such Confirmation Letter is issued, you are deemed to be on probation.

Provisional Offer

The offer is conditional upon you being eligible to work in India. It will be your responsibility to ensure that you continue to be eligible to work in India during the course of your employment.

This offer is subject to the successful completion of the academic course which you are currently pursuing..

The offer also is subject to your completion of, to the Company's satisfaction, comprehensive background screening procedures, including without limitation, education, employment, residence, identity and other verifications; criminal records and civil database checks; and various compliance authority checks. You agree to provide to the Company and/or any background screening service provider of the Company all information necessary to conduct such background screening procedures within 5 days, and hereby represents and warrants that such information provided is and will be accurate and complete. You further consent to the collection, storage and independent verification of the information provided to the Company

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Registered Office:
Building no. 10
5th Floor, Tower C
DLF Cyber City, Phase II
Gurugram – 122 002, Haryana

CIN U74140HR2005PTC085834



and/or any background screening service provider of the Company by the Employee for such employment purposes in terms of Clause 12 of this Agreement.

In the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, the same shall constitute breach of discipline and your services will be liable to be terminated with immediate effect without notice and with no liability to make any further payment to you.

The terms and conditions of your employment with the Company shall be as follows:

1. Your General Duties

- 1.1. Your immediate Performance Manager will communicate the details of your role and work responsibilities in the initial weeks of joining the Company. During your employment, the Company may require you to work on any project that you are assigned to, or any technical platforms/ skills and nature of the project, in differentiated work timings, at designated workspace and location as may be decided by the Company.
- 1.2. In addition to the roles and work responsibilities, you hereby undertake to, at all times:
 - a. Comply with Independence and Risk Policies applicable to personnel in all functions. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships. The Company's independence and risk policies apply to personnel in all functions irrespective of the entity to which you belong to. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Company's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Clause 11 below. Please refer to Annexure 3 for further details.
 - b. Comply with Prevention of Insider Trading policy- you shall not, without prior written permission of the Company, purchase, sell or deal in, at any time either during your employment with the Company or thereafter, any securities issued by any past, present or prospective customer/client of the Company in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Company.
 - c. Comply with the Company's policies at all times and to abide by the provisions of the policies as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Clause 11 below. The terms of the Company's policies shall form part and parcel of this Agreement.



- d. Comply with Social Media Policy: You shall ensure compliance with the Social Media policy of the Company as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Company, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the Company's policies and shall be subject to the Company's disciplinary process.
- e. Disclosure and Personal Conflicts: In addition to your obligations under the Company's policies, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Company in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Company's policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Company's disciplinary process.

2. Compensation

- 2.1. Your total fixed Compensation shall be **INR 365000/- (Rupees Three Lakh Sixty Five Thousand)** per annum, payable monthly in arrears as detailed in Annexure 1.
- 2.2. In addition to the basic salary mentioned above, you shall be entitled to certain additional allowances and benefits which are further listed in Annexure 1 and 2 below.
- 2.3. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.
- 2.4. As per the prevalent policy any employee joining on or before 31st March of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to their rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Company on the date of issuance of the increment letter.
- 2.5. Any employee joining on or before 30 June of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive,



subject to their rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Company on the date of disbursement of performance incentive.

3. Working Hours

- 3.1. Your other entitlements, as may be determined by the Company Policy from time to time, shall be as follows:

You will be required to work **(8)** hours a day excluding thirty (30) minutes break for lunch. The Company practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

4. Location and Travel

- 4.1. You shall be based in Gurugram and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.
- 4.2. You shall travel to such places, within or outside India, as the Company may from time to time require in relation to the Company's business.

5. Leaves and Holidays

- 5.1. You shall be entitled to 22 days (working days) in a performance year in accordance with the Company Policy subject to the applicable law.
- 5.2. In addition to the above, you will also be entitled to statutory holidays, as may be notified in the list of holidays to be issued by the Company at the start of calendar year.
- 5.3. You are also entitled to other leaves such as Well-being/Sick leave, compassionate leave, family caregiver leave etc which are more detailed in the Company's policies.
- 5.4. Maternity Benefits [For Women employees only]: You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.



5.5. Leave Beyond Entitlement: If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Company in respect of the excess days taken and the Company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Company.

6. Confidential Information

6.1. For the purposes of this Agreement, 'Confidential Information' in relation to the Company means:-

- a. trade secrets.
- b. lists or details of its suppliers, their services, or customers and the services and their terms of business.
- c. prices charged to and terms of business with clients.
- d. marketing plans and revenue forecasts.
- e. any proposals relating to the future of Company or any of its business or any part thereof.
- f. details of its employees and officers and of the remuneration and other benefits paid to them.
- g. any company or client data/information/records, company policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Company, any information given to the Company in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain.
- h. any other information which is notified to you as confidential or which by its nature is confidential.



- 6.2. You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party messaging applications (e.g. Whatsapp, Telegram etc.) or in any other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part, which may have come to your possession or knowledge at any time during the course of your employment with the Company. Any non-compliance of this obligation shall be construed as a misconduct in terms of the Company's policies and shall be subject to the Company's disciplinary process. You shall also ensure that you comply with all Company policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence or fault.
- 6.3. You agree not to use any Confidential Information (as defined above) disclosed to you by the Company or its affiliates, during the course of employment or at any time thereafter, except as required by law, use, divulge or disclose to any person any Confidential Information, which may have come to your knowledge at any time during the course of your employment with the Company. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence or fault. You agree to take all reasonable measures to protect the secrecy of and avoid disclosure or use of Confidential Information of the Company, in order to prevent it from coming in public domain or in the possession of persons other than those persons authorized to have any such information. You further agree to forthwith notify the Company in writing of any actual or suspected misuse, misappropriation or unauthorized disclosure of the Company's Confidential Information which may come to your attention.
- 6.4. You agree, except as otherwise expressly authorized by the Company, not to make any copies or duplicates of any of the Company's Confidential Information. Any materials or documents that have been furnished by the Company to you in connection with the employment relationship shall be promptly returned by you to the Company, accompanied by all the copies of such documentation, with ten days from the (a) termination of employment or (b) written request of the Company.
- 6.5. This obligation shall be valid for the time of the employment relationship as well as after its termination, regardless of the reason for the termination of the Agreement.

7. Intellectual Property

- 7.1. You acknowledge that the Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of



the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

- 7.2. You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent such rights do not vest immediately in the Company, you agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

8. External Employment Conditions

- 8.1. During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Company. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to an annual appraisal by your Performance Manager.

9. Indemnity

- 9.1. You acknowledge and agree that you shall indemnify and keep the Company indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Company directly or indirectly due to any breach of the terms of your employment including the Company's policies.
- 9.2. In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Company will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.
- 9.3. The above rights of the Company are not the sole and exclusive remedy and are in addition to any other rights the Company may have either under law or in contract or by operation of any other policy/document.

10. Retirement

- 10.1. The retirement age for the Company currently is 60 years. Please refer to the company's policy for further details.

11. Termination



- 11.1. During the Probation Period, the Company may terminate this Agreement without assigning any reasons upon 60 days prior written notice or payment of salary in lieu thereof, at the discretion of the Company. Similarly, during the Probation Period the Employee may also terminate this Agreement without assigning any reasons upon 60 days prior notice in writing or payment by you to the Company of the salary in lieu thereof. In such an event and in addition to 60 days written notice or salary in lieu thereof, the Company shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Company at the time of your joining the employment of the Company, as well as the total cost incurred by the Company and/or expenses reimbursed to you by whatever name called (if any), including without limitation, any expense/ cost incurred/expended in connection with your relocation.
- 11.2. Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause, upon 60 days prior written notice by the Party desirous of terminating this Agreement or payment of equivalent salary in lieu thereof or a combination thereof, at the discretion of the Company. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Company on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Company such joining bonus/sign-on bonus as paid to you by the Company which shall be in addition to the 60 days written notice or salary in lieu thereof or a combination thereof. Further, in case any costs have been incurred by the Company or any expenses have been reimbursed to you, including but not limited to any relocation benefits, and you exercise the option of termination this Agreement, or your agreement in terminated by the Company on grounds mentioned above within 12 months of joining, the Company shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Company and/or expenses reimbursed to you including without limitation, as incurred/expended in connection with your relocation.
- 11.3. In case of termination of employment under Clause 11.1 and 11.2 above, you may be required to go on a paid leave until the end of your notice period at the Company's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.
- 11.4. With the exception as laid out in Clause 11.3 above, except where expressly permitted, you shall not be entitled to any leave while serving your notice period under this Agreement.
- 11.5. Notwithstanding anything herein, the Company shall be entitled to terminate this Agreement, without notice and with immediate effect and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination), if you:



- a. fail to satisfactorily complete the Company's background screening checks;
- b. are found to have engaged in any act of misconduct or negligence in the discharge of his/ her duties or in the conduct of the Company's business; or
- c. are found to have engaged in any other act or omission, inconsistent with your duties; or
- d. are found to have engaged in any breach of this Agreement, or the Company Policy or lawful orders given to you by the Company;
- e. are convicted of any criminal offence; or,
- f. fail to adhere to the policies of the Company
- g. are found to have engaged in unauthorized absence beyond a period of three (3) days.

11.6. Return of Property

- a. For the purposes of this Clause 11.6, Property means keys, mobile phone, computer equipment, security access cards, all lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.
- b. The Employee shall promptly, whenever requested by the Company and in any event upon receipt of notice of termination or termination of employment under this Clause 11, deliver up to the Company all Property and you shall not retain any copies thereof. Title and copyright in the Property shall vest in the Company.

12. Data Protection and retention

- 12.1. The Company (directly and/or through any service provider) shall process your information for legal, personnel, remuneration, pre-employment vetting, administrative



and management and other such purposes subject to the applicable laws. Furthermore, you hereby explicitly consent to the holding and processing of the personal and sensitive personal data as per KPMG Policy.

- 12.2. During the course of your employment, you agree to comply with any policies issued by the Company from time to time relating to Data privacy/ data retention and data protection.

13. Governing Law

- 13.1. This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

14. Miscellaneous

- 14.1. Entire Agreement: This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof to the exclusion of all other prior agreements, arrangements or understandings and assurances between the Parties, relating to such subject matter either written or oral. Should any terms of this Agreement conflict with any of the terms of the Company's policy, the terms of the Company's policy shall prevail.
- 14.2. Severability: The various provisions of this Agreement are severable and if any provision or identifiable part of it is held to be invalid, unlawful or unenforceable by any tribunal or court of competent jurisdiction, then such unenforceability shall not affect the enforceability of the remainder of this Agreement which shall continue to be valid and enforceable to the fullest extent permitted by law. In such circumstances, the Employer shall determine in good faith to replace any invalid, unlawful or unenforceable clause or provision with a suitable clause or provision which maintains as far as possible the purpose and effect of this Agreement.
- 14.3. Waiver: No failure or delay on the part of any Party in exercising any right or power under this Agreement shall take effect as a waiver of such right or power under this Agreement.
- 14.4. Survival: Upon termination of this Agreement those sections that by their nature are intended to survive termination, rescission or expiration of this Agreement shall so survive, unless otherwise indicated in this Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Company.



If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Company on or before 19-07-2023, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

Yours Sincerely,

for KPMG Resource Centre Private Limited

Indrani Ghoshal
(Authorized Signatory)

I am pleased to accept the offer contained above.

Rupanshi Goel
(Candidate's Name)



ANNEXURE-1

INDICATIVE COMPENSATION PLAN

Rupanshi Goel
Audit Associate 1
Gurugram

Compensation Category	Monthly (in INR)	Annual (in INR)
Basic Salary (a)	15208	182500
Flexible Compensation (b)*	13383	160600
Employer Contribution to Provident Fund (c)	1825	21900
Total Cost to Company (a+b+c)	30416	365000

* Flexible Compensation will include minimum 10% of Basic Salary as HRA

- The above is an indicative break-up of the components
- Employee contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Company in that regard.
- Equal amount of PF will be deducted from the Cost to the Company as Employee contribution to Provident Fund.
- Gratuity will be governed by the Payment of Gratuity Act.
- Gratuity and Insurance Premium do not feature in the payslip.
- You will be eligible for increment as per the Company Policy only if your joining date is on or before March 31 for the current calendar year.
- You will be eligible for performance bonus as per the Company Policy if your joining date is on or before June 30 for the current calendar year. The Company is under no obligation to operate a bonus scheme and any payment of bonus to you is solely at the Company's discretion.
- Performance Bonus will be payable only subject to your being on the payroll of the Company and not serving notice at the time of disbursement.
- Any amount payable by the Company to you towards Compensation, Other Entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or,



any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

- Flexible compensation needs be allocated every year basis the components published by the Company.
- Any statutory deduction shall be made as per applicable laws.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 400000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Company you may refer to the Company's policies for further details on the benefits that are available to you.

ANNEXURE 2

Compensation Structure	
Fixed Components / Mandatory Components:	
	Audit Associate 1
A Basic Salary	50% of 'Cost to Co.'
B Provident Fund	12% of basic will be deducted from the basic as the employee's contribution towards PF. An equivalent amount (12% of Basic) will be deducted as the employer's contribution from the balance.
The balance of 'Cost to Co.' can be structured using the following options:	
	Audit Associate 1
C1 House Rent Allowance	✓
<p>Ø Minimum 10% of your basic salary will be allocated towards HRA. Ø Maximum HRA which can be allocated is 50% of your basic salary</p> <p>If an employee wants to avail house rent allowance, the employee should ensure the compliance of the following:</p> <ol style="list-style-type: none"> 1. The employee should furnish a lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. If the period of lease deed is for 12 months or more, it should be registered under the Registration Act. 2. The employee should also provide proper rent receipts issued by the lessor, which should be properly stamped and signed. 3. The employee should provide PAN of landlord in case monthly rent is more than equal to Rs 8,333/- or Rs 1,00,000/- per annum. (This is as per law) 4. The address of the employee given to the Firm and as per the lease deed should be the same. 5. Monthly Rent Paid: 	
Rent Paid	Requirement
More than or equal to Rs. 20,000/-	<ol style="list-style-type: none"> 1. Cheque no., cheque date along with Bank Name 2. Incase of direct bank transfer, bank payment details such as beneficiary bank a/c no., payment date and payment ref. no. 3. PAN of landlord <p>1. All above three are mandatory to be mentioned on rent receipts.</p>
	Audit Associate 1
C2 Car Lease Rentals/Insurance	X
-	

		Audit Associate 1
C3	Andriod / iPhone Handset reimbursement	X
	-	
		Audit Associate 1
C4	Leave Travel Allowance	✓
	Exemption as per IT Rules. Appropriate proof (Original tickets in case of Rail journey; Original ticket and boarding passes in case of Air-Travel) along with payment proof to be submitted. During the period of LTA, the employee needs to be on approved leaves. (For more details, please refer CTC reimbursement policy under Expense Policies)	
		Audit Associate 1
C5	Children's Education Allowance	✓
	Exemption as per IT Rules.	
		Audit Associate 1
C6	Expenses in pursuit of Education	✓
	Subject to prior approval of Performance Manager. Exemption as per IT Rules. Maximum Rs 20,000/- p.a.	
		Audit Associate 1
C7	Meal Vouchers	✓
	Meal vouchers up to a maximum of Rs 15,000/- p.a. for all employees, in the monthly denominations of Rs 500/-, Rs 1000/- or Rs 1250/-	
		Audit Associate 1
C8	Purchase of computer at home	✓
	Rs 33,333/- p.a. for all employees and for 36 months only (Device cost for Rs 1,00,000/-). (For more details, please refer CTC reimbursement policy under Expense Policies)	



INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

- **What is independence and why is it so important?**
- **Do the independence rules apply to me?**
- **When is my family subject to the rules?**
- **What kinds of investments are prohibited for a 'Member of the Firm'?**
- **What kinds of loans are acceptable?**

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are 'Member of the Firm' and 'Covered Person'. As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.

'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a



client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term 'Member of the Firm' also includes your immediate family members (spouse and dependents). Details are under - When Is My Family Subject to the Rules?

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's Chain of Command with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same ' office ' in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents * , whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called ' **immediate family members** ' in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your '**close family members**' —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit



client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.

- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.



Annexure

Annexure

Welcome Allowance

18 July 2023

Rupanshi Goel

59 Friends Colony, Model Town,

Panipat-132103

Subject – First employment welcome allowance

At KGS, we believe that the first employment is a very important transition for every individual. In our endeavor to make this transition smooth and memorable, we welcome all colleagues who are stepping into their first job with a one-time welcome allowance of INR 12,000 (Rupees twelve thousand only), in addition to the compensation mentioned in the Annexure 1. This allowance is subject to amendment in line with the organizational policy. The aforesaid amount will be paid in the subsequent month's payroll, subject to the current policy applicable at the date of disbursement.

All payments shall be subject to deduction of tax at source as per applicable tax laws.

Yours sincerely
for KPMG Resource Centre Private Limited

Indrani Ghoshal
(Authorized Signatory)

I am pleased to accept the offer contained above.

Rupanshi Goel
(Candidate's Name)



ADDENDUM TO OFFER LETTER DATED 18 July 2023

This Addendum is made and entered into as of 07 August 2023, by and between KPMG Resource Centre Private Limited and Rupanshi Goel to amend the Offer Letter dated 18 July 2023 between the Parties which is incorporated herein by reference. All capitalized terms not otherwise defined herein shall have the meaning given to them in the Offer Letter.

KGS and the Candidate are collectively referred to "Parties" and individually as "Party"

WHEREAS the KGS has issued an Offer Letter to the Candidate dated 18 July 2023

AND WHEREAS the Parties agree to amend terms and conditions of the Offer Letter by way of this Addendum;

NOW, THEREFORE, in consideration of the covenants and agreements set forth herein, the Parties hereby agree as follows:

The following clause is hereby incorporated within Clause titled "Provisional Offer" in the Offer Letter:

"The offer is also conditional upon you successfully completing the academic course that you are currently pursuing."

"The offer is also conditional upon you to relocating on/before the date of joining to an address where transport/ cab facility provided by KGS is available. In the event you failed to relocate on/before the date of joining, the same shall constitute breach of discipline and your offer will be liable to be rescinded/ services will be liable to be terminated."

All payments are subject to tax deduction at source in accordance with applicable tax laws."

Except as amended by this Addendum, all other terms and conditions of the Offer Letter are unchanged and shall remain in full force and effect. Should any terms of this Addendum conflict with any of the terms of the Offer Letter, the terms of this Addendum shall prevail.

The parties have caused this Addendum to be executed by their duly authorized representatives.

Yours sincerely,

for KPMG Resource Centre Private Limited

Indrani Ghoshal
(Authorized Signatory)

I am pleased to accept the offer contained above.



Rupanshi Goel
(Candidate's Name)



KPMG Assurance and Consulting Services LLP
2nd Floor, Block T2 (B Wing),
Lodha Excelus, Apollo Mills Compound,
N. M. Joshi Marg, Mahalaxmi
Mumbai - 400 011 India

Telephone: +91 (22) 3989 6000
Fax: +91 (22) 3090 2210
Internet: www.kpmg.com/in
Email: indiawebsite@kpmg.com

20 June 2023

Khushi Gulati
H No. 1273, First Floor, Sector 10 A, Gurgaon

Dear Khushi,

On behalf of **KPMG Assurance and Consulting Services LLP** (the 'Firm'), I am pleased to offer you the position of **Analyst in Advisory** with the Firm. You will be part of the **Advisory - GRCS - North** team.

You shall be based at our office **Gurugram** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as may be decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **19 June 2023**, this employment agreement ('Agreement') shall stand terminated.

The terms and conditions of your employment with the Firm shall be as follows:

A. Compensation

1. Basic Salary

Your basic salary shall be INR 175000/- (Rupees One Lakh Seventy Five Thousand only) per annum, payable on a monthly basis, in arrears.

2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to Company (CTC), you shall be entitled to a sum of INR 175000/- (Rupees One Lakh Seventy Five Thousand only) per annum. The aforesaid part of CTC shall include Employer's share of contribution under the Provident Fund scheme of the Firm, which shall be subject to your entitlement and the policy of the Firm and would depend on the allowances to be chosen out of the allowances / perquisites as detailed in the People



Handbook.

B. Other Entitlements

Your other entitlements, as may be determined in accordance to the Firm's Policy as applicable from time to time, shall be as follows:

1. Annual Increments

Matters such as entitlement to performance incentive and/or annual fixed salary increase (and quantum thereof) shall be decided by the Firm in its sole and absolute discretion and shall be subject to such policies/procedures as may be applicable from time to time.

As per the prevalent policy any employee joining on or before 30 September of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of issuance of the increment letter.

Any employee joining on or before 31 December of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of disbursement of performance incentive.

2. Performance Bonus

Firm is under no obligation to operate a bonus scheme and matters such as entitlement to performance bonus shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

Subject to the above, you will be part of the performance linked bonus plan of the Firm. Under this plan the bonus payable will be calculated as per the Firm's policy.

This amount is pro-rated depending upon the actual date of joining during the Firm's financial year. The performance bonus (if any) will be payable solely based on you being in active employment of the Firm and not serving notice on the date of disbursement. Payment of the aforesaid performance bonus shall be subject to the policies and/or procedures of the Firm as existing on the date of disbursement.

The Firm reserves the right to vary the terms and amount of your bonus, depending upon your performance, the Firm's financial results and attainment of strategic goals.

Statutory Bonus, if any, shall be included in the above pay-out.

3. Gratuity



You shall be entitled to payment of gratuity as per the Firm Policy and subject to the applicable law.

4. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Firm, if any.

5. Leave

You shall be entitled to annual leave of twenty-two working days in a performance year in accordance with the Firm's Policy subject to the applicable law. Your leave entitlement will be governed by the Leave policies as stated in the People Handbook and amended from time to time.

6. Maternity Benefits [For Women employees only]

You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding break for meals. The Firm practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Firm from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Firm to you towards Compensation, Other Entitlements and/or, any other payment shall be subject to deduction of withholding taxes and/or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Firm shall include: -



- (i) trade secrets,
- (ii) lists or details of its suppliers and/or their services, customers and/or the services to them including their terms of business,
- (iii) prices charged to and terms of business with clients,
- (iv) marketing plans and revenue forecasts,
- (v) any proposals relating to the future forecast of the Firm or any of its business or any part thereof,
- (vi) details of its employees and officers and matters relating to their compensation/remuneration and other benefits paid or payable to them,
- (vii) any Firm or client data/information/records, Firm policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Firm, any information given to the Firm in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and
- (viii) any other information which is notified to you as confidential or which by its nature is confidential.

3.2 You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved by the Firm in writing, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party messaging applications (e.g. WhatsApp, Telegram etc.) or in any other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part, which may have come to your possession or knowledge at any time during the course of your employment with the Firm. Any non-compliance of this obligation shall be construed as a misconduct in terms of the People Handbook of the Firm and shall be subject to the Firm's disciplinary process. You shall also ensure that



you comply with all Firm policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence, or fault.

4. Employment Conditions

During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Firm. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Firm to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as the Firm may from time to time require, in relation to the Firm's business.

6. Independence and Risk Policies

We draw your attention to Firm's independence and risk policies that apply to personnel in all functions irrespective of the entity to which you belong to. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships and detailed policies on the same are available on the intranet. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Firm's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below. For the purpose of this clause, "Firm" shall mean and include any network, associated, licensor or co-sublicensee entity/Firm.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Firm, purchase, sell or deal in, at any time either during your employment with the Firm or thereafter, any securities issued by any past, present or prospective customer/client of the Firm in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Firm.

8. People Handbook

You are requested to familiarize yourself with the Firm's People Handbook on joining and you are required, at all times, to abide by the People Handbook as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D below. The terms of the People Handbook shall form part and parcel of this Agreement.



9. Intellectual Property

9.1 You acknowledge that the Firm is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Firm, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Firm. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Firm shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Firm. To the extent such rights do not vest immediately in the Firm, you agree to and irrevocably and unconditionally assign to the Firm all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Firm, for recording the Firm as the owner of such works at the Firm's cost and expense.

10. Social Media Policy

You shall ensure compliance with the Social Media policy of the Firm as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Firm, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the People Handbook and shall be subject to the Firm's disciplinary process.

11. Personal Conflicts

In addition to your obligations under the People Handbook, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Firm in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Firm policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Firm's disciplinary process.

D. Termination

1. Without Cause



- 1.1 During the Probation Period, the Firm may terminate this Agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Firm. Similarly, during the Probation Period you may also terminate this Agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment by you to the Firm of the salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, the Firm shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Firm at the time of your joining the employment of the Firm, as well as the total cost incurred by the Firm and/or expenses reimbursed to you (if any), in connection with your relocation.
- 1.2 Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause. The Party desirous of terminating this Agreement shall give **Ninety (90) days** prior written notice to the other Party. The Firm at its discretion may pay or accept, payment of equivalent or proportionate salary in lieu of the full or part of the notice period. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Firm on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Firm such joining bonus/sign-on bonus as paid to you by the Firm which shall be in addition to the **Ninety (90) days** written notice or salary in lieu thereof or a combination thereof. Further, in case you have received any relocation benefits and you exercise the option of termination this Agreement, or your agreement is terminated by the Firm on grounds mentioned above within 12 months of joining or relocation, the Firm shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Firm and/or expenses reimbursed to you in connection with your relocation.
- 1.3 Additionally, in the event you exercise the option to terminate this Agreement as contained under the Paragraph D.1.1 and D.1.2 above, the Firm notwithstanding anything to the contrary contained in clause 1.2 above, may relieve you from the date as the Firm may deem fit even before expiration of notice period without any liability to compensate you in connection with the unserved duration of your notice period. All other terms and conditions of this Agreement or applicable Firm's policies including without limitation to the Code of Conduct shall apply to you in the aforesaid scenario of early relieving without any exceptions or concessions of any kind whatsoever.
- 1.4 Without prejudice to the Firm's right as contained in Clause D.1.3, in case of termination of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on paid leave until the end of your notice period at the Firm's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.
- 1.5 With the exception as laid out in Paragraph D.1.4 above, you shall not be entitled to any leave while serving your notice period under this Agreement.



2. Breach or Misconduct

2.1 Notwithstanding anything herein, the Firm shall be entitled to terminate this Agreement, without notice and with immediate effect, and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination) in the event you :

- (i) Fail to satisfactorily complete, the Firm's background screening procedures
- (ii) are found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Firm's business; or
- (iii) are found to have engaged in any other act or omission, inconsistent with your duties; or
- (iv) are found to have engaged in any breach of this Agreement, or the Firm Policy/People Handbook (including any independence and risk policies/code of Conduct) or lawful orders given to you by the Firm;
- (v) are convicted of any criminal offence; or,
- (vi) are found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Firm indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Firm directly or indirectly due to any breach of the terms of your employment including the People Handbook.

In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Firm will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Firm are not the sole and exclusive remedy and are in addition to any other rights the Firm may have either under law or in contract or by operation of any other policy/document.

2.3 Provisional Offer

This offer is subject to the successful completion of the academic course which you are currently pursuing.

In accordance with the policy, this offer is conditional on receiving and being satisfied, with the background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof.

The present employment is offered to you on the basis of the information/ particulars provided by you with regards to your educational/professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is



discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been concealed/withheld/suppressed by you, it shall constitute a breach of the Firm's code of conduct and the Firm shall be entitled to terminate your employment with immediate effect without notice and with no liability on the Firm to make any further payments to you (other than in respect of amounts accrued due at the date of termination).

The offer is also subject to your eligibility to work in India. It will be your responsibility to ensure that you continue to be eligible to work in India during the course of your employment.

3. Leave beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Firm in respect of the excess days taken and the Firm is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Firm.

4. Return of Property

4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all Confidential Information, lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

4.2 You shall promptly, whenever requested by the Firm and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver to the Firm all Property and you shall not retain any copies thereof. All title and copyright in the Property shall vest with the Firm.

5. Retirement

The retirement age for the employees in the Firm is 60 Years. Please refer to Company's policy for further details.

E. Governing Law

This Agreement shall be governed and construed in accordance with the laws of India and the Court of New Delhi shall have exclusive jurisdiction. The invalidity or



unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Firm.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Firm on or before 20-06-2023 failing which, this offer stands automatically withdrawn by the Firm without any further notice to you.

F. Miscellaneous

1. Entire Agreement:

This Agreement constitutes the entire agreement between you and the Firm with respect to the subject matter hereof to the exclusion of all other prior agreements, arrangements or understandings and assurances between the parties to this Agreement, relating to such subject matter either written or oral. Should any terms of this Agreement conflict with any of the terms of the Firm's policy, the terms of the Firm's policy shall prevail.

2. Waiver:

No failure or delay on the part of any party in exercising any right or power under this Agreement shall take effect as a waiver of such right or power under this Agreement.

3. Survival:

Upon termination of this Agreement those sections that by their nature are intended to survive termination, rescission or expiration of this Agreement shall so survive, unless otherwise indicated in this Agreement.

Yours sincerely,
for KPMG Assurance and Consulting Services LLP

Mohit Sharma
Human Resources - Director



INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a 'Member of the Firm'?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are ' **Member of the Firm** ' and ' **Covered Person** '. As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.



'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term **'Member of the Firm'** also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules?**

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same **'office'** in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents *, whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called **'immediate family members'** in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.



* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your ' **close family members** ' —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.
- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?



If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.



**ANNEXURE 1
INDICATIVE COST-TO-FIRM**

Khushi Gulati

Compensation Category	Monthly (in INR)	Annual Target Earning (in INR)	Annual Maximum Potential Earning (in INR)
i) Basic Salary	14583	175000	175000
ii) *Flexible Compensation	12783	153400	153400
iii) Employer Contribution to Provident Fund	1800	21600	21600
a) Fixed Compensation along with Employer's Contribution to Provident Fund (Annual) (i+ii+iii)	29167	350000	350000
b) Gratuity	701	8413	8413
c) Insurance Premium#		37510	37510
d) Target Performance Linked Variable Pay		38885*	77770**
Potential Cost to Firm (Annual) (a+b+c+d)		434808	473693

*Flexible Compensation will include minimum 10% of Basic Salary as House Rent Allowance

Employee Contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Firm in that regard. Gratuity will be paid as per applicable rules.

#Insurance Premium is only indicative, and the actual may vary

PERFORMANCE LINKED BONUS

You will be part of the performance linked bonus plan of the Firm. Under this plan, the bonus payable will be calculated on the basis of your Individual performance and the performance of the Business Unit and Firm during the fiscal year i.e. April through March.

*This is the target performance bonus ("Target Performance Linked Bonus") which shall be payable subject to you achieving the target performance and the achievement of target by your business unit and the Firm.

**This is the maximum potential performance linked bonus (i.e., maximum of two (2) times your



Target Performance Linked Bonus), which you may earn, upon exceptional performance of the business unit, Firm and you.

The terms of the performance linked bonus plan are subject to periodic re-evaluation and modifications by the Firm.

Taxation will be governed by the Income Tax rules. The Firm will be deducting tax at source as per income tax guidelines.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 400000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Firm you may refer to the People Handbook for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from.



Annexure 2

Understanding and Structuring your Compensation

In addition to your Basic Salary* and Provident Fund** (PF), the below mentioned components are available for you to design a salary structure in a way best suited to you for availing tax benefits.

While the detailed information of the components will be available for your information in the People Handbook, below is a snippet for your perusal.

**50% of fixed compensation*

***The monthly PF contribution is a sum total of 12% of basic salary of employer and employee contribution. The Employee and Employers Contribution of PF are part of fixed CTC.*

Note: If you are not previously a member of PF and you meet the criterion of opting out of PF, please reach out to your recruitment point of contact for more details.

Components for Analyst		
1	House Rent Allowance (HRA)	<ul style="list-style-type: none"> • Minimum 10% of your basic salary will be allocated towards HRA. • Maximum HRA which can be allocated is 50% of your basic salary • The PAN of landlord needs to be submitted along with rent receipts. • TDS challan for the tax deducted needs to be produced on the rent to claim HRA (if rent is more than or equal to INR 50,000 per month) • The lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. • If the period of lease is for 12 months or more, it should be registered under the Registration Act.
2	Expenses in pursuit of Self-education	<ul style="list-style-type: none"> • Self-education claim covers any kind of course fee paid (does not include books/stationary expenses). • Maximum of INR 20,000 per annum • The course fee receipt, proof of payment (debit/credit card/NEFT/cheque) along with the approval.
3	Expenses in Pursuit of Children's Education	<ul style="list-style-type: none"> • INR 100 per month, per child for a maximum of two children. • No supporting documents required.



4	Home Landline/Mobile Bills	<ul style="list-style-type: none"> • INR 15000 per annum • The home landline/mobile bill has to be in your name in order to get the benefit. This does not include prepaid mobile, broadband and data card charges. • You can claim up to two telephone bills (either landline or mobile or both) in a particular month.
5	Meal Card	<ul style="list-style-type: none"> • Maximum of INR 15,000 per annum (Minimum INR 100 per month and maximum INR 1250 per month) • Meal card will be credited with six (6) months balance based on the structured amount. • Colleagues will be required to complete KYC as required by the meal card vendor.
6	Purchase of Computer/Laptop/I-pad for Personal Use	<ul style="list-style-type: none"> • One purchase for a period of 36 months up to INR 1,00,000. • The bill should be in your name c/o the applicable entity. • The original invoice and proof of payment (debit/credit card/ NEFT/cheque).
7	Leave Travel Allowance (LTA)	<ul style="list-style-type: none"> • One round trip from place of origin to destination twice in four years (only domestic travel). This does not include expenses such as local conveyance, sightseeing, hotel accommodation, food. • can claim LTA for yourself and for your declared dependents provided you are travelling with them. • Original ticket/boarding passes/invoice based on the mode of travel and proof of payment (debit/credit card/NEFT/cheque) is required.
8	National Pension Scheme (NPS)	<ul style="list-style-type: none"> • You can allocate up to 10% of your annual basic salary in the financial year. • You should have a PRAN (Permanent Retirement Account Number) with Kotak Mahindra Bank. If you already have a PRAN with another bank, please reach out to the payroll vendor upon joining. • You cannot have a joint account under this scheme.



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

Private & Confidential

25 January 2023

To,
Candidate name: Dakshesh Chawla
S/o/ D/o: Mr. pawan kumar chawla
College Name: Delhi College of Arts and Science
Aadhar card no.: 7845 9307 7981

Congratulations

We thank you for taking the time to attend the interview process of KPMG Resource Centre Private Limited (KRC) (“Firm”, “We” “Our”). The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Audit Associate at KRC.

Your anticipated joining date is 6/1/2023 at Gurgaon office location. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

This letter confirms our intent to offer with respect to your employment, subject to your completing your educational certifications/ degrees and upon receiving and being satisfied, with the background checks on your academic and professional qualification, any criminal records and any judgments relating to debts or insolvency thereof and your residential address falling under coverage of our transport “Hiring Zone”.

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

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

Signature valid

Signed By: ANURICHA
CHANDER
Location:
Signing Date: 27.01.2023
21:31





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

Yours sincerely,

For **KPMG Global Services Private Limited**

Accepted and Agreed

Dakshesh Chawla 31/01/2023

Anuricha Chander
Associate Partner – Human Resources

Authorization:

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure. You hereby give consent to [KPMG, KPMG Global Services Private Limited (KGS) or KPMG Resource Centre Private Limited (KRC) or KPMG Global Delivery Centre Private Limited (GDC) to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

No binding obligation:

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

Name **Dakshesh Chawla**

Dated **31/01/2023**

Signature valid

Signed By: ANURICHA
CHANDER
Location:
Signing Date: 27.01.2023
21:31



04-Nov-2022

Kritika Girdhar

**D3-202 IREO, Victory Valley Sector 67,
Gurgaon - 122101,
(Haryana) India**

Dear **Kritika**,

On behalf of **KPMG Assurance and Consulting Services LLP** (the '**Firm**'), I am pleased to offer you the position of **Analyst in GRCS - North** with the Firm.

You shall be based at our office **Gurgaon** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as may be decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **19-Jun-2023**, this employment agreement ('**Agreement**') shall stand terminated.

You shall be on probation for a period of six (6) months (the '**Probation Period**') from the actual date of your joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, as applicable for the time being in force ('**Firm Policy**'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter

(the '**Confirmation Letter**'). Until such Confirmation Letter is issued, you shall continue to be on probation.

The terms and conditions of your employment with the Firm shall be as follows:

A. Compensation

1. Basic Salary

Your basic salary shall be **Rs.175000/- (One Lakh Seventy-Five Thousand Rupees)** per annum, payable on a monthly basis, in arrears. The next revision of your compensation shall be in accordance with the merit review cycle and shall be at the sole discretion of the Firm.

2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to Company (CTC), you shall be entitled to a sum of **Rs.175000/- (One Lakh Seventy-Five Thousand Rupees)** per annum. The aforesaid part of CTC shall include Employer's share of contribution under the Provident Fund scheme of the Firm, which shall be subject to your entitlement and the policy of the Firm and would depend on the allowances to be chosen out of the allowances / perquisites as detailed in the People Handbook.

B. Other Entitlements

Your other entitlements, as may be determined in accordance to the Firm's Policy as applicable from time to time, shall be as follows:

1.

Annual Increments

Firm is under no obligation to increase the annual fixed salary. Any increment shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

As per the prevalent policy, any employee joining on or before 30 September of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of issuance of the increment letter.

Any employee joining on or before 31 December of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of disbursement of performance incentive.

2. Performance Linked Bonus

Firm is under no obligation to operate a bonus scheme and matters such as entitlement to performance bonus shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

Subject to the above, you will be part of the performance linked bonus plan of the Firm. Under this plan the bonus payable will be calculated as per the Firm's policy.

This amount is pro-rated depending upon the actual date of

joining during the Firm's financial year. The performance bonus (if any) will be payable solely based on you being in active employment of the Firm and not serving notice on the date of disbursement. Payment of the aforesaid performance bonus shall be subject to the policies and/or procedures of the Firm as existing on the date of disbursement.

The Firm reserves the right to vary the terms and amount of your bonus, depending upon your performance, the Firm's financial results and attainment of strategic goals.

Statutory Bonus, if any, shall be included in the above payout.

3. Gratuity

You shall be entitled to payment of gratuity as per the Firm Policy and subject to the applicable law.

4. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Firm, if any.

5. Leave

You shall be entitled to annual leave of twenty two days (working days) in a performance year in accordance with the Firm's Policy subject to the applicable law. Your leave entitlement will be governed by the Leave policies as stated in the People Handbook and amended from time to time.

6. Maternity Benefits **[For Women employees only]**

You shall be entitled to maternity leave of 26 weeks (182

days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding break for meals. The Firm practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Firm from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Firm to you towards Compensation, Other Entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Firm shall include:-

- (i) trade secrets,
- (ii) lists or details of its suppliers and/or their services, customers and/or the services to them including their terms of business,
- (iii) prices charged to and terms of business with clients,
- (iv) marketing plans and revenue forecasts,
- (v) any proposals relating to the future forecast of the Firm or any of its business or any part thereof,
- (vi) details of its employees and officers and matters relating to their compensation/remuneration and other benefits paid or payable to them,
- (vii) any firm or client data/information/records, firm policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Firm, any information given to the Firm in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and
- (viii) any other information which is notified to you as confidential or which by its nature is confidential.

3.2 You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party messaging applications (e.g. Whatsapp, Telegram etc.) or in any other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part, which may have come to your possession or knowledge at any time during the course of your employment with the Firm. Any non-compliance of this obligation shall be construed as a misconduct in terms of the People Handbook of the Firm and shall be subject to the Firm's disciplinary process. You shall also ensure that you comply with all Firm policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence or fault.

4. Employment Conditions

During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Firm. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Firm to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as

the Firm may from time to time require in relation to the Firm's business.

6. Independence and Risk Policies

We draw your attention to Firm's independence and risk policies that apply to personnel in all functions irrespective of the entity to which you belong to. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships and detailed policies on the same are available on the intranet. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Firm's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below. For the purpose of this clause, "Firm" shall mean and include any network, associated, licensor or co-sublicensee entity/firm.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Firm, purchase, sell or deal in, at any time either during your employment with the Firm or thereafter, any securities issued by any past, present or prospective customer/client of the Firm in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Firm.

8. People Handbook

You are requested to familiarize yourself with the Firm's

People Handbook on joining and you are required, at all times, to abide by the People Handbook as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D.2 below. The terms of the People Handbook shall form part and parcel of this Agreement.

9. Intellectual Property

9.1 You acknowledge that the Firm is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Firm, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Firm. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Firm shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Firm. To the extent such rights do not vest immediately in the Firm, you agree to and irrevocably and unconditionally assign to the Firm all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Firm, for recording the Firm as the owner of such works at the Firm's cost and expense.

10. Social Media Policy

You shall ensure compliance with the Social Media policy of the Firm as amended from time to time. Additionally, it is important that you use only the correct legal name of the

entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Firm, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the People Handbook and shall be subject to the Firm's disciplinary process.

11. Personal Conflicts

In addition to your obligations under the People Handbook, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Firm in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Firm policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in

- D.** respect of which the employee is involved or likely to be involved for provision of services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Firm's disciplinary process.

Termination

1. Without Cause

- 1.1 During the Probation Period, the Firm may terminate this Agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Firm. Similarly, during the

Probation Period you may also terminate this Agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment by you to the Firm of the salary in lieu thereof. In such an event and in addition to 1.2 the thirty (30) days written notice or salary in lieu thereof, the Firm shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Firm at the time of your joining the employment of the Firm, as well as the total cost incurred by the Firm and/or expenses reimbursed to you (if any), in connection with your relocation.

Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause. The Party desirous of terminating this Agreement shall give ninety (90) days prior written notice to the other Party. The Firm at its discretion may pay or accept, payment of equivalent or proportionate salary in lieu of the full or part of the notice period. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Firm on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Firm such joining bonus/sign-on bonus as paid to you by the Firm which shall be in addition to the ninety (90) days written notice or salary in lieu thereof or a combination thereof. Further, in case you have received any relocation benefits and you exercise the option of termination this Agreement, or your agreement is terminated by the Firm on grounds mentioned above within 12 months of joining or relocation, the Firm shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Firm and/or expenses reimbursed to you in connection with your relocation

- 1.3 Additionally, in the event you exercise the option to terminate this Agreement as contained under the Paragraph D.1.1 and D.1.2 above, the Firm notwithstanding anything to the contrary contained in clause 1.2 above, may relieve you from the date as the Firm may deem fit even before expiration of notice period without any liability to compensate you in connection with the unserved duration of your notice period. All other terms and conditions of this Agreement or applicable Firm's policies including without limitation to the Code of Conduct shall apply to you in the aforesaid scenario of early relieving without any exceptions or concessions of any kind whatsoever.
- 1.4 Without prejudice to the Firm's right as contained in Clause D.1.3, in case of termination of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on paid leave until the end of your notice period at the Firm's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.
- 1.5 With the exception as laid out in Paragraph D.1.4 above, you shall not be entitled to any leave while serving your notice period under this Agreement.

2. Breach or Misconduct

2.1 Notwithstanding anything herein, the Firm shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:

(i) found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Firm's business; or

(ii) found to have engaged in any other act or omission, inconsistent with your duties; or

(iii) found to have engaged in any breach of this Agreement, or the Firm's Policy/People Handbook (including any independence and risk policies/ Code of Conduct) or lawful orders given to you by the Firm;

(iv) convicted of any criminal offence; or,

(v) found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Firm indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Firm directly or indirectly due to any breach of the terms of your employment including the People Handbook.

In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Firm will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Firm are not the sole and exclusive remedy and are in addition to any other rights the Firm may have either under law or in contract or by operation of any other policy/document.

2.3 Provisional Offer

In accordance with the policy, this offer is conditional on receiving and being satisfied, with the background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof.

The present employment is offered to you on the basis of

the information / particulars provided by you with regards to your educational / professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been concealed/withheld/suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated.

3. Leave Beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Firm in respect of the excess days taken and the Firm is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Firm.

4. Return of Property

4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

4.2 You shall promptly, whenever requested by the Firm and in any event upon receipt of notice of termination or

termination of employment under this Paragraph D, deliver to the Firm all Property and you shall not retain any copies thereof. All title and copyright in the Property shall vest with the Firm.

E. Governing Law

This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Firm.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Firm on or before **05-Nov-2022**, failing which, this offer stands automatically withdrawn by the Firm without any further notice to you.

Yours Sincerely,

for **KPMG Assurance and Consulting Services LLP**

Authorized Signatory

Mohit Sharma

Director

ACCEPTED

By: **Kritika Girdhar**

Date :

Start Date : _____

INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a ‘Member of the Firm’?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with

restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are '**Member of the Firm**' and '**Covered Person**'. As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.

'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the firm may invest in mutual funds if they are not Covered Persons.

Please note that the term '**Member of the Firm**' also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules?**

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the firm's **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are

provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same ‘ **office** ’ in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term ‘Covered Person’ also includes immediate family members, as explained in the section titled ‘When Is My Family Subject to the Rules?’ The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents * , whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called ‘ **immediate family members** ’ in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your ‘ **close family members** ’ —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member’s employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm’s independence.

What Kinds of Investments Are Prohibited For a ‘Member of the Firm’?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.
- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm’s independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit

clients of the Firm are not permitted for all Covered Persons.
These loans cannot be grandfathered.

ANNEXURE 1
INDICATIVE COST-TO-COMPANY PLAN

Kritika Girdhar
KPMG Assurance and Consulting Services LLP

Compensation Category	Monthly (in INR)	Annual Target Earning (in INR)	Annual Maximum Potential Earning (in INR)
i) Basic Salary	14583	175000	175000
ii) Flexible Compensation	12783	153400	153400
iii) Employer Contribution to Provident Fund	1800	21600	21600
a) Fixed Compensation along with Employer's Contribution to Provident Fund (Annual) (i+ii+iii)	29166	350000	350000
b) Gratuity	701	8413	8413
c) Insurance Premium#		13967	13967
d) Performance Linked Bonus		39000*	78000**
Total Cost to Company (Annual) (a+b+c+d)		411380*	450380**

Employee Contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Firm in that regard. Gratuity will be paid as per applicable rules.

#Insurance Premium is only indicative and the actual may vary

PERFORMANCE LINKED BONUS

You will be part of the performance linked bonus plan of the Firm. Under this plan, the bonus payable will be calculated on the basis of your Individual performance and the performance of the Business Unit and Firm during the fiscal year i.e. April through March.

**This is the target performance bonus ("Target Performance Linked Bonus") which shall be payable subject to you achieving the target performance and the achievement of target by your business unit and the Firm.*

***This is the maximum potential performance linked bonus (i.e., maximum of two (2) times your Target Performance Linked Bonus), which you may earn, upon exceptional performance of the business unit, Firm and you.*

The terms of the performance linked bonus plan are subject to periodic re-evaluation and

modifications by the Firm.

Taxation will be governed by the Income Tax rules. The Firm will be deducting tax at source as per income tax guidelines.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 300000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Firm you may refer to the Staff Manual for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from..

ANNEXURE 2

Cost-To-Firm Structure

Indicative Components:

		Analyst
A	Basic Salary	50% of Fixed Compensation and amount of Employer's Contribution to Provident Fund
B	Provident Fund	Subject to your entitlement and the policy of the Firm, Employee's Contribution towards Provident Fund will be deducted from the compensation of the employee as per provision of the Employee's Provident Fund & Miscellaneous Provisions Act, 1952 and an equivalent amount as indicated in Annexure 1 will be deposited as the Employer's Contribution.

The balance of Fixed Compensation can be structured using the following options:

		Analyst
C1	House Rent Allowance	✓

If an employee wants to avail house rent allowance, the employee should ensure the compliance of the following:

1. The employee should furnish a lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. If the period of lease deed is for 12 months or more, it should be registered under the Registration Act.

2. The employee should also provide proper rent receipts issued by the lessor, which should be properly stamped and signed.
3. The employee should provide PAN of landlord in case monthly rent is more than equal to Rs 8,333/- or Rs 1,00,000/- per annum. (This is as per law)
4. The address of the employee given to the Firm and as per the lease deed should be the same.
5. Monthly Rent Paid:

Rent Paid	Requirement
More than or equal to Rs. 20,000/-	<ol style="list-style-type: none"> 1. Cheque no., cheque date along with Bank Name 2. Incase of direct bank transfer, bank payment details such as beneficiary bank a/c no., payment date and payment ref. no. alongwith Bank statement 3. PAN of landlord <p>All above three are mandatory to be mentioned on rent receipts.</p>

		Analyst
C2	Car Lease Rentals/Insurance	X
	-	
		Analyst
C3	Smartphone Purchase	X
	-	

		Analyst
C4	Car Reimbursements	X
	Fuel	NA
	Maintenance	NA
	(Maintenance to include services, repairs, parking charges, toll tax, Car accessories & driver salary is not allowed)	
		Analyst
C5	Leave Travel Allowance	✓
	Exemption as per IT Rules. Appropriate proof (Original tickets in case of Rail journey; Original ticket and boarding passes in case of Air-Travel) along with payment proof to be submitted. During the period of LTA, the employee needs to be on approved leaves. (For more details, please refer CTC reimbursement policy under Expense Policies)	
		Analyst
C6	Children's Education Allowance	✓
	Exemption as per IT Rules.	
		Analyst
C7	Expenses in pursuit of Education	✓
	Subject to prior approval of Performance Manager. Exemption as per IT Rules. Maximum Rs 20,000/- p.a.	
		Analyst
C8	Home landline/ Mobile bill reimbursements	✓

		Rs 15,000/- p.a.
	Bills inclusive of all taxes including service tax. The landline / mobile bill has to in employee's name in order to get the benefit. (Prepaid is not allowed) (For more details, please refer CTC reimbursement policy under Expense Policies)	
		Analyst
C9	Meal Vouchers	✓
	Meal vouchers up to a maximum of Rs 15,000/- p.a. for all employees.	
		Analyst
C10	Purchase of computer at home	✓
	Rs 1,00,000/- p.a. for all employees and one purchase is allowed for a period of 36 months. (For more details, please refer CTC reimbursement policy under Expense Policies)	

Offer electronically accepted by: Girdhar, Kritika
Offer electronically accepted on: Nov 5, 2022 4:24 PM
Offer electronically accepted from: 122.162.145.113



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

08 November, 2022

**Mr Saksham Bhat
A-20/3 ,
Sher singh enclave karala Delhi 110081,
Delhi,
Delhi - 110081**

**Contact No: 9868099336
Email: saksham.bhat117@gmail.com**

Dear **Saksham**,

Subject: Letter of intent

With reference to the campus selection process and the subsequent interviews that you had with us, we are pleased to extend a letter of intent subject to the following terms and conditions:

1. Position:

You will be offered a position in "EY Global Delivery Services India LLP" (the "Firm").

2. Date of joining and work location:

Your date of joining the company and work location will be communicated to you at a later stage.

3. Annual Fixed compensation:

You shall be paid an annual total compensation of **INR.3,83,250/-** per annum. The annual total compensation includes variable pay bonus (VPB) and fringe benefits that are insurance and gratuity and this will be subject to applicable taxes as per the provision of IncomeTax Act & will be paid to you after deduction of income tax and other applicable taxes at source.

Variable pay bonus(VPB) is a pay for performance program where you will be eligible to participate and have a differential reward based on EY GDS, business unit and personal performance. This will be payable on or before 31 August 2023. This is subject to you being employed with the Firm as on the date of payment of Variable Pay Bonus. Employees who join the Firm during the year will be eligible for a prorated Variable Pay Bonus payment. The Variable Pay Bonus amount is subject to income tax deduction as per rules prescribed under the tax laws.

4. Education Qualification:

This letter of intent is subject to your successful completion of B.Com exams by June 2023.

Please note that a detailed offer letter would be issued to you subsequently.

Looking forward to a mutually beneficial association.



Thanking you.

Yours faithfully,

for **EY Global Delivery Services India LLP**

Signed By: Nirmala Mukherjee

Reason: Offer Letter

Location: Bangalore

Date:11/09/2022 15:02:13

Authorized Signatory



Mudit Singh

Employee Code : 49254

Blood Group : B+

Emergency No. : 9582528491

A handwritten signature in blue ink, appearing to read "A. K. Singh".

Issuing Authority



Date: **June 21, 2023**

Dear **Rohan,**

It is with great pleasure that we invite you to join Bechtel India Pvt. Limited. We are enclosing herewith copy of our Appointment letter along with Annexures. A photocopy of the letter has to be duly signed by you (all pages) and returned to us as token of acceptance of the terms and conditions hereof for our records. You are required to confirm your acceptance of the offer by **June 24, 2023** failing which this offer will automatically lapse.

This offer is based on the understanding that you are free of encumbrances, legal or otherwise (e.g., “non-compete” or “non-solicitation” agreements) that would preclude you from discharging the responsibilities and work requirements outlined in this letter. You shall disclose to us any agreement, written or unwritten, that purports to restrict your ability to perform your duties hereunder.

This offer will be contingent upon the Company’s review of any such agreement and confirmation of the understanding described above. This offer, and your continued employment, is also conditioned upon your acceptance of, and adherence to, all Company policies and procedures, currently in place and as amended from time to time.

We advise you to kindly bring the copies of the following documents which are essential to complete your joining formalities with the organization –

- Educational qualification certificate(s)
- Work experience certificate(s)
- Passport
- PAN card
- Aadhaar Card
- Last drawn salary slips from your previous organization
- Relieving Certificate from your last organization/ Resignation letter
- Provident Fund No., UAN and address of RPF/Trust, wherever applicable
- 2 passport size photographs

Looking forward to mutually beneficial and a long-term association.

Thanking you,

Yours sincerely,

Rashmi Kapoor
University Relations Supervisor

Encl: as above

BECHTEL INDIA PVT. LTD.

CIN: U74899DL1994FTC058514

Knowledge Park
244-245 Udyog Vihar, Phase IV
Gurgaon - 122015, Haryana, INDIA
Tel : +91 124 4098000

Regd. Office: 418, Naurang House
21, K. G. Marg, New Delhi-110001
Tel : +91 11 23324889



Date: **June 21, 2023**

Dear **Rohan Shukla**,

With reference to your application and subsequent interviews, we have been authorized by Bechtel India Private Limited (the Company) to appoint you in our Indian office with effect from the mutually agreed date, on the following terms and conditions:

1. Working Title : **BBS-University Hire**
Grade : **21**
2. Emoluments: Basic salary of **INR. 19,333 per month** and other benefits as per Annexure A to this letter of appointment. This salary may be regarded as basic salary for calculation of allowances detailed in Annexure A and Provident Fund.
3. Transfer of Services: Your services can be transferred from one department to another or from one branch to another or from one Bechtel entity to another, anywhere in India or abroad, whether existing at present or to be set up in future, whether situated in the same city or outside.
4. Probation: During the first 6 months of your appointment, you shall be under probation, which period may, at the sole discretion of the Company, be extended for a further period of 6 months. During the probationary period, the Company is at liberty to terminate your services at any time without assigning any reason whatsoever on giving you one month's notice or payment in lieu thereof. Similarly, you will be at liberty to resign from the services upon giving one month's notice or payment of one month's salary in lieu thereof.

On completion of the initial 6-month probation period if no letter of confirmation is issued to you, it will be deemed that your probation period has been extended for a further period of 6 months.

5. Leave & Holidays: Leave will be as per Company's Policies.
6. Provident Fund: You will be entitled to Provident fund contribution by the company equivalent to 12% (current rate) of your basic salary.
7. Retirement: As per Company's Policy.
8. Notice Period & Termination of Services: The Company reserves the right to terminate your services by giving you one month's notice or payment of salary in lieu thereof or part thereof. Similarly, you will be at liberty to resign from the services upon giving one month's notice or payment of one month's salary in lieu thereof.



Nothing in this letter, precludes the Company from exercising its right to terminate your Services earlier than the above referred period of one month on payment of salary in lieu of such unexpired term of notice.

In the event that you resign without completing twenty-four (24) months continuous employment, or should your employment be terminated at any time for cause, misconduct or breach of the terms of your employment, you will be required to repay all amounts which the Company has paid/reimbursed to you to facilitate your joining Bechtel and all relocation expenses paid / reimbursed / incurred by the Company on your behalf upon your resignation / termination. These expenses include but are not limited to lodging and boarding in company provided guest house, relocation of household goods/car, cost of travel ticket(s) for you and your family, local transportation, salary for home leaves availed, notice period buyout, etc. The Company reserves the right to set off/adjust/deduct the same against your termination dues, if any.

If you voluntarily terminate your employment or are terminated, whether for Gross Misconduct or otherwise, you will be paid only till the date of termination and you will not be entitled to payment of any discretionary performance bonus or other incentive awards payable after the date of termination, irrespective of such bonus or awards having accrued prior to the date of termination.

9. If your employment with the Company is terminated for any reason, then, for a period of one year following the date of termination of your employment with the Company ("Employment Termination Date"), you shall not conduct or participate, directly or indirectly, in hiring, attempting to hire or assisting any other person in hiring or attempting to hire, or inducing to leave the employment of the Company or any of its contractors.

10. Other Conditions:

- a) You will observe and adhere to the Rules and Regulations of the Company as may be applicable from time to time. Your employment is conditioned upon your acceptance of, and adherence to, all Company policies and procedures, currently in place and as amended from time to time.
- b) You will inform the Company in writing about any change in your residential address. In the absence of such information, all communications sent to you on the last address given by you to the Company shall be deemed to have been delivered to you.
- c) Your services are liable to be terminated without any notice if the Company is informed of any previous conviction by a court of law involving moral turpitude, or if any particulars mentioned in your application form/interview are found to be false or incorrect at the time of your appointment.
- d) You will not carry out any personal business activities during your tenure of employment with the company.
- e) This appointment is subject to the following:
 - Receipt of acceptable references.
 - The authenticity of your academic and other relevant qualifications.



- Your acceptance of Annexure B (Agreement and Acknowledgment of Obligation).
- Your agreement to comply with Annexure C (Policy 102, Bechtel's Business Conduct Guidelines, Code of Conduct, and Bechtel's Business Ethics).
- Your acceptance of the Job Description (JD) against which interest was received and for which role this offer is being made to you, at Annexure D.

You are requested to return the enclosed copy duly signed (all pages) as a token of your acceptance of the terms and conditions of your employment. We hope that this will be the beginning of a long and successful career with us.

Yours faithfully,

Rashmi Kapoor
University Relations Supervisor

Date: **June 21, 2023**

I have read the above letter and have been explained the terms and conditions of my service which I accept. **I agree to join my duties on June 28, 2023 at 0800 hrs or on mutually agreed date of joining to be filled by Bechtel below.**

Signed

Name in Full

Actual Date of Joining
(to be filled by Bechtel)



Annexure A

Details of Compensation

Name	Rohan Shukla	Work Location	New Delhi
Working Title	BBS-University Hire	Grade	21
		Discipline	BBS-Global Payroll

Your compensation will be as follows (all figures in INR per month):

Cash Particulars	Notes	Amount
Basic Salary		19,333
House Rent Allowance		9,667
Special Allowance		13,683
Transport Allowance		1,600
Children Education Allowance		200
Children Hostel Allowance		600
Monthly Total (A)		45,083
Flexi Components[#]		
Leave Travel Allowance (LTA)	Note 1	0
Telephone Reimbursement	Note 2	0
Fuel/Vehicle Maintenance	Note 3	0
Driver's Salary	Note 4	Not Applicable
Meal Allowance	Note 5	0
Monthly Total (B)		0
Retirement Benefits		
Provident Fund (Employer's Contribution) – 12% of Basic Salary		2,320
Gratuity – 4.81% of Basic Salary**		930
National Pension Scheme (NPS)	Note 6	
Monthly Total (C)		3,250
Monthly CTC (A+B+C)		48333
Annual CTC		579,996

Flexi Components: Please note that the amount allocated by you to applicable Flexi Components will be adjusted from your Special Allowance without changing your CTC.

Note 1: LTA can be in the range of INR 0 to INR 8,000.

Note 2: Telephone Reimbursement can be in the range of INR 0 to INR 3,000.

Note 3: If Fuel / Vehicle Maintenance is applicable to you, it is fixed at INR 0 or INR 2,500. Employee can be eligible either for Fuel / Vehicle Maintenance or for Transport Allowance.

Note 4: If Driver Salary is applicable to you, it is fixed at INR 0 or INR 1,500.

Note 5: If Meal Allowance is applicable to you, it is fixed at INR 1,100 or 2,100 and is subject to applicable policies, terms and conditions else "0".

Note 6: Company also offers the option to participate in the Corporate Model of National Pension System (NPS) which is subject to applicable policies, terms and conditions. You may allocate 1% - 10% of your basic salary, which provides tax exemption.

****Gratuity:** Gratuity entitlement and payment is subject to applicable Company policies and applicable extant laws.

Disclaimer: The payment of compensation mentioned above is subject to submission of original receipts and/or any other required document(s).

AEVY VENTURES PRIVATE LIMITED

CIN: [U72900KA2021PTC152762](#)

Date: 23rd June, 2023

Mr. Shashank Pandey
Bangalore

OFFER OF EMPLOYMENT

Dear Shashank,

We are delighted to offer you the position of **Senior Video Editor** with **Aevy Ventures Pvt. Ltd., Bangalore**.

The broad terms and conditions of the offer are:

1. You shall be designated as **Senior Video Editor**.
2. You shall be entitled to Cost to Company (CTC) of Rs. 10,20,000/- (Rupees Ten Lakh Twenty Thousand Only) per annum.
3. Your tentative joining date shall be 07th July, 2023
4. You shall be under probation for a period of 2(Two) months from the date of joining.
5. Your performance shall be reviewed at the end of probation period and subject to discretion of management your Cost to Company (CTC) shall be increased to Rs. 11,40,000/- (Rupees Eleven Lakhs Forty Thousand Only) per annum.
6. Your job location shall be Bangalore, India.

AEVY VENTURES PRIVATE LIMITED

CIN: [U72900KA2021PTC152762](#)

We welcome you to the **Aevy** family and wish you a rewarding career here.

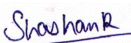
Warm Regards.

For Aevy Ventures Pvt. Ltd.



Achina Sirohi
COO

With the signature below, I accept this offer for employment.

DocuSigned by:

BC9C76F02763432...

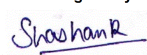
Name : Shashank Pandey

Date : 26/06/2023

Declaration

On acceptance of this offer letter,

- a. I shall resign from the current employment and confirm the Date of Joining to Aevy.
- b. I will also inform any other company I have given an interview to or am scheduled to interview with, that I have accepted an offer with Aevy and that I am withdrawing my candidacy from their opening.

DocuSigned by:

BC9C76F02763432...

Name : Shashank Pandey

ANNEXURE - I

ROLES AND RESPONSIBILITIES

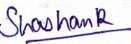
1. Conceive and implement concepts, guidelines and strategies in various creative projects for Aevy TV property and oversee them to completion
2. Overseeing end-to-end content creation process for Aevy TV
3. Coordinating the activities of writers, video editors, actors, and other team functions as necessary
4. Monitoring post-production processes to ensure accurate completion of details
5. Conducting meetings with staff to discuss production progress and check-ins to ensure team objectives goals are met
6. Distribute content on all relevant platforms
7. Devise growth strategies for AevyTV properties
8. Monitor results of team efforts and propose actions for the future

AEVY VENTURES PRIVATE LIMITEDCIN: [U72900KA2021PTC152762](#)**B. Gross Salary - INR 1,140,000 per annum**

DESCRIPTION	MONTHLY	YEARLY
EARNING	Amount(Rs.)	Amount(Rs.)
Basic Salary + DA	57,000	684,000
HRA	22,800	273,600
Other Allowances	15,200	182,400
TOTAL	95,000	1,140,000
DEDUCTIONS	Amount(Rs.)	Amount(Rs.)
Professional Tax	200	2,400
Tax Deducted at Source*	8,017	96,200
TOTAL	8,217	98,600
NET SALARY	86,783	1,041,400

Note:

1. TDS has been calculated without considering any deductions and exemptions. Final TDS shall be deducted after obtaining the details of applicable deductions and exemptions from the employee.
2. Salary Structure subject to change on applicability of Provident Fund. CTC shall be inclusive of both Employer and Employee Contribution, whenever applicable.

DocuSigned by:

 BC9C76F02763432...

TERMS OF EMPLOYMENT

1. Obligations

Employee agrees to observe and perform the duties in an expert and diligent manner and to the best of its ability, promptly and faithfully.

2. Confidential Information

a. The Employee acknowledges that in the course of the provision of the Services they will have access to confidential information.

b. The Employee shall not disclose or use or cause to be disclosed or used, at any time during or subsequent to this employment, any secret or confidential information of the Company or any of its clients or customers or any other non-public information relating to the business, financial or other affairs of the Company acquired by him as an Employee to the Company except as required by the Company in connection with the Employee's performance of the agreement or as required by law.

3. Non-Defamation

Employee hereby warrants, states, understands, contends and promises to not make any defamatory statements of the company or any of their employees, agents, independent contractors, coaches, borrowed servants, or representatives at any point during the employment or after the termination/resignation from employment.

4. Exclusivity and Non-Compete

In order to protect the Company's legitimate business interests, Employee shall not participate, directly or indirectly in any business or activity that is similar to the business of the Company or competes with the business, proposed business or business interests of the Firm within or outside the territory of India, whether as an employee, consultant, officer, director, advisor, owner, sole proprietor, investor, or partner during the term of their employment.


5. Leave Policy

- a. The Employee will be entitled to Sick Leave, Casual Leave and Earned Leave as specified herein subject to compliance with the respective State rules. Employee will be entitled to applicable Public Holidays as declared by the Company each year, the company will publish the same before the beginning of the calendar year.
- b. Sick Leave - Up to 6 working days paid leave in a calendar year on account of any sickness or accident sustained by the Employee.
- c. **Up to 1.5 days** of leave earned for each completed month of service i.e a maximum of 18 days in a calendar year.

6. Termination

In the event that the Employee voluntarily terminates his employment during the Term for any reason whatsoever he shall provide the Company 30 days written notice (the "Notice Period") or compensate the Company pro-rata to the gross salary for any shortfall in such notice. Such payment cannot include forfeiture of accumulated Earned Leave.

The Company shall terminate the employee with immediate effect in the event of misconduct or commits a breach of the terms of employment.

DocuSigned by:

BC9C76F02763432...

Name : Shashank Pandey



WINSPARK INNOVATIONS LEARNING PVT LTD.
1108-1109, 11th floor, JMD Megapolis, Sohna Road, Gurgaon
<http://www.planetspark.in>

Offer Letter

Date: 24/02/2023

To Parth Thapar

Employee Code: _ PS15715

Dear Parth

Sub: Offer Letter

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **06th June 2023**. You will be based out of PlanetSpark office at Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002. You will be working from office from day one of joining.

You will be paid gross emoluments and incentives as detailed in Annexure – A when 1 Lac revenue reflects in the sales dashboard against your name.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

Annexure – A

Emoluments can be bifurcated as under:

	Monthly	Yearly
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	7000	84000
Gross Salary	32400	388800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
Total CTC		6,50,400

Your overall training period is for 4 weeks. you would receive a training gross of **INR 21,428 (PF will be deducted)** per month which can be extended if needed. During this period the below mentioned targets has to be achieved to get the License to sell and move into the core sales team.

Region	Targets
Domestic	Rs 100000
UAE	\$1500
USA	\$1500

The trainee will be eligible to receive the Training gross only if they have 90% of daily Attendance in office and should have completed one whole month in the system.

Annexure – B

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. Probation

You will be in probation period of one month from the date of joining. The probation can be discontinued anytime if target is not achieved during training and salary will be processed as FNF after 90 days.

3. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

4. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

5. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent

rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

7. Annual Leave:

You will be entitled to 4 annual leaves for every completed quarter at the company and 7 annual medical leave. These are applicable for permanent employees

8. Termination of Service:

Either party can terminate this employment by serving a notice of 3 days on the other. The Full and Final settlement will be processed after 90 days from the last working date.

9. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



“I hereby accept this offer and I Confirm that I have signed out of the placement process”

Signature

Date

Story Digital™

Subject: Offer Letter & Details

Date: 6th June, 2023

Dear Pritha Budhiraja,

Following our recent discussions, we are delighted to offer you the following role at Story Digital. We are confident that you will find this new opportunity both challenging and rewarding.

Role: Influencer Marketing Coordinator

Probation Period: 2 Month Probation

Location: New Delhi (WFO)

*After the two months probation periods are served, a review would be conducted, and if positive, a confirmation letter would be provided.

We look forward to have you on board with us on 17th July 2023

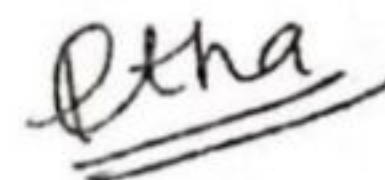
Best,

Pratiek Sawhney

Co-Founder, Story Digital

Pratiek@storydigital.in

+919717308799



Triquark Internet Private Limited

A-35, Second Floor, FIEE Complex,
Okhla Phase-2, Okhla, New Delhi - 110020

Date : 09-07-2023
 Ref: Offer Letter



Dear Rachit,

Congratulations!

With reference to your application and subsequent interviews with us, we are pleased to extend our offer as mentioned in below table. You are expected to join NIIT on or before the scheduled date of joining; failing which this letter shall stand invalid. Your detailed appointment letter will be issued to you on the date of joining.

Name	Rachit Aggarwal		
Designation	Content Developer		
Role	Content Developer		
Schedule DOJ	17 July 2023		
Benefit Plan	Q		
Location	Gurgaon		
Salary Components		Amount	
Monthly			
	Basic	16,700	
	HRA	8,350	
	Communication Allowance	4,500	
	LTA	2,500	
	Meal Voucher Allowance	2,000	
	Conveyance	339	
	Special Allowance	2,993	
Gross Monthly Total		37,382	
Annual Benefits			
	PF	24,048	
	GTLI	2,375	
Annual Benefits Total		26,423	
Performance Linked Incentive (On Achievement of 100% Goals)		25,000	
Cost to Company		5,00,007	Annual Payout
Explanatory notes on compensation structure :			

1 a) House Rent Allowance (HRA)/Company Leased Accommodation (CLA): Amount equal to 50% of Basic Salary. Option to avail HRA or CLA based on individual needs. On availment of CLA, actual amount of lease rental is reduced and paid to the landlord. For availing HRA benefit, rent receipt to be submitted to claim applicable tax benefits. Applicable tax benefits as per defined HRA / CLA rules.

b) Leave Travel Allowance (LTA): Monthly limit of Rs. 2500/- for Benefit plan Q; towards LTA for domestic travel including air travel for self and dependent family members. Claimed amount fully tax exempt twice in a block of 4 years.

c) Communication Allowance: Monthly amount up to Rs.3,000/- towards mobile phone usage charges for post-paid connection for self. Internet Usage Allowance of upto Rs.1,500/- towards internet connection at home in the name of NIITian

d) Special Allowance: One of the new salary components defined on the basis of C2C to be paid on a monthly basis.

e) Meal Vouchers: Rs. 2,000/- towards food and non-alcoholic beverages. If opted; meal e-voucher card is provided by the service provider and amount auto-credited on the 1st of every month for the previous month.

f) Conveyance allowance: The Conveyance Allowance can be configured for the following benefits. If not configured or partially configured, the amount/balance amount will be paid as a taxable allowance

i) Vehicle Expense- Available towards company leased vehicles as well as self-owned vehicles towards fuel and maintenance expenses. Monthly limits are – for co. leased vehicles Rs.20,000 and for self-owned vehicles, Rs. 2,400/- for vehicles above 1600 cc and Rs. 1,800/- for vehicles <=1600 cc

ii) Driver Salary- Available towards company leased vehicles as well as self-owned vehicles for maintaining a driver. Monthly limits are – for co leased vehicles Rs.16,000/- and for self-owned vehicles, Rs.900/-

iii) Company Car Scheme- For company availed vehicles, the monthly usage charge will be deducted from your monthly salary against the value of the vehicle for the duration of the usage tenure.

2. Corporate National Pension Scheme (NPS) : NPS is a voluntary retirement savings scheme introduced by the Government of India. NIITians after enrollment into the scheme, can contribute an amount upto 10% of the Basic Salary earned . effective DOJ or 1st April 2013, whichever is later. The amount of contribution is exempt from Income Tax under Section 80CCD(2) of the Income Tax Act, 1968.

3. Mediciam Insurance Premium: is company sponsored. For NIITian who is single mediclaim coverage is sponsored upto 1.5 Lakhs per annum.. For married NIITian, the Mediciam floater coverage of 3 Lacs is sponsored by NIIT. The coverage includes self, spouse & children. You can opt for a higher mediclaim coverage with or without parents by paying the differential amount. This amount will be adjusted from your flexibasket. You are advised in inform us in writing before or on the date of joining so that required changes in your appointment letter can be made. The details of the premium amount is mentioned as under -

CAT	Sum Insured	1+3 Dependents		1+5 Dependents	
		Premium with parents	Premium w/o parents	Premium with parents	Premium w/o parents
XX	150,000 (Self Only)		4,200		
II	1,50,000	19,100		22,000	
I	3,00,000	34,900	13,900	40,150	16,050
V	5,00,000	47,000	17,900	54,450	21,800
X	7,50,000	70,500	24,300	89,500	29,300
VI	10,00,000	90,200	30,800	1,10,250	37,350
IX	15,00,000	1,17,950	43,300	1,50,250	51,200
XII (Only for Plan S)	30,00,000	2,22,400	80,900	2,80,100	90,000

4. Group Term Life Insurance [GTLI] (for all plans): This is the premium towards bereavement support in the unfortunate event of death of NIITian while in service. The sum insured is two times of Annual C2C. The coverage also includes identified Critical Diseases and Terminal Illness for self.

5. Performance Linked Incentive will be paid based on the Performance Linked Incentive policy applicable for the year 2022-2023.

6. Benefits & Policies : Modifications or revisions, if any to any of the existing Benefits & Policies applicable to you, shall be made available and communicated through the 'Benefits & Policies' link available on iNIITian.

7. Provident Fund (PF): The amount shown is for PF towards employer contribution as per PF act. You have flexibility to contribute to PF at 12% of Basic Salary or cap it at 1800 /- per month only at the time of joining. You have an option to contribute an amount equivalent to 12% as Voluntary PF Contribution. Contribution amount deducted from the salary. Contributions attract interest the same way it is applicable to PF contributions. Contributions Considered for IT exemption under Section 80 C.

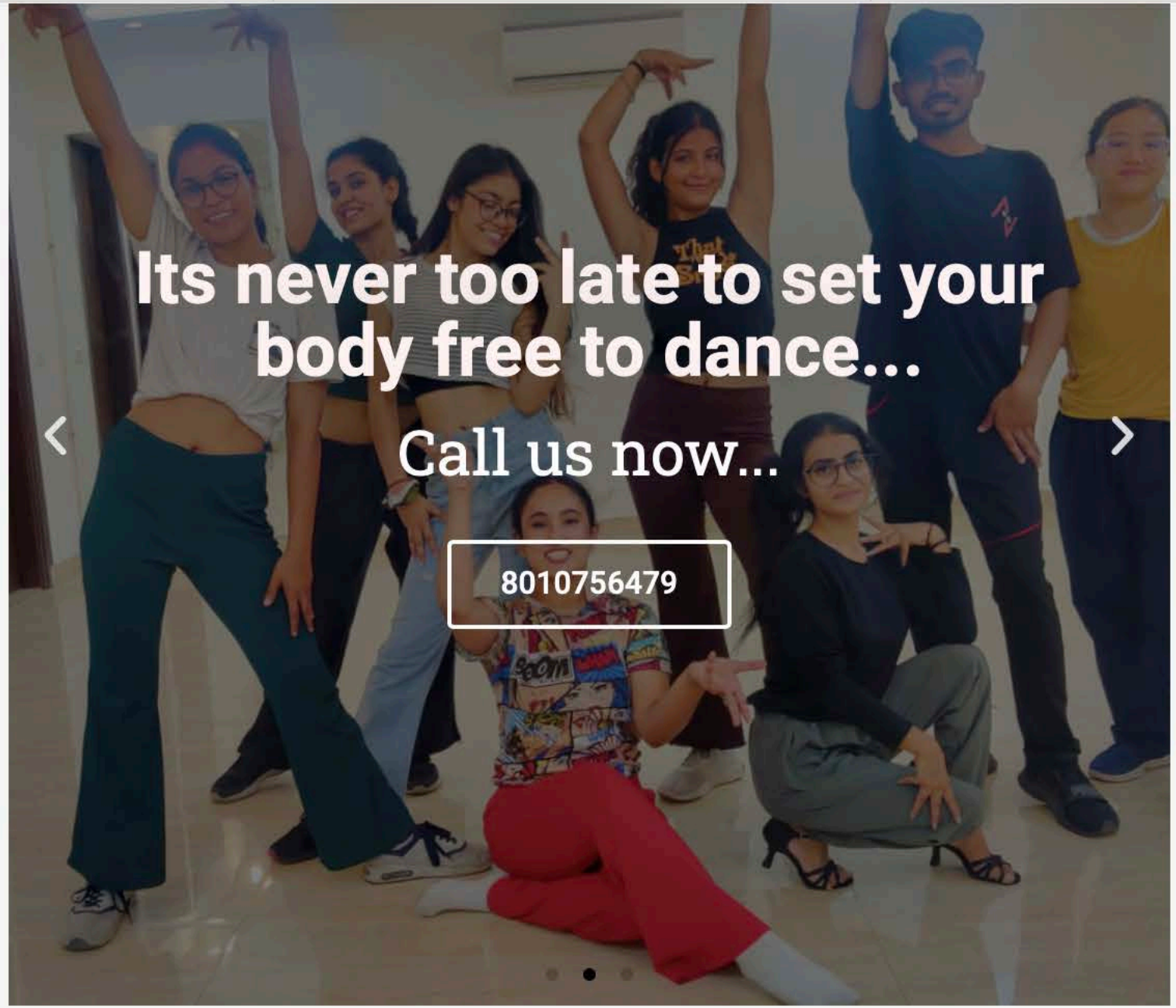
8. Gratuity: You will be eligible for Gratuity as per the Payment of Gratuity Act 1972.

9. Happy Nappy Day : Paid leave for 1 day as a compulsory holiday on birthday.

10. Special Dating Allowance : 3000 Hats Off points are given to NIITian on birthday. These points can be redeemed on our Hats Off eShopping portal on iNIITian.



Leena Khokha
Head - Talent Acquisition



DANCE & FITNESS ACADEMY

-  Visible Results of Classes
-  Safe & Fun Environment
-  Effective Learning
-  Fully Air Conditioned studio
-  Car Parking Available
-  1 min walking from metro station
-  WiFi Availability
-  Privacy & Confidential information maintained



“We bring you the art of LEARNING and MASTERING DANCE in its simplest form”

KK Dance is a dance & fitness Academy founded by Kamlesh Kumar (a professional dance trainer & artist) and Ekta Singh. A dance training centre in Delhi which aims to provide the best dance classes, choreography, fitness batches





anurag verma

2 of 2



	Division		- ABPM			PANDEY	
7655	Sultanpur Division	Narayanpur BO	Narayanpur BO - ABPM	UR	HR82FFA84AD3EC	RAM NARAYAN	99.333
7656	Sultanpur Division	Narharpur BO	Narharpur B.O - ABPM	EWS	HR2BF7F63B5BD3	RITIK SINGH	95
7657	Sultanpur Division	Narsara BO	Narsara B.O - ABPM	SC	HR56213DF9EED6	RAHUL RAJAK	92.833

7658	Sultanpur Division	Naudand BO	Naudand BO - ABPM	OBC	HR388D34784EEB	AKSHAY KUMAR	95
7659	Sultanpur Division	Numaye Maraye BO	Numaye Maraye BO - ABPM	UR	HR2B8BD5EC8213	DHARMENDR	97.833
7660	Sultanpur Division	Padare BO	Padare B.O - ABPM	UR	HR81C7EED9EA8D	VIJAY KUMAR YADAV	95.666
7661	Sultanpur Division	Paharpur Sarai Bhikham BO	Paharpur Sarai Bhikham B.O - ABPM	OBC	HR7F9C1E388346	ANURAG VERMA	95.2
7662	Sultanpur Division	Palia BO	Palia BO - ABPM	EWS	HR6DBBC9B9A4AE	RAJSHREE PANDEY	95
7663	Sultanpur Division	Pandri BO	Pandri BO - ABPM	UR	HR49BB3D959764	SUNIL KUMAR MAURYA	95
7664	Sultanpur Division	Para BO	Para BO - ABPM	UR	HR12D28B646EFC	PRACHI SRIVASTAVA	95
7665	Sultanpur Division	Parasuram pur BO	Parasuram pur BO - ABPM	OBC	HR6153BB1A1841	MANDEEP KUMAR YADAV	96.142
7666	Sultanpur Division	Parsipur BO	Parsipur BO - ABPM	UR	HR5C7F25A8D12D	SHWETA RAI	95
7667	Sultanpur Division	Parwar BO	Parwar B.O - BPM	OBC	HR1838AD13CB13	SANTOSH KUMAR	95
7668	Sultanpur Division	Pichhuti BO	Pichhuti BO - ABPM	SC	HR54CAC9518932	KM UPASANA BHARTI	90.333
7669	Sultanpur Division	Pindara SO	Pindara SO - Daksevak	EWS	HR1452C96AE49C	SATYAM KUMAR AGRAHARI	95
7670	Sultanpur Division	Pindara SO	Pindara SO - Daksevak	SC	HR3BFB6A893323	VELPULA KISHORE	90.25
7671	Sultanpur Division	Pipargaon BO	Pipargaon BO - ABPM	SC	HR0B34E497716C	ANCHAL	94.6
7672	Sultanpur Division	Purab Bisara BO	Purab Bisara B.O - BPM	UR	HR43D1D5524E1A	SATENDRA KUMAR SRIVASTAV	96.833
7673	Sultanpur Division	Purab Gaon BO	Purab Gaon B.O - BPM	UR	HR53A391241586	SHIV ARPAN	95.4
7674	Sultanpur Division	Raghipur BO	Raghipur BO - ABPM	SC	HR749B44677964	VIJAY RAJ KANAUJIYA	90.333

any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.

- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.

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- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signed By: Rahul.Dasgupta
Reason: Offer Letter
Location: Bangalore
Date:06/15/2023 09:14:52

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: Swati Singh Date: 6/14/2023

Name: Swati Singh



This file is signed using Digital Signature.

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224830_Saksh...



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EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka, India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

08 November, 2022

Ms Sakshi Chauhan
House no-3148, street no 2, phase 2,
Surat nagar, near gurgaon railway station,
Gurugram,
Haryana - 122001

Contact No: 7827399278
Email: sakshi.chauhan141001@gmail.com

Dear Sakshi,

Subject: Letter of intent

With reference to the campus selection process and the subsequent interviews that you had with us, we are pleased to extend a letter of intent subject to the following terms and conditions:

1. Position:

You will be offered a position in "EY Global Delivery Services India LLP" (the "Firm").

2. Date of joining and work location:

Your date of joining the company and work location will be communicated to you at a later stage.

3. Annual Fixed compensation:

You shall be paid an annual total compensation of **INR.3,83,250/-** per annum. The annual total compensation includes variable pay bonus (VPB) and fringe benefits that are insurance and gratuity and this will be subject to applicable taxes as per the provision of IncomeTax Act & will be paid to you after deduction of income tax and other applicable taxes at source.

Variable pay bonus(VPB) is a pay for performance program where you will be eligible to participate and have a differential reward based on EY GDS, business unit and personal performance. This will be payable on or before 31 August 2023. This is subject to you being employed with the Firm as on the date of payment of Variable Pay Bonus. Employees who join the Firm during the year will be eligible for a prorated Variable Pay Bonus payment. The Variable Pay Bonus amount is subject to income tax deduction as per rules prescribed under the tax laws.

4. Education Qualification:

This letter of intent is subject to your successful completion of B.Com exams by June 2023.

Please note that a detailed offer letter would be issued to you subsequently.

Looking forward to a mutually beneficial association.

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP identity No. AAL - 2743) effective 30 November, 2017. Regd. Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India.

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Thanking you.

Yours faithfully,

for **EY Global Delivery Services India LLP**
Signed By: **Nirmala Mukherjee**
Reason: Offer Letter
Location: Bangalore
Date: 11/09/2022 15:02:13

Authorized Signatory

← 3120891_Yash_Signed...



Sign Envelope ID: B079FF69-B9B6-40D4-9B66-7E5E7F827D97



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka, India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

15 June, 2023

Mr Yash Bhardwaj
C/16-A, Vigyanpuri,
Mahanagar,
Lucknow,
Uttar Pradesh - 226006

Contact No: 9305214905
Email: yash232002@gmail.com

Dear Yash,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before August 2023. In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before August 2023 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

1. POSITION:

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP Identity No. AAL - 2743) effective 30 November, 2017 Regd. Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India

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**3. WORKING HOURS:**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the

**TheCinemaholic**

Dear Harsh Vardhan,

We take great pleasure in inviting you to be an integral part of The Cinemaholic. Congratulations, on being selected for the position of **Writer**.

We are enclosing herewith the compensation details, rules and policies of the company. Your date of joining is **August 11, 2023**.

We look forward to you having a long and fruitful relationship with The Cinemaholic.

Yours sincerely,

For The Cinemaholic

Gautam Anand

Gautam Anand
Founder & CEO



Annexure A

1. Responsibilities ◀





MacBook Air

 yellow.ai



SHAGUN PANDA

Emp.ID: 40083

Blood Group: O+ve



First Media Network Pvt Ltd

Re: Offer Letter

Dear: Sherwin Shaju

On behalf of our company **First Media Network Private Limited**, I am glad to extend to you this offer of employment as a **Content Writer - Intern** for **FirstSportz.com**.

If you accept this offer, you will begin working with the Website on **19th August, 2023**.

At the time of joining, you are required to submit the following Documents for our records:

1. Original Certificates of Educational Qualifications & mark sheets
2. Government Id.

Payment & Tenure:

- a) Your expected pay per month is now renumerated to **6,000/month** (this amount will increase in the future months depending on the quality and quantity of the work you do for the website).
- b) Internship Period: 3 Months

Responsibilities:

Content Writer as discussed by the company representative.

Leave Policy:

- a) You shall be entitled to avail 4 weekly-offs in a month.
- b) Any leaves in excess of that detailed above will lead to deduction of amount in proportionate to leaves taken.
- c) The leave policy could be modified by the Company from time to time.

Termination:

- a) Your services are liable to be terminated without any notice or salary in lieu thereof for reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any act of indiscipline or inefficiency during any time of your employment. Further, you cannot work with any firm under any capacity while working for us otherwise your services will be terminated.
- b) If you absent yourself without approved leave or remain absent beyond the period of leave originally granted, it shall be deemed you have voluntarily abandoned your employment without giving any notice unless you return to work within 4 days from the commencement of such absence and give an explanation to the satisfaction of the management regarding such absence.

Resignation:

If you leave the organisation **without serving 2 weeks of notice period** during your internship, then the payment of last working month will not be made.

Intellectual Property Rights and Confidentiality:

- a) All Intellectual property rights including but not limited to Patents, Copyrights, Designs, and Trade Marks shall be deemed to be “Work Made for Hire”. The Management reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independent of the Management or in the event of violation of confidentiality obligations.
- b) During your employment, you may have access to trade secrets and confidential business information belonging to the website. You must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the company.

Acceptance:

- a) By accepting this offer, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

b) This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

Also Note:

- a) Breach of Terms and Conditions will be treated as gross violation and your services are liable to be terminated without any notice period.
- b) You must return this letter “signed” back to the sender within 2 days of receiving it.

Yours Truly,

Bhart Singh

Founder, FirstSportz.com

First Media Network

Candidate Declaration- I agree to abide by the terms and conditions mentioned in my letter, now in force and as may be amended from time to time and such provisions shall be deemed to have been incorporated into my terms of employment. I have no objection to give an undertaking or enter into a Service Contract that might be required now or during my Service in the Company.

Date:

Candidate Signature

 Chowki number 2, Rewari, Haryana 123401

 bhartsingh@firstsportz.com

 +91 99534 83050



First Media Network

28.07.2023

JOB OFFER

Dear Mr. Mohammed Sinan,

Reference to your application and subsequent interview, we are pleased to inform you that you have been selected to work for **Orbiz Creativez**. We are happy to make you the following job offer.

The position we are offering you is that of **SALES AND MARKETING EXECUTIVE** and your monthly compensation package is as follows: -

Earnings/Allowance	Amount(Rupees)
Basic Salary	7000
Dearness allowance	3000
Travelling allowance	2000
Special Allowance	1000
Total earnings per month Rs.(Thirteen Thousand only)	**13,000

**** Subject to deduction as per company rule**

Joining date: 29/07/2023, Saturday

Documents required at the time of joining: Valid ID proof, One passport size photo and copies of educational certificates.

Probation period: 3 Months

Working hours: -9.15am to 6.30pm, Monday to Saturday with **lunch break forty minutes.**

Reporting to: Logistic Manager

Salary: Will be paid on or before 10th of every month for the preceding month

Casual leave: One paid casual leave per month after completion of six months

Performance Incentive: Based on your performance you are eligible for incentive after 3 months.

Performance evaluation: Your performance will be evaluated during **probation period.** If your performance is not satisfactory, your service with the company will be terminated without prior notice.

Notice period for resignation: - One month

Transfer policy: - Depending up on requirements, your job in the Organization is liable to be transferred to any of our group companies.

Job description: - Will be given upon joining

Confidentiality: -You shall not at any time during or after your employment term with the firm reveal/disclose any of the affairs or secrets of the firm to any other person(s) nor use or attempt to use any information which you may acquire in the course of your employment in any manner which may injure or cause loss to the firm.

During times of Pandemic such as COVID-19 etc., , if the normal working of the company is affected due to lock down or similar reasons, the company reserves the right to stop payment of salaries to its employees for a period as decided by the management.

We are confident that you will be able to make significant contribution to the growth and success of our organization and we look forward to working with you .If you are agreeable to the above terms and conditions of this offer, kindly confirm your acceptance by signing and returning a copy of this letter for our records.

All the very best.



JAYARAM NC
MANAGER–HR&ADMINISTRATION

I accept the aforesaid terms & conditions and this offer of employment. I shall keep the contents of this document confidential.

Signature

28.07.2023

JOB OFFER

Dear Mr. Mohammed Sinan,

Reference to your application and subsequent interview, we are pleased to inform you that you have been selected to work for **Orbiz Creativez**. We are happy to make you the following job offer.

The position we are offering you is that of **SALES AND MARKETING EXECUTIVE** and your monthly compensation package is as follows: -

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We are confident that you will be able to make significant contribution to the growth and success of our organization and we look forward to working with you .If you are agreeable to the above terms and conditions of this offer, kindly confirm your acceptance by signing and returning a copy of this letter for our records.

All the very best.



JAYARAM NC
MANAGER-HR&ADMINISTRATION

I accept the aforesaid terms & conditions and this offer of employment. I shall keep the contents of this document confidential.

Signature

Jun 30, 2023

REF/BLA/30062023!0

Pooja Sahoo
House No-344, Neelkanth CISF Apt,
Kaushambi, Sahibabad,
Ghaziabad (U.P.)-201012

Subject: Letter of Offer/Appointment

Dear Pooja Sahoo,

This has reference to your application and subsequent interviews you had with us.

We are pleased to appoint you as **Assistant Executive Customer Service - Operations** w.e.f. **Jun 30, 2023** on the following terms and conditions:

1. You will be based at A-37, Sector-60, Noida, However, the company has absolute right to transfer without any additional benefits, your services to any other place, in India or abroad, where company has its interest. You will be required to work in any slot across 24 hrs. The company would determine these slots from time to time. If any slot is not acceptable to you, this offer/appointment will stand cancelled and withdrawn automatically without any further reference to you.
2. Your employment will be subject to mandatory six month probation, on completion of which your services shall be deemed confirmed unless otherwise conveyed by the company. No written communication stating confirmation of your services shall be furnished. The notice period will be of one month or salary in lieu thereof, on either side. However, the company reserves the right, not to accept payment in lieu of notice and at its sole discretion enforce the notice period. However, the acceptance of the notice period of less than one month is at the sole discretion of the management.
3. Absence for a continuous period of seven days without prior approval of your supervisor (including overstay of leave / training) would be treated an abandonment of service and can lead to your service being terminated. Resigning from the services with or without notice period; prior to completing eighteen months of tenure/employment with the organization, in such an eventuality the company reserves right to recover from you all the expenses incurred in regard to any training and development, special education, up skilling or the job training provided to you in the course of your employment with the company Rs 25000, (Rupees Twenty Five Thousand only) in addition to notice pay.
4. Details of your compensation are enclosed in the Annexure. Please note that the salary structure of the company may be altered/ modified from time to time. Further, salary, allowances and all other payments/ benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Management has a right to change these rules by putting notice on intranet. Ignorance of such notices will not be considered as an excuse for not following them or their applicability on you.
5. You are hereby appointed under the Skilled category and the remuneration would be in accordance with the specified rules under the minimum wages act 1948.
6. Retirement from the services of the company will be on your attaining the age of 58 years.
7. Your services shall be subject to comply with the policies of the company and rules of employment from time to time as promulgated by the company, and shall comply with the lawful directions of the management from time to time in that regard.
8. You will qualify/ be eligible for appraisal on completion of twelve months from the date of joining. The first appraisal shall fall due in appraisal cycle (April or October), post completion of twelve months from the date of joining and thereafter it will continue every year in the same month.
9. You shall not, either during the continuance of your employment with the company or at any point of time thereafter discuss, divulge or communicate by word of mouth or otherwise to any person or persons, firm or corporation without written authorization of the company management, any confidential information of the company. 'Confidential Information' means proprietary information of the company, including (without limiting the generality of the foregoing), technical data, trade secrets or know-how, including but not limited to, research, product plans, products, services, customer lists and customers (including but not limited to users or potential users of the company's products on whom you may call or with whom you may become acquainted during the terms of your employment), market, software developments, inventions, processes, formulae, technology, designs, drawings, engineering, hardware configuration information, marketing, finance or any other information disclosed to you by the company, either directly or indirectly in writing, orally or by drawings or inspections of parts or equipment. You will also be responsible for the protection and furtherance of the company's best interest at all times, including after you cease to be on the company's role.
10. If the company is not able to open office due to government restrictions or you are not able to come for work due to any such government restrictions in your area, the company will not be liable to pay you salary for that period.
11. You shall not, during the continuance of your employment with us, be engaged, concerned or interested directly or indirectly, in any other occupation, business or employment whatever, whether honorary or with remuneration.

Accepted and Agreed(**Signature**)

Pooja Sahoo
T244074

12. This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld then your employment is liable to be terminated without any notice.
13. If you shall at any time be guilty of misconduct, commit any breach of this contract of employment or refuse or willfully neglect to perform to the satisfaction of the company, all or any of the duties devolving upon you under this contract of employment, the company may at once, without any previous notice, terminate the contract of your employment. If you are terminated or asked to resign from the services of the company (on grounds of misconduct/non-performance), the company under such circumstances will not be liable to pay any compensation/salary. On the contrary the company reserves the right to initiate recovery proceedings against you for irrespective of the damages caused or the loss occurred to the company.
14. Additionally, you shall be eligible for Medical and Accidental insurance benefit programme along with other employees benefit programme run by the company on time to time basis at the expenses of the Company, which shall be applicable post 30 days of your joining. Any eventuality before the applicability of the insurance benefit programme, the company shall have no responsibility whatsoever.
15. Notice to terminate this agreement shall be accepted by the company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with your signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal e- mail shall not be accepted as adequate notice of termination for the purpose of this agreement.
16. Matters not covered herein shall be in accordance with the company's rules and regulations and company's decision shall be final and binding.
17. If and when you will be sent abroad for training or other purposes, you will be required to enter into a Service Agreement with the company and the terms and conditions mentioned therein will be binding on you.
18. This appointment letter is subject to your successful completion of the background check and satisfactory passing of your drug and medical tests, failure of which may result in your immediate termination from the services without notice, along with the recovery of costs incurred upon your background check.
19. You will not during your employment with the company (in terms of this letter except so far as may be proper in the ordinary course of business and for the interest of the company) or at any time thereafter, divulge or make known any information in any way whatsoever relating to the company or its business/or of its customer and/or any other information, secret processes or data and material which may come to your knowledge during the course of your employment. You will always maintain secrecy regarding any technical information / technical data or any other information / data related to sales and marketing gained or acquired or imported to you in the course of your employment through SAP R/3 system, official source of the Company. Company reserves the right to track back activities on IT infra allocated to you, during course of your employment or thereafter and take appropriate legal recourse against you in case of breach of above agreement. Immediately on joining the organization, you will be required to sign "Employee Non-Disclosure Agreement" and would also be bound with the conditions mentioned therein.
20. Notwithstanding anything contained hereinbefore, it is made clear that after the cessation of the present contract, whether by virtue of resignation, termination or otherwise of the employer-employee relationship, you shall not approach, discuss, divulge, contact, contract in any form, whether express or implied, any of the Clients of the Company, their employees, managers, executors, agents, contactors, etc. of the said Client of the Company for any reason whatsoever including any of your grievances. If found otherwise, it shall be treated as not limited to the commission of criminal breach of trust and you shall render yourself liable for civil and/or criminal action and the Company shall be free without further intimation to you, to launch against you, criminal prosecution, as well as claim of damages, as may be deemed fit by the company and the same shall be done at your sole peril.
21. If the terms and conditions offered herein are acceptable to you, please return the acceptance copy duly signed.

We welcome you to iEnergizer.

With regards,

For iEnergizer IT Services Pvt. Limited



Authorized Signatory

I have read, understood & hereby accept the appointment on the terms and conditions of employment set out in this letter and by my signature hereto, I bind myself to abide by them.

Candidate's Name _____

Signature _____

Date: ____/____/____

Compensation Statement

Name : Pooja Sahoo
Designation : Assistant Executive Customer Service - Operations
Department : Operations
Employee ID : T244074
Effective Date : Jun 30, 2023

REF/BLA/3006202310

As iEnergizer employee, you are currently eligible for the following, towards compensation, perquisites and benefits. The summary below helps you to understand the key elements there of :

Monthly Salary Breakup (CTC):		Monthly Contribution / Deductions:	
(A) Fixed Components	Amount	(D) Employee's Deduction towards :	Amount
Basic	22000	PF Contribution 12% (if applicable)	0
HRA	6700	ESI Contribution 0.75% (if applicable)	0
Special Allowance	0	Labour Welfare Fund Employee Share	0
Interim Allowance	0	Professional Tax (PT)	0
Total (A)	28700	Total (D)	0
(B) Opportunity to Earn Components*		(E) Employer's Contribution towards	Amount
Performance Linked Incentive (PLI)*	3000	PF Contribution 12% (if applicable)	0
Attendance Incentive**	5000	ESI Contribution 3.25% (if applicable)	0
Retention Bonus#	2000	Labour Welfare Fund Employer Share	0
Total (B)	10000	Total (E)	0
(C) Others Benefits			
PF 12% (Employer's Contribution), if applicable	0		
ESI 3.25% (Employer's Contribution), if applicable	0		
Labour Welfare Fund Employer Share	0		
Medical Insurance***	250		
Accidental Insurance****	50		
Professional Tax (PT)	0		
Gratuity (Approx.)	1000		
Total (C)	1300		
(CTC : A+B +C)	40000		

The PLI & Attn. Incentive component are paid separately as per the process guidelines

Note:

- . **TDS:** The salary will be paid subject to tax, which may be deducted as per the provisions of the Income Tax Act, 1961.
- . **GST:** The amount of any deduction from the salary other than the statutory deductions will be inclusive of Goods & Service Tax (GST) amount wherever it is applicable as per the prevailing rates.
- . **Bonus:** The payment is made to cover any payment due under the provisions of Payment of Bonus Act 1965.
- . ****Attendance Incentive:** Attendance Incentive shall be only payable if there is No LWP / No NCNS in the month. Attendance Incentive will be applicable post certification from the 1st of approaching month.
- . ***PLI:** PLI is Performance Linked Incentive; this is an average incentive amount payable in process. Incentives are payable only on meeting pre-defined criteria of the process and these are subject to change on monthly basis at the discretion of management, further detailing shall be done in process / operations after joining.
- . *** Headset:** The deduction to be made of Rs.2000/- against head set in two equal installments from first two consecutive month's salary. It shall be refundable at time of leaving.
- . **Term Insurance:** There shall be a Term Insurance up to Rs.1000000/- only for self.
- . *****Medical Insurance:** There shall be Medical Insurance of Rs.250000/- per annum only for self (if applicable).
- . ******Accidental Insurance:** There shall be an Accidental Insurance up to Rs.1000000/- only for self.
- . No salary shall be payable during training period and cannot be claimed at any point of time during or after tenure.
- . Salary shall be payable from the day post successful training certification & assessment by client & trainers.
- . Salary shall not be paid in case of Non Certification.
- . **#Retention Bonus:** Retention Bonus shall be payable after completion of one year from the date of joining.
- . **Gratuity** shall be paid on the exit after rendering continuous service for not less than five years.
- . **LWF (Labour welfare fund)** LWF deduction will be made as per the state government Act.

For iEnergizer IT Services Pvt. Limited



Authorized Signatory

Candidate's Name _____

Signature _____

Date: ____/____/____



Directorate General of Recruiting
Adjutant General's Branch
Integrated Headquarters of
Ministry of Defence (Army)
West Block 3, Ramakrishna Puram
New Delhi - 110066

B/59111/155(DE)/Rtg A/IMA

05 Jul 2023

Roll No : IMA (DE)-155(DE)/805376
Name : Tanmay Mittal
Date of Birth : 28 Jan 2001



JOINING LETTER ON BOND BASIS: INDIAN MILITARY ACADEMY, DEHRADUN
INDIAN MILITARY ACADEMY - 155(DE) COURSE

Dear Candidate,

1. Congratulations on being selected for Indian Military Academy 155(DE) Course.
2. You are required to report to the Adjutant, Indian Military Academy, Dehradun on 10 Jul 2023 at the time specified in the Joining Instructions of the Academy which can be downloaded from our website www.joinindianarmy.nic.in (Home Page >> Academy Joining Instructions). In case you do not wish to join the above mentioned course for personal reasons, please intimate the same to us after logging on to your personal profile on our website. This would enable us upgrade the status of candidates below you in the merit list.
3. **This Joining Letter has been issued to you on additional bond basis since your admission to the course is provisional at present. For more details , check relevant paragraphs in Academy Joining Instructions.**
4. Please go through the Academy Joining Instructions in detail and take all actions mentioned therein. Clarifications, if any, can be sought from the Academy Adjutant on telephone numbers given on their website/ in the Joining Instructions or from this Directorate General after logging on to your personal profile on our website.
5. This is a system generated document. You are required to carry two coloured self-attested copies of this Joining Letter and handover to the Academy Adjutant or his representative on arrival. One copy will be returned to you, duly endorsed, for your records. An ink signed copy of this document has been placed in your dossier being forwarded to the Academy.
6. You are required to carry with you two Character & Identity Certificates (in enclosed proforma) duly completed and signed by two different respectable persons of the society (NOT RELATIVES), preferably Gazetted Officers, who know you for more than two years. The same are required to be submitted to the Adjutant on reporting to the Training Academy. It is highlighted that submission of two Character & Identity Certificates is a mandatory requirement and you will not be allowed to join the course if you fail to produce these certificates at the time of joining.

Note : - Respectable persons of society may include Member of Parliament/ State Legislatures, Principal/ Headmaster of College/ School, Development Officer, Postmasters, Panchayat's Inspector or Persons holding positions of trust in local bodies/ Institutions or any Gazetted officer).

Copy to:-
Indian Military Academy, Dehradun
(By email and by post)

(Kamat Shah)
Deputy Director
Dy Dir Rtg 'A'
For Director General of Recruiting

Affixed Photograph
Signed by
Candidate To be
authenticated by
an Offr along with
his apt stamp

Course No. :
Roll No. :

CHARACTER AND IDENTITY CERTIFICATE OF CANDIDATES FOR COMMISSION

1. Certified that I know Shri/ Kumari son/
daughter ofwho is resident of (Give
permanent address)
.....
for the last years and Months and to the best of my knowledge and
belief he/ she bears a good moral character and has no antecedents which would render him/ her
unsuitable for grand of Commission in the Defence Services.
2. He/ she is married/ unmarried with/ without _____child/ children.

Station :

Signature of referee.....
Name.....
Designation/ status.....
Address.....
.....
Office Telephone No.....
Mobile No.....

(Office stamp of referee if available)

PARTICULARS OF CANDIDATE

1. Name in full.....
(IN BLOCK LETTERS)
2. Father Name full.....
(IN BLOCK LETTERS)
3. Fathers/ Guardians name and full present address.....
.....
4. Name of School/ College and date of leaving.....
.....
5. Date of entry in School/ College and date of leaving.....
6. Class up to which studied or at present studying.....
7. In case you are studying give your Roll No, if any.....

Station :

.....
(Signature of Candidate)

Mukherjee Fellowship Programme: Offer of Fellowship

Date: 04/06/2023

Dear Tejaswi Singh,

We are thrilled to extend our offer to you to join us as a Fellow for the prestigious Mukherjee Fellowship Programme, run under the legal aegis of Rambhau Mhagli Prabodhini (“**RMP**”) and effectively managed by Policy, Politics and Governance Foundation (“**PPGF**”) and Nation First Policy Research Centre (“**NFPRC**”). We have been impressed with your passion and qualifications, and we are confident that you will bring great value to our team and the Programme.

As a summary, this Fellowship is a transformative 12 month journey, divided into two modules i.e. (i) **Theoretical Learning Module:** A 1.5 month-long in-person training module focussed on introducing diverse perspectives to the Fellows that will be conducted in Delhi and (ii) **Experiential Learning Module:** A 10.5 month long experience, involving deputation to the office of MPs post the completion of the learning module. The exact dates for this exciting journey will be from **01st July 2023**.

Please be reminded that during the tenure of this Fellowship, you are expected to commit your full attention and energy to its responsibilities, refraining from undertaking any other employment or assignments.

In recognition of your efforts, we are pleased to offer a monthly stipend of INR 50,000/- (subject to applicable taxes). It is important to note that this Fellowship does not constitute an employment relationship with RMP, PPGF, NFPRC, or the Host, and hence does not confer any traditional employment benefits such as paid time off, retirement contributions, or health insurance.

We appreciate your flexibility and adaptability as the assignments determined by the Management Team may necessitate placements at locations distant from your current residence. Regular reporting to the Management Team, in accordance with their stipulated requirements, is a vital part of your commitment.

Should you need to discontinue your participation in the Fellowship at any point, we request that you provide a written notice to the Management Team 30 days prior to the proposed discontinuation date.

We are here to support you in this journey, so please feel free to reach out to us if you have any questions or require any clarifications regarding this offer. Once you have reviewed all the details, please sign and return the enclosed form to signify your acceptance.

We are enthusiastic about the potential of your contribution and look forward to welcoming you into our team!

Warm Regards,

Rambhau Mhagli Prabodhini

Fellowship Agreement of the Mukherjee Fellowship Programme

A. Overall Engagement

The Mukherjee Fellowship Programme (“**Fellowship**”) is an initiative legally operated under the aegis of Rambhau Mhalgi Prabodhini (“**RMP**” / “**Organisation**”).

As a Fellow, you are entering into this agreement with RMP. However, you will work closely with and be guided by the Management Team, which includes designated individuals associated with Policy, Politics, and Governance Foundation (“**PPGF**”) and Nation First Policy Research Centre (“**NFPRC**”). Your responsibilities and obligations during the Fellowship will be towards the RMP, under the supervision and guidance of the Management Team.

By accepting this Fellowship, you are agreeing to diligently fulfil all associated duties and responsibilities and adhere to all rules and regulations as outlined by RMP and the Management Team. Any violation of these terms could result in appropriate action as deemed fit by RMP and the Management Team.

B. Definitions

The words and phrases listed in this section shall bear the meanings assigned to them herein whenever they appear in this Agreement, and references to the singular include the plural and vice versa. Headings and bold typeface are only for convenience and shall be ignored for the purposes of interpretation.

The order of the defined terms do not signify the importance or relevance of any term. Each term defined in this Agreement is equally important in relation to your obligations and responsibilities as a Fellow.

Any terms that are not defined herein, but are known within the context of fellowships and training programs, shall assume their generally accepted meanings. If there is any disagreement over the interpretation or definition of such terms, the interpretation of RMP and the Fellowship’s management shall prevail.

This Definitions Clause is subject to revision or modification by RMP from time to time, without prior notice, as deemed necessary for the smooth operation of the Mukherjee Fellowship Programme.

In this Agreement (as defined hereinafter), the following terms shall, unless inconsistent with the context or meaning thereof, have the following meaning:

1. “**Agreement**” shall mean this Fellowship Agreement, entered into between you, the Fellow, and RMP, inclusive of all the terms, conditions, duties, responsibilities, definitions, and clauses mentioned herein, as well as any and all attachments, schedules, exhibits, and annexures hereto. The Agreement also includes any modifications, amendments, or supplements that may be made to this document during the tenure of the Fellowship, by mutual consent between you, the Fellow, and RMP. All such changes to the Agreement shall be communicated in writing by RMP and shall become effective from the date specified in such written communication.

2. **“Fellow”**: a Fellow refers to an individual who has been formally selected for the Mukherjee Fellowship, has signed this agreement signifying their acceptance, and has received a written acknowledgement of this acceptance from the Fellowship's management.

Upon receipt of this signed agreement by the Fellowship's management and the issuing of written acknowledgement, the individual's status as a Fellow is confirmed. From this point, the Fellow is expected to fully participate in the provided training programs, abide by all rules and regulations set forth by the Fellowship, and commit to the placement in a political office subsequent to the training.

The Fellow is not an employee of the Organisation or any associated political entity, but rather an individual gaining experience, learning, and contributing to the host they are assigned. The Fellow agrees to uphold the highest standards of conduct, maintain the confidentiality of sensitive information they may encounter, and work towards the goals of the Fellowship during their tenure.

The Fellow also understands and agrees to the stipend, notice period, and any other terms and conditions set forth in this agreement.

3. **“Management Team” / “Fellowship’s management”**: For the purposes of this agreement, the Management Team of the Fellowship refers to the group of designated individuals associated with both the PPGF and the NFPRC.

The Management Team is responsible for overseeing the Fellowship's operations, implementing and enforcing its rules and regulations, providing guidance and support to the Fellows, and handling all administrative tasks, including the processing and acknowledging of signed fellowship agreements.

The Management Team also communicates with the Fellows regarding any changes to the terms and conditions of the Fellowship, including stipend, notice period, and placement details. The Management Team's decisions in all matters related to the Fellowship are considered final and binding.

The term "Management Team", as used throughout this agreement, should be understood to refer to these individuals and their roles as described above.

4. **“Host”**: For the purposes of this agreement, the Host refers to the individual, organisation, or political office where the Fellow is assigned to work after the completion of the mandatory 1.5 months of training under the Fellowship.

The Host is not the employer of the Fellow, but rather an entity providing an experience and learning opportunity in line with the objectives of the Fellowship. All rules, terms, and conditions of the Fellowship continue to apply during the Fellow's placement with the Host.

The term “Host”, as used throughout this agreement, should be understood to refer to these individuals, organisations, or political offices and their roles as described above.

5. **“Full-Time Commitment”**: This term shall mean an obligation on the part of the Fellow to devote the majority of their typical working hours to the Fellowship activities during the 12-month period of the Fellowship. This commitment prohibits the Fellow from engaging in any other employment or income-generating activities that could potentially conflict with their Fellowship duties and responsibilities.
6. **“Monthly Stipend”**: This term refers to the monetary payment of INR 50,000, payable to the Fellow at the end of each month by direct deposit into the Fellow's designated bank account as a token of support during the Fellowship period.
7. **“Discontinuation”**: This term refers to the voluntary or involuntary termination of the Fellow's participation in the Fellowship prior to the completion of the stated Period of 10.5 Months, whether due to resignation, dismissal, or inability to fulfil the Fellowship obligations.
8. **“Duties and Responsibilities”**: This term encompasses all tasks, assignments, and functions that the Fellow is expected to perform as part of the Fellowship, as directed by the Management Team, or as specified in the individual assignment with the Host.
9. **“Rules and Regulations”**: This term refers to the guidelines, policies, and directives issued by the Management Team and/or RMP, regarding the conduct, performance, and general participation in the Fellowship, which will be made accessible to the Fellow at the start of the Fellowship or as and when they are updated.
10. **“Organisation”**: This term collectively refers to the RMP and the Management Team as defined above.

C. Travel and Reimbursements

Travel between home to office and for work purposes may be reimbursed at the discretion of the host of the fellow. The Fellows shall not be eligible for any other allowance (monetary or in kind) for the purposes of accommodation, either during the training period of 1.5 months or during their stint with the Host.

D. Non-Disclosure

The Fellows shall be signing a Non-Disclosure Agreement (“**NDA**”) with the Host in a format provided by the Management Team of the fellowship, and thereby adhere to the privacy protocols of the organisation as well as the leaders they would be associated with.

E. Sexual Harassment

The Mukherjee Fellowship Programme, under the aegis of RMP, is committed to maintaining a safe and respectful work environment free from all forms of discrimination and conduct that can be considered harassing, including sexual harassment. We have zero tolerance for any form of sexual harassment.

As a Fellow of the Programme, you are expected to respect the rights and dignity of all other individuals you interact with during your Fellowship, including but not limited to other Fellows, employees and officials of the Organisation, PPGF, NFPRC, and the Host, and members of the public.

If any allegations of sexual harassment are made against you, an investigation will be promptly initiated. If, after the investigation, it is determined that you have violated this policy, you will be subject to immediate termination of your Fellowship and may also be held personally liable for your actions. This could result in legal consequences, including criminal prosecution under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the remedies thereto.

It is important to note that the Management Teams of PPGF and NFPRC, while actively engaged in the administration of the Fellowship, are not legally liable for any instances of sexual harassment within the Fellowship Programme or during the Fellow's placement with the Host. All liability arising from any act of sexual harassment is solely borne by the accused Fellow.

F. Termination and Recovery Clause

The Management Team may terminate your fellowship with/without notice period or payment in lieu thereof, on the following grounds:

1. Based on poor performance and repeated negative feedback from the host
2. Being found guilty of serious misconduct like misappropriation, dereliction of duty in discharging your duties and functions.
3. Malingering or persistent non-punctuality, neglect of duty or breach of any rules made by the organisation or the Fellowship's management.
4. Absence without leave for a period of more than 5 consecutive working days (unless for genuine medical reasons).
5. Involved in the harassment of co-workers/associates in the work premises.
6. Becoming the subject of a bankruptcy order.
7. Being convicted of any criminal offence.
8. Mental or physical incapacity to discharge your functions.
9. Committing any material act of dishonesty detrimental to the interests of the Organisation.
10. Winding up of the Organisation or the Project.
11. Skipping the mandated reporting requirements.

In the event that the Fellow voluntarily discontinues the assignment with the Host before the completion of the specified assignment period, the Fellow will be obligated to refund the full amount of the stipend disbursed to them for the preceding one month. This is in recognition of the investment made by RMP and the Host in the Fellow, and the potential disruption caused to the Fellowship program and the Host's operations.

The Management Team retains the discretion to waive off, in whole or part, the obligation to refund the stipend amount depending on the circumstances leading to the discontinuation. Such discretion will be exercised in a fair and equitable manner, and any decision in this regard will be communicated to the Fellow in writing.

G. Veracity of Information Provided

You hereby acknowledge and consent to the management team's authority to verify your credentials either directly or through a third-party agency. You have been engaged based on your representation that the particulars furnished in your resume or testimonials handed over by you are correct.

In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the Mukherjee Fellowship shall stand terminated/ cancelled without any notice. In such an event, no benefits including stipend will accrue to you under this Agreement.

The Organisation at its sole discretion shall also have the right to pursue any other applicable other remedies for damages and compensation applicable under this contract or by law.

H. Intellectual Property and Confidentiality of Organisation Information

As a Fellow of the Mukherjee Fellowship Programme under the aegis of RMP, you acknowledge and agree that during the course of your Fellowship, you may have access to and become acquainted with various confidential information, including but not limited to, stipend data / salary data, compensation structures, internal policies, confidential data, business strategies, reports, technologies, trade secrets, proprietary information, passwords, official communications, research and development activities, and business plans (collectively, the “**Confidential Information**”) of the Organisation, PPGF, NFPRC, and/or any affiliated entities, as well as those of the Host where you will be placed.

You hereby agree that you shall not, during the term of your Fellowship or at any time thereafter, directly or indirectly, disclose, disseminate, use for your own benefit, or use for the benefit of any other individual, corporation, or entity, any Confidential Information, without the prior written consent of the Organisation, except as may be required in the performance of your Fellowship duties or as required by law.

All materials, documents, data, and intellectual property rights arising from the Fellowship, including but not limited to the training modules and reporting communications, shall remain the exclusive property of the Management Team. The Fellow agrees not to infringe upon these rights and not to use or disclose any such materials or information without the prior written consent of the Management Team.

Furthermore, you agree to keep in strictest confidence all Confidential Information, to use your best efforts to safeguard the Confidential Information and to protect it against disclosure, misuse, espionage, loss, and theft. This commitment of confidentiality shall survive the termination of this Agreement.

Upon expiry of term of fellowship under this agreement, or earlier termination / discontinuation or upon written request from RMP, the fellow shall promptly deliver to RMP all confidential Information, and, if communicated in writing by RMP to destroy, to act and destroy all confidential information , all copies, reproductions, summaries, analyses or extracts thereof or based thereon (whether in hard-copy form or on intangible media, such as electronic mail or computer files) in his/her or any other representative's possession, provided that any such destruction shall be declared in writing by Fellow and counter signed by a duly authorised Representative of RMP.

In the event of a legal proceeding being instituted to seek disclosure of the Confidential Information, such material shall not be destroyed until the proceeding is settled or a final judgement with respect thereto has been rendered. Notwithstanding the return or destruction of any Confidential Information, or documents or material containing or reflecting any confidential Information, the parties will continue to be bound by their obligations of confidentiality and other obligations hereunder for the term of this Agreement and shall survive the expiry or earlier termination thereto.

In addition, you acknowledge and agree that any innovations, inventions, discoveries, products, intellectual property, or improvements thereto that are made, conceived, developed, or reduced to practise by you, alone or jointly with others, during the term of your Fellowship and in the course of performing your Fellowship duties (collectively, the “**Innovation**”) shall be the sole and exclusive property of the Organisation. You agree to assign, and hereby assign, all right, title, and interest in and to the Innovations to the Organisation and agree to execute any documents and take any actions as may be necessary to effectuate such assignment. You agree that you shall have no claim, of any nature whatsoever, against the Organisation with respect to any Innovations.

I. Data Usage

The Fellow agrees that RMP, PPGF, NFPRC, and the Management Team may collect, store, process, and use data about the Fellow, including but not limited to personal data, performance data, and feedback, for the purposes of managing and promoting the Fellowship Programme. The Fellow also consents to the use of such data for research, statistical analysis, and the development of related programmes or initiatives.

J. Safe Custody of Organisation Material

As a Fellow of the Mukherjee Fellowship Programme under the aegis of RMP, you agree to use the resources provided by the Organisation, including but not limited to, any tangible or intangible property, equipment, devices, facilities, databases, documents, proprietary information or other resources (collectively, the “**Organisation’s Resources**”), strictly for the purposes related to the Fellowship and in a manner that is responsible, professional, and in compliance with all applicable rules, regulations, policies, procedures and codes of conduct of RMP.

You will be entrusted with the safekeeping and preservation of the Organisation’s Resources and are required to maintain them in good condition and working order. You shall not misuse, misappropriate, damage, or lose any of the Organisation’s Resources, nor shall you use them for any unauthorised or non-official purpose.

In the event of loss, damage, misappropriation, misuse, or failure to account for the Organisation’s Resources to the satisfaction of RMP, PPGF, NFPRC, or the Management Team, the Organisation reserves the right to take appropriate actions. These actions may include, but are not limited to, deducting the cost or value of such resources from any dues payable to you, demanding you to reimburse the Organisation for the cost or value of such resources, terminating your Fellowship, taking legal actions against you to recover such cost or value, and reporting to relevant authorities for investigation or prosecution if the situation involves potential criminal conduct.

The exercise of these rights by the Organisation will be without prejudice to any other rights or remedies that the Organisation may have under this Agreement, under any applicable laws, or in equity.

K. Non-Disparagement

The Fellow agrees that during the term of the Fellowship, and at any time thereafter, they will not (either directly or indirectly, individually or in conjunction with others) publicly criticise, ridicule, disparage or defame RMP, PPGF, NFPRC, the Fellowship, the Management Team, the Host, or any of their respective products, services, policies, directors, officers, stakeholders, employees, or affiliates, through any written or oral statement or symbolic gesture, regardless of whether such action is undertaken on public platforms including, but not limited to, websites, blogs, social media platforms, public statements, postings on the internet, emails, or any other form of communication whether anonymised or through the use of a pseudonym.

The Fellow further agrees to provide their full cooperation and assistance in assisting RMP, PPGF, NFPRC, and the Management Team to investigate such statements if there is a reasonable belief that the Fellow may be the source of such statements.

The obligations under this clause will not apply to any statements made, or actions taken, by the Fellow which are (i) required by law or (ii) issued in compliance with any court order, government order or regulation.

Any breach of this Non-Disparagement Clause will be regarded as a material breach of this agreement and RMP reserves the right to undertake any legal action deemed necessary to protect its reputation and the integrity of the Fellowship, the Management Team and the Host.

L. Exclusivity

The Fellow agrees that this Fellowship is a full-time commitment which would require them to devote their full attention and energy to it during its tenure and not to engage in any other employment, business activity, or pursuit that would interfere with their obligations under the Fellowship. This includes but is not limited to moonlighting, freelancing, consulting, or participating in any other fellowship or training programme. The Fellow understands that any violation of this exclusivity clause may result in the termination of their Fellowship.

M. Governing Law

This Agreement, your Fellowship, and any dispute, difference, or question arising out of or related to this Fellowship, its interpretation, the parties' performance under it, or any other matter related to this Fellowship (collectively, "**Disputes**") shall be governed by, and construed in accordance with the laws of India.

All Disputes between you and RMP, its successors, assigns, or PPGF, NFPRC, the Management Team, or the Host, (or your executors, administrators, assigns) related to this Fellowship shall be subject to the exclusive jurisdiction of the competent courts located within the city of Mumbai, India.

RMP reserves the sole and exclusive right to incorporate such other terms and conditions into this Agreement as it deems appropriate at any time and without prior notice. RMP also reserves the sole and exclusive right to amend, revise, or withdraw any plans or programmes referenced in this offer letter as it deems necessary.

Furthermore, your Fellowship will be subject to the rules, regulations, policies, procedures and codes of conduct of RMP as may be promulgated, amended, or modified from time to time.

You are expected to uphold the spirit of this Agreement and abide by all rules and regulations of RMP. You acknowledge and understand that your compliance with the terms of this Agreement and the rules, regulations, policies, procedures and codes of conduct of RMP is crucial for maintaining the integrity of the Fellowship and the reputation of RMP, PPGF, NFPRC, the Management Team, and the Host.

To accept the terms of this offer, kindly sign and return a duplicate copy of this Agreement to teamb@ppgf.in within 48 hours of receipt.

We wish you success in your career with us. We know you will enjoy working in the Mukherjee Fellowship, and we look forward to your contributions and an exciting work relationship.

For any further clarification please feel free to contact us at the following:

Email: teamb@ppgf.in

Phone:

1. Hariganesh Muthukrishnan: 9029667732
2. Kanisqa Agarwal: 7226986880

We wish you success in your career with us. We know you will enjoy working in the Mukherjee Fellowship, and we look forward to your contributions and an exciting work relationship.

Acceptance Form

I have read and understood the agreement and agree to abide by its provisions. I accept the terms and conditions of the offer made under the Mukherjee Fellowship Programme run by Policy, Politics and Governance Foundation (“PPGF”) and Nation First Policy Research Centre (“NFPRC”) but legally overseen by Rambhau Mhalgi Prabodhini (“RMP”). I hereby express my acceptance to join the fellowship programme and abide by the rules and responsibilities therein.

Joining Date: 01/07/2023

Name: Tejaswi Singh

Contact Number: 9151695885

Email ID: tejaswisingh.144@gmail.com

Permanent Address: Q-064, Gulshan Ikebana, Sector 143, Gautam Buddha Nagar, Noida

Signature:



Please return to: Recruitment Team, Mukherjee Fellowship Programme, c/o RMP

Email: teamb@ppgf.in



8 July 2022

PERSONAL & CONFIDENTIAL

Offer Letter

Dear Deeksha Singh,

Congratulations! We are pleased to offer you the position of "**Business Development Associate**" at CurioEd Technologies Private Limited.

We are on the mission to provide high quality education to millions of students across the globe and are excited to have you participate in this journey. Key terms of your offer are

- **Position:** Business Development Associate
- **Start Date:** 11th July 2022
- **Annual Salary:** ₹ 3,60,000 (Rupees Three Lakh Sixty Thousand)
 - **Fixed:** ₹ 3,60,000 (Rupees Three Lakh Sixty Thousand)

Please sign below to indicate your acceptance of this offer and send a scanned copy of the same as a reply to this email. If you have any additional questions, please don't hesitate to reach out to us at founders@curioed.com.

We look forward to you joining us and helping us build and grow CurioEd!

Sincerely,

Himanshu Arora
Co-founder and Director, CurioEd

=====

I have read and understood this offer letter and I hereby accept and agree to the terms herein:

Signature :  _____

Full Name : Deeksha Singh

Date : 9 July, 2022

Appendix 1 – Indicative Salary Break-up

Component	Monthly (in INR)	Annual (in INR)
Basic Salary	15,000	180,000
HRA	7,500	90,000
Special Allowance	2,550	30,600
Leave & Travel Allowance	3,000	36,000
PF Employer Contribution	1,950	23,400
Gross Salary	30,000	360,000
Total Cost to Company	30,000	360,000
DEDUCTIONS		
Provident Fund (Employee Contribution)	1,800	21,600
Provident Fund (Employer Contribution)	1,950	23,400
Estimated In-hand	26,250	315,000
<i>This amount is tentative and dependent on the tax liabilities arising out of the income which are wholly owed by the employee</i>		

- Gratuity would be paid as per Payment of Gratuity Act, 1972.
- For the Provident Fund, the contribution will be payable as per the provisions of The Employees' Provident Funds & Miscellaneous Provisions Act, 1952.
- Take home salary will be net after PF & Income Tax and any other statutory deductions depending on your savings under various schemes. Also, the monthly take home would be impacted depending on the reimbursements claims every month.



M. +91 975 259 9372
 W. www.newzera.com
 E. hello@newzera.com
 CIN. U72900MP2019PTC048940

PRIVATE AND CONFIDENTIAL

Offer Letter

Date - May 27, 2022

Dear **Mr. Lovish Goyal**,

Congratulations!!

On behalf of **Newzera Tech Labs Private Limited**, (referred to as Company hereon), incorporated under the Laws of India, registered at 30, 3rd Floor, Dawa Bazar, 14 RNT Marg, Indore, 452001, MP, India, we are delighted to extend this offer to you for the position of **People Operations**.

Your employment with the Company will be subject to your acceptance of this Offer letter and the Terms of Employment set forth herein below. You are required to respond with your acceptance to this Offer Letter within 24 hours, else it will stand expired.

Upon your acceptance, this letter shall form the Employment Contract that is a valid and binding agreement between you and the Company.

1. Date of Joining

Your employment with the Company will tentatively commence from June 27, 2022.

Newzera Tech Labs Private Limited

Registered Office:
 30, 3rd Floor, Dawa Bazar, 14 RNT Marg,
 Indore, MP, India. 452001

Corporate Office:
 401, Atulya IT Park, Indrapuri Colony,
 Bhanwar Kuwa, Indore, MP, India. 452014

1 of 18



M. +91 975 259 9372
 W. www.newzera.com
 E. hello@newzera.com
 CIN. U72900MP2019PTC048940

2. Location

You will be joining the Company as Onsite FTE Employee at Indore office.

Since the Company is expanding, it will eventually operate from different locations. The Company hence, holds the right to transfer you from one place to another or from one office to another, which are either existing or may be set up in future, as per the requirements. The decision of the Company in this regard shall be final and binding.

Considering the Covid 19 P [REDACTED] from a location of your

✕ Astitva Bajaj_31-12-21.pdf



December 31, 2021

Astitva Bajaj
A-13/5, Rana Pratap Bagh,
Delhi - 110007

Dear Astitva ("you", "your", "Employee"),

With reference to your application and interviews with us for the position of Analyst in the CFO Office Services department, we ("TresVista", "we", "us", "Company") are delighted to extend you an offer to join TresVista on July 04, 2022 ("date of joining").

The following are the terms and conditions of the offer through this letter ("Offer Letter"):

1. You will undergo a comprehensive new hire training which will commence on your date of joining. It will familiarize you with the culture of the Company along with your job roles and responsibilities. The location of this training will be confirmed closer to your date of joining.
2. Your job location (upon successful completion of training) will be Bangalore.
3. Your annualized CTC, inclusive of all allowances and bonuses will be up to INR 7,00,920/- (Rupees seven lakh nine hundred and twenty only) per annum. A detailed salary break up is attached herewith (Annexure 1).
4. Your Annual Review Period will be from July 01 to June 30. You will be eligible for a raise in your gross salary from the Annual Review Period beginning July 01, 2023. In addition to this, you will also be eligible for a performance bonus for the Annual Review Period ending June 30, 2023.
5. Once your service is confirmed, if you desire to resign, you are required to serve one month's notice ("Notice Period"). In case the Company does not wish to avail your service, it reserves the right to pay gross salary per day in lieu of the Notice Period, net of any lawful deductions.
6. Upon accepting this offer, it is expected that you will not interview with any other company and/or accept any other offers and will decline any other offers previously accepted. You will be required to email a copy of your accepted resignation from your current organization (if any), to hr@tresvista.com within one week from the date of the offer.
7. Going forward, we will communicate with you via emails. You should check your emails regularly and acknowledge our emails, whenever necessary. In case there is a change in your email ID or cell number, from what was mentioned on your job application form, you should notify the HR Department immediately.
8. You must not use, refer or state that you are working at the Company across any social media platforms.
9. Before your joining, we will require you to fulfill several formalities (listed in Annexure 2).
10. All the material given to you, including but not limited to training manuals, policy documents, handbooks (Employee Handbook), brochures is confidential and should be treated as Company property.
11. It is necessary for you to have an Android/iOS platform smartphone during your tenure at TresVista.

TresVista Analytics LLP

North Wing Block 2, 5th Floor, Milestone Building SEZ, Bharatiya Centre of Information Technology
Thrisandira Main Road, Kannuru, Bengaluru, Karnataka, India 560064 | Ph: +91 80 662 3333
Regd. Office: 8th Floor, IT B, Qubix SEZ Business Park, Hingewadi, Pune, Maharashtra, India 431017 | Ph: +91 20 6770 4200

LLP IN: AAK-6462
www.tresvista.com



12. During your employment with the Company, you will work diligently, faithfully and to the best of your abilities and shall perform all the duties entrusted to you.
13. You will respect and uphold the TresVista PACT at all times (Annexure 3).
14. You agree to have understood and accept the terms of the Employment Agreement (Annexure 4).

If you have any questions or would like a more detailed discussion of the terms above, please do not hesitate to contact the HR Department. Failure to adhere to any of the conditions mentioned above will result in an automatic rescinding of this offer.

You understand that this offer stands valid till your date of joining only, and your failure to join the Company on the said date without a prior request to reschedule your joining, agreeable to the Company, shall lead to the revocation of this Offer Letter without any further notice to you.

Kindly sign this Offer Letter signifying your acceptance to the above terms and conditions. We wish you a very prosperous career with us.

Yours Sincerely,



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

01 June, 2022

Mr Vedant Sharma
1150,
Sector 13,
Hisar,
Haryana - 125001

Contact No: 9896011509
Email: svedant005@gmail.com

Dear Vedant,

**Subject: Appointment in the position of
Tax Analyst**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before June 2022. In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before June 2022 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

1. POSITION:

You will be appointed in the position of **Tax Analyst** in GCR US FSO in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Gurgaon** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP Identity No. AAL - 2743) effective 30 November, 2017 Regd. Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India



3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion your date of joining will be **20 June, 2022**

Your initial work location will be 2nd, 3rd Floor - Tower A and 4th Floor - Tower B, DLF Cyber Park in Phase II, Udyog Vihar, Sector 20, Gurugram, Haryana.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm. Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting will be Gurgaon. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

8. CONFIDENTIALITY:

- a. Compensation: You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. Use of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you



to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's

- c. Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.



9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm , any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm's extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the



Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.



18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
 - a) Annexure A - List of documents to be submitted
 - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.



- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.


Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signed By: Kabita Paul
Reason: Offer Letter
Location: Bengaluru
Date:06/01/2022 16:32:32

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____  _____ Date: 6/1/2022

Vedant Sharma

Name: _____



Annexure A

Dear Vedant,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> • Your Pan Card - Mandatory • Aadhaar Card - Mandatory • Your passport, voters ID, ration card, driving license or ESIC card 	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> ▸ Graduation/Post-graduation <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified/ ATT Certification - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	



Annexure B

Name	Vedant Sharma	DOJ	20 June, 2022
Designation	Tax Analyst	Service Line	GCR US FSO
Rank	44		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	11,111	1,33,333
House Rent Allowance (HRA)	5,556	66,666
Other allowance including flexible components 1	5,491	65,894
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
Fixed compensation	27,778	3,33,333

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		23,869
Gratuity 4		6,413
Total of Benefits		30,282

Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

¹ You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.



Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

⁴ Gratuity will be paid as per provisions under the prevailing regulations.

29-Apr-2022

Adhiraj Hazarika

**House no. 178, Stanza Living Sapporo house,, JJ Colony,
Satya Niketan,,
New Delhi - 110021,
(Delhi) India**

Dear **Adhiraj**,

On behalf of **B S R & Co. LLP** (the '**Firm**'), I am pleased to offer you the position of **Analyst** in **Audit-ADC** with the Firm.

You shall be based in **Noida** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **8-Aug-2022**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of three (3) months (the '**Probation Period**') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, for the time being in force ('**Firm Policy**'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a

Validity: Unknown
INDERRAJ SINGH DHAWAN
09/04/2022 15:15

APPOINTMENT LETTER

Date: September 2nd, 2022

Ms. Amisha Sharma
Railway Residence L-6, Railway Colony
Awasthi Vikas Meerut Road,
Hapur-245101

Sub: Appointment as Social Media Manager.

Dear Ms. Sharma,

We are pleased to inform you that you are hereby appointed as **Social Media Manager** at nostringscouture as per terms and conditions discussed and agreed upon as under: -

1. This appointment is effective from your date of joining our Organization which shall not be later than 26th September 2022.
2. Your salary and other allowances shall be **as per enclosed statement**.
3. You shall report to Ms. Nikita Khurana- Founder and Director. Your job functions and responsibilities as are under preparation and shall be issued in due course after discussion with you.
4. You will be placed on probation for a period of six months and the said period can be extended by another three months and on the expiry of the period of probation or extended period of probation, if you are not confirmed in writing, your services shall be deemed to be automatically terminated. However, unless you are confirmed in writing, you shall not be deemed to be permanent.
5. During probation, the notice period for termination / resignation will be 24 hours from either side. After confirmation, the notice period required from either side is one month.
6. You will be entitled to 5 sick leaves and 12 days of accrued vacation leave in a year.
7. After successful completion of your probation, you will be confirmed in writing as a permanent employee of the Company. You will be entitled to statutory and service benefits and be governed by discipline and other rules existing or may come into existence from time to time, as and when applicable as per rules of the Company and such other benefits as applicable to employees in force from time to time to the location / place wherever you are working.
8. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other

parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

9. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from the Company.
10. During the term of your employment with the company and for 12 months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, anywhere in the territory, on behalf of any competitive business perform the same or substantially the same job duties. You will not, directly, or indirectly, solicit or attempt to solicit any business from any of the company's customers, customer prospects or vendors with whom you had material contact during your employment with the company. Furthermore, you will not, directly, or indirectly, on your own behalf or on behalf of or in conjunction with any other person or legal entity, recruit, solicit or induce or attempt to recruit, solicit or induce any non-clerical employ of the company with whom you had personal contact or supervised while performing your job duties, to terminate the employment relationship with the company.
12.
 - (i) Your services are liable to be transferred or loaned or assigned with / without transfer, wholly or partially, from one department to another or to office/ branch and vice-versa or office/ branch to another office/ branch of an associate company, existing or to come into existence in future or any of the Company's branch office or locations anywhere in India or abroad or any other concern where this Company has any interest. In such case, you will abide by responsibilities expressly vested or implied or communicated and shall follow rules and regulations of the department / office, establishment, jointly or separately, without any compensation or extra remuneration or provision of accommodation. You, thereupon, may be governed by service conditions and other terms of the said concern as may be applicable.
 - ii) The aforesaid Clause (i) will not give you any right to claim employment in any associate or / sister concern or ask for a common seniority with the employee of sister / associate concern.
13. In the event you are absent from duty without information or permission of leave, or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.
14. Your services are liable to be terminated at any time:
 - i) If you are guilty of any gross default or gross misconduct in connection with or affecting the operations of No Strings Couture Pvt. Ltd.
 - ii) In the event of any serious or repeated breach by you of any of the terms, conditions and stipulations herein contained and, on your part, to be observed and performed or in violation of one or more terms of this letter, or any other conduct considered by No Strings Couture Pvt. Ltd. detrimental to its interests.

- iii) If you have applied to be adjudicated as an insolvent under the law for the time being in force in India or have been adjudged so by a competent court.
 - iv) If you are guilty of dishonesty, disobedience, disorderly behavior, negligence, fraud, or any offense involving moral turpitude.
 - v) If you refuse any reasonable written order from the Country Head, Managing Director, or any other director or any other superior authority to which you are required to report.
 - vi) as and when the Company comes to know of any conviction by the Court of Law during the tenure of your service with us or conviction and / or any bad record in the past under the previous employer, or because of your giving false information at the time of your appointment or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification , experience , salary etc.
 - vii) if you are found to be not possessing desired qualification which do not conform to custom authority and / govt. regulation as may be required from time to time and necessary for continuation of business or its exigencies or on account of redundancy.
15. You will keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company.
16. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written, or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.
- During the course of employment with the Company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about products activities, know – how, methods or refinements and business plans and business secrets and other information concerning the products / business of the Company, hereinafter called the "SECRETS". You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation for at least 2 years period.
17. You shall carry out the job of Office Coordinator and such other jobs connected with or incidental to which is necessary for business of the Company. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.
18. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.

You will not give out to anyone, by word of mouth or otherwise, particulars of our business or administrative or organizational matters of a confidential nature which may be your privilege to know by virtue of your being our employee.

19. While you are in employment of the company, you may be given or handed over company's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the Company, you shall return all documents, books, papers relating to the affairs of the Company, purchased with the Company's money, which may have come to you, and any property of the Company in your possession.
20. Any balance of advance or loan taken by you from the Company, shall be fully recovered from your salary and any other legal dues including Gratuity, at the time of your leaving the services of the Company.
21. While working as an employee if you enter into any business transaction with any party on behalf of the company within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the company, it shall be your responsibility to recover for remittance to the company before you proceed to settle your legal dues in full and final settlement of your account.
22. The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of noncompliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection.
23. All disputes arising out of this letter will be subject to the jurisdiction of the Delhi Court. And that the courts, tribunals and/or authorities at Delhi only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times.
24. This letter represents the entire offer being made by No Strings Couture Pvt. Ltd. to you and cancels and supersedes all prior agreements, arrangements, or understandings on the above subject matter.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,

No Strings Couture Pvt. Ltd.

Director

Accepted: _____
(Amisha Sharma)

Amisha Sharma

**Annexure to Appointment Letter dated 2/09/2022
Of Ms. Amisha Sharma**

Break-up of Gross Remuneration			
	Remuneration	Rs. (P.M.)	Rs. (P.A.)
(1)	Basic	20000	240000
	Special Allowance	10000	120000
	Gross Salary	30000	360000

1. You will be entitled to an Annual Bonus at the discretion of the Management.
2. Payment of perquisites, allowances and reimbursements shall be subject to provisions of Income Tax, as applicable
3. Your Next salary Appraisal will be on 01/09/2023.

For No Strings Couture Pvt. Ltd.

Director

Amisha Sharma

Accepted: _____
(Amisha Singh)

Dear Sanjana,

Congratulations on your offer from KPMG
Resource Centre Private Limited.

We are delighted to offer you the position of Audit
Associate with an anticipated start date of 04-Jul-
2022. `

KPMG




Aditya Singh

Employee No. : 123634
Emergency No. : 9811500757
Blood Group : B+

KPMG
Building No.10, 6th Floor, Tower-C,
DLF Cyber City, Phase-II,
Gurgaon-122 002 (India)

Tel: +91 124 612 8500
Fax: +91 124 612 8700


Issuing Authority



PEPSICO



AADYA NAIR

ID No : 2906

Designation : EXECUTIVE - SALES

Date of Issue : 25-07-2022

Valid Upto : 24-07-2024

Blood Group : O+

Emergency No: 9810166596

Authorised Signatory

SEZ Authorised Officer

PepsiCo Global Business Services India LLP

14th & 15th Floor Tower-3, SEZ, ANSR Global Corporation Pvt. Ltd.

Co-Developer for M/s, Lakshminathan Pvt Ltd, IT/ITES SEZ, SyNo.

107(P), kokapet Village, Gandipet Mandal, Ranga Reddy District.

5000075

homeward

13th April 2022

To

Hemant Kumar

B 5/295, Sector 11

Rohini, New Delhi - 110085

Dear Hemant,

Re: Offer Letter

We at Homeward Solutions India Pvt. Ltd. are delighted to offer you employment with the Company on a full-time basis in the role of **Junior Transaction Coordinator**. Your annual CTC shall be **INR 850000/-** (Rupees Eight Lakh Fifty Thousand Only), your employment with the Company shall be governed by the terms and conditions of the employment agreement (appended herein).

You are requested to read the terms of the proposed employment agreement and indicate your acceptance of the offer by signing and returning a copy of this letter. Your employment with the Company shall be subject to the execution of the employment agreement with the Company.

Yours Sincerely

DocuSigned by:

Upasana Verma

C81B690F702B42E...

For Homeward Solutions India Pvt. Ltd.

Upasana Verma

India Country Head

DocuSigned by:

Shikha Kapur

C81B690F702B42E...

For Homeward Solutions India Pvt. Ltd.

Shikha Kapur

Head Human Resources - India

I accept the proposed terms of employment and request that the Employment Agreement be executed with the Company.

DocuSigned by:

Hemant Kumar

3AF12BE13/81461...

Hemant Kumar

13th April 2022

homeward

Employment Agreement

This employment agreement (**'Agreement'**) shall be executed and come into effect from Date of Joining (**'Date of Execution'**), at New Delhi,

BY AND BETWEEN:

- 1) Homeward Solutions India Pvt. Ltd., a private limited company incorporated under the Indian Companies Act, 2013 having CIN - U74999DL2021PTC386072, having its registered office at 1101, 11th Floor, Plot No. B-5, KLJ Tower, Pitampura, Netaji Subhash Place, Delhi, India – 110034 through its Director - Upasana Verma (hereinafter referred to as **'the Employer/Company'**, which expression shall mean and include its heirs, executors, administrators and assignees); and
- 2) **Hemant Kumar, s/o/d/o Mr. Manish Kumar**, resident of **B 5/295, Sector 11 Rohini, New Delhi - 110085** (hereinafter referred to as the **'Employee'** unless context otherwise requires).

The Company and the Employee are hereinafter individually referred to as a **'Party'** and collectively as **'Parties'**.

WHEREAS:

- A. The Employer is in the business of consultancy, advisory services and services related to information technology, more particularly defined under Clause 3 of the Memorandum of Association of the Company (**'Business'**).
- B. The Employer is desirous of engaging the services of the above-mentioned Employee at such Position and location as defined herein below.
- C. In consideration of mutual promises, terms, covenants and conditions set forth herein, the Parties have entered into the present employment agreement.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. TERMS OF EMPLOYMENT

- 1.1. The Employer hereby employs the Employee as **Junior Transaction Coordinator** (**'position'**) as a whole-time employee at the premises of the Employer located in New Delhi/Gurgaon, and at any other premises that may open at a future date; and the Employee accepts such employment. The Employee shall have the responsibilities, duties, and authority commensurate with the Employee's Position and will report to the Melissa Martin /Directors of the Employer or anyone deemed fit as designated by the Employer.



- 1.2. The Employer at its sole discretion may allow the Employee to work from home in accordance with its remote work/work from home policy.
- 1.3. The date of joining of the Employee shall be the 2nd May 2022 or as decided by Employer.
- 1.4. The term of the Employment under this Agreement shall automatically come to an end as soon as the Employee attains the age of superannuation, i.e., 58 years. The said age may be increased or decreased, subject to any amendments in the local laws pursuant hereto.
- 1.5. At the expiry of every month period, the Employer may, at its discretion, conduct an appraisal and/or performance review of the Employee in order to ascertain the work undertaken by the Employee. Increment, if any, shall be on the basis of the appraisal/performance review and may be affected every twelve (12) months, provided that the Employee has been employed for a continuous period of twelve (12) months.
- 1.6. The Employee agrees to adhere by all the employment policies, procedures, rules and regulations of the Employer as amended from time to time and as may be applicable. These policies, procedures, rules and regulations include, but are not limited to, the Employee Handbook, any personnel policy, code of conduct, health and vaccination policy, matters concerning the employment with the Employer, including hours of work, holidays, leave, confidentiality policy etc. or any other practice adopted by the Employer from time to time.
- 1.7. The standard conditions of employment may be changed by the Employer from time to time at the sole discretion of the Employer and such changed standard conditions of employment shall become applicable to the Employee forthwith, upon receipt of notice of the same.
- 1.8. The Employee shall faithfully adhere to, execute, and fulfill all policies, duties established by the Employer as described under this Agreement.
- 1.9. The Employee shall not, during the term of their employment hereunder, be engaged in any other activity or employment pursued for gain, profit, or other pecuniary advantage. The Employee shall not work or engage in any other business or work activities unless the Employer has first approved in writing such other work or business in each case.
- 1.10. The Employee's employment is subject to re-location / transfer, anywhere in India, or any other country, under the same organization, its branches, the parent company or any other subsidiary of either the Employer or its parent company.
- 1.11. The Employee shall also be governed by the statutory laws, rules, regulations, orders or notifications enacted or issued by the Central, State or local government or local authorities as may be applicable from time to time.



- 1.12. The Employee undertakes that in case of any deficiency of service arising out of the obligations imposed on the Employee under this agreement, they shall be solely responsible.

2. COMPENSATION

- 2.1. For all the services rendered by the Employee, the Employer shall compensate the Employee, an amount of **INR 70833/- per month inclusive of all compliances** as specified in **SCHEDULE - A**.
- 2.2. The above amounts payable to the Employee are subject to the Tax Deduction at Source (TDS) provisions under the Income Tax Act, 1961, as amended from time to time.
- 2.3. The Employer's policy in respect of provident fund as mandated under law shall also be applicable.
- 2.4. In accordance with the Employer's policies established from time to time, the Employer shall pay or reimburse the Employee for all reasonable and necessary out-of-pocket expenses incurred by the Employee in the performance of their services. The reimbursement of all such expenses shall be subject to reasonable approval of the Employer. All payments required to be made by the Employer pursuant to this clause shall be paid upon submission of appropriate supporting documents in accordance with the Employer's payroll procedures and policies.

3. GENERAL DUTIES

- 3.1. The Employee shall perform such services as the Employer requires from the Employee from time to time, dependent upon and corresponding to the education, skills, expertise, and know-how of the Employee. The Employee understands that as a growing organization, the Company could utilize the Employee's skills and expertise across many domains and agrees to fully cooperate with the Employer in providing such services as shall be needed of them in the best interest of the Company, as determined by the Employer.
- 3.2. Without prejudice to the foregoing, the Employee shall:
 - i. take proper care and follow the standard safety methods of the Employer for prevention of any damage to the property of the Employer.
 - ii. administer the day-to-day operations of the Employer and perform all functions necessary in the Employee's Position.
 - iii. enforce discipline among the staff and ensure that the day-to-day operations are smoothly conducted.
 - iv. furnish reports and information as may be required by the Employer from time to time.



- v. ensure that no illegal activities are carried out at the place of employment and bring to the notice of the Employer any such activities noticed by them.
- vi. advise the Employer about any changes that might bring in efficiency / improved margins, etc. for the Employer.

4. NON-COMPETE AND NON-SOLICITATION

- 4.1. The Employee shall not, during the period of their employment by or with the Employer, and for a period of one (1) year from the date of their resignation/ termination for any reason whatsoever, directly or on behalf of or in conjunction with any other person, persons, partnership, corporation or business of whatever nature:
 - i. engage, as an officer, director, shareholder, owner, partner, joint venture, whether as an employee, independent contractor, consultant or advisor, or as a sales representative, in any business selling any products or services which would be deemed as being in direct competition with the Employer or any of the Employer's subsidiaries, divisions or other brands.
 - ii. call upon any person who is, at that time, an Employee of the Employer in the capacity of an employee for the purpose or with the intent of enticing such Employee away from or out of the employment of the Employer; or
 - iii. call upon any person or entity which is, at that time, or which has been a customer of the Employer (including its subsidiaries or affiliates) for the purpose of soliciting or selling products or services which would be deemed as being in direct competition with the Employer.
- 4.2. The Employee shall make good the losses incurred, if any, by the Employer by breach of any condition laid down under this Agreement.

5. PROBATION

The Employee shall, for the first three (3) months, work on a period of probation. ('**Probation**'). During this period of Probation, in case the Employer is not satisfied by the quality of work of the Employee, such Employee may be dismissed by the Employer without assigning any reason with a notice period of seven (7) days. Furthermore, in case the Employee decides to leave during this period, then the Employee shall provide a notice period of seven (7) days to the Employer or salary in lieu of the same amount of time.



6. TERMINATION OF CONTRACT/RESIGNATION BY EMPLOYEE

- 6.1. Upon confirmation of the employment of the Employee, the Employer has the right to terminate this employment agreement by giving a notice of thirty (30) days to the Employee or by paying the Employee an amount equal to thirty (30) days gross compensation, in lieu of the notice period.
- 6.2. The Employee may resign from their employment by giving a notice of sixty (60) days or by paying an amount equal to the gross compensation of sixty (60) days to the Employer. The Employee's resignation shall be deemed to be accepted only after the Employer provides the Employee with a relieving letter. Till such time the Employee has been provided with a relieving letter, the Employee shall be liable to provide the services as required by the Employer irrespective of whether they had paid / agreed to pay the amount in lieu of the notice period.
- 6.3. Upon termination of the employment, the Employee shall immediately hand over to the Employer all correspondence, specifications, books, documents, market data, cost data, client data, drawings, affects or records belonging to the Employer or relating to its business and shall not retain or make copies of these items.
- 6.4. The Employer shall be entitled to terminate the employment without notice or compensation in the following event(s):
 - i. Willful violation of the policies of the Employer.
 - ii. On the grounds of non-performance, discipline, misconduct, fraud, theft and any other criminal wrong.
 - iii. Unauthorized absence from duty.
 - iv. Imprisonment or censure by a court of law.
- 6.5. In case the Employee is found guilty of misconduct or is found to be in violation of any of the policies of the Employer, they shall be subject to disciplinary action including dismissal if proven guilty. The termination of the employment under this sub-paragraph shall be without prejudice to:
 - i. The Employer's right to claim the actual damages it has suffered on account of the breach and;
 - ii. Any other relief to which the Employer may be entitled under the present contract, law or equity.

An act of misconduct shall include, without limitation:

- i. Absence from service without prior notice in writing or without sufficient cause for seven days or more.
- ii. Going on or abetting a strike in contravention of any applicable law; or



- iii. Causing damage to the property of the Employer.
- 6.6. The Employer reserves the right to withhold any dues during the full and final settlement before the Employee is relieved from the services with the Employer.

7. RETURN OF EMPLOYER PROPERTY

- 7.1. All records, designs, business plans, financial statements, manuals, client data, memoranda, lists and any other property delivered to or compiled by Employee by or on behalf of the Employer or the representatives, vendors or customers thereof which pertain to the business of the Employer shall be and remain the property of the Employer and be subject at all times to the discretion and control of the Employer. Likewise, all correspondence, reports, records, charts, data, plans, advertising materials and other similar data pertaining to the business, activities, present or future plans of the Employer which is collected by Employee shall be delivered promptly to the Employer without request by the Employer upon termination of Employee's employment.
- 7.2. Any items such as laptops, phones, electronic devices, vehicles and other property which may be in the possession of the Employee by or on behalf of the Employer shall be and remain the property of the Employer and be subject at all times to the discretion and control of the Employer. All such property shall be delivered promptly to the Employer by the Employee without request by the Employer upon termination of Employee's employment.

8. TRADE SECRETS

The Employee agrees that the Employee will not, during or after the term of this Agreement with the Employer and for a period of one (1) year thereafter disclose the specific terms of the Employer relationships or agreements with its significant vendors or customers or any other significant and material trade secret, proprietary information of the Employer, whether in existence or proposed, to any person, firm, partnership, corporation or business for any reason or purpose whatsoever.

9. CONFIDENTIALITY

- 9.1 The Employee recognizes and acknowledge that:
- i. in the course of their employment with the Employer, the Employee will acquire information concerning the Employer, its affiliates, subsidiaries, services and service providers, amount or kind of customer's purchases from the Employer, the Employer's sources of supply, its computer programs, system documentation, software, manuals, ideas, improvements, and other confidential or proprietary information belonging to the Employer or relating to the Employer affairs (collectively referred to herein as the '**Confidential Information**');
 - ii. the Confidential Information is the property of the Employer;



- iii. the use, misappropriation or disclosure of the Confidential Information would constitute a breach of trust and may cause irreparable injury to the Employer; and
- iv. it is essential to the protection of the Employer's goodwill and to the maintenance of the Employer's competitive position that the Confidential Information be kept secret and that the Employee shall not disclose the Confidential Information to a third party or use the Confidential Information to their own advantage or the advantage of a third party or in any way to disadvantage the Employer.

9.2 The Employee agrees to hold and safeguard the Confidential Information in trust for the Employer, its successors and agree that they shall not, without the prior written consent of the Employer, misappropriate or disclose or make available to any third party for use outside the Employer's organization at the time, either during their employment with the Employer or subsequent to the termination of their employment with the Employer, for any reason, including, without limitation, termination by the Employer, any of the Confidential Information, whether or not developed by the Employee, except:

- i. as required in the performance of the employment duties to the Employer; or
- ii. as is required to be disclosed pursuant to any Applicable Law or pursuant to a court order or other legal process (provided the Employee shall give the Employer notice of such obligation prior to any disclosure pursuant to such obligation affords the Employer the opportunity to limit the scope of such obligation and/or to obtain confidential treatment of any material disclosed pursuant to such obligation) and enforce their rights under this Agreement in any court or arbitral proceedings; or
- iii. to the extent that the Confidential Information is publicly available not by way of a breach of an obligation by the Employee to keep such information confidential.

10. INDEMNIFICATION

- 10.1. The Employee hereby agrees to indemnify and hold the Employer and its officers, directors, shareholders and other employees harmless from and against any loss, claim, damage or expense, and/or all costs of prosecution or defense, of their rights hereunder, whether in judicial proceedings, including appellate proceedings, or whether out of court, including without limiting the generality of the foregoing, attorney's fees, and all costs and expenses of litigation, arising, from or growing out of any breach or threatened breach of any covenant contained in the present Agreement.
- 10.2. The Employee agrees that any personal injury to them, or the Employees of the Employer, or third parties or any property damage incurred in the course of performance of their services shall be their responsibility and they shall be liable to indemnify the Employer for the same.



11. LIMITATION OF AUTHORITY

Without the express written consent of the Employer, the Employee shall have no apparent or implied authority to:

- 11.1 Pledge the credit of the Employer or any of its other Employees;
- 11.2 Bind the Employer under any contract, agreement, note, mortgage or otherwise;
- 11.3 release or discharge any debt due to the Employer unless the Employer has received the full amount thereof; or
- 11.4 sell, mortgage, transfer otherwise, dispose of any assets of the Employer.

12. CORRUPT PRACTICES

- 12.1 The Employee hereby agrees that they shall never give, offer, or authorize the offer of, either directly or indirectly, anything of value (such as money) to a customer, vendor, service provider, or government official to obtain any improper advantage.
- 12.2 The Employee shall not either while acting on behalf of the Employer or in the pretext thereof, accept from any person or entity, any consideration for any assessment or take any decision which may be favorable to that person or entity or for their own personal gain. Such consideration shall include any item or conduct that may be of value such as a gift, bribe, payment, performance, favor, etc.
- 12.3 The Employee undertakes that they will not accept any present, commission or any sort of gratification in cash or kind from any person or party which may have any dealing or association with the Employer and in the event of any such offer being made, the Employee shall promptly inform the Employer of such offer.

13. INTELLECTUAL PROPERTY RIGHTS

All inventions, improvements and discoveries, or any intellectual property arising out of or in connection with the Employee's employment, including without limitation any copyright, rights to derivative works, trade secrets and any other intellectual property made, created or conceived solely by the Employee or jointly while on duty or during the course of the employment with the Employer, need to be disclosed to the Employer and the Employer shall have the sole right, title and interest over such inventions, improvements, discoveries and any other such intellectual property. This provision shall survive expiration and termination of this Agreement and the Employee hereby, assigns and agrees to assign their rights, title and interest therein to the Employer for no consideration in addition to that set forth herein.

14. NON-DISPARAGEMENT

The Employee agrees that they shall not, either during the term of this Agreement or thereafter, in any way, disparage the Employer, or make or publish or otherwise transmit or solicit any comments, statements, or the like to the media or to others



that may be considered as derogatory, defamatory or detrimental to the good will or business reputation of the Employer or its affiliates or their respective shareholders, directors, employees, operations, procedures, policies, services, or their reputation, which would reasonably be expected to lead to unwanted or unfavourable publicity to the Employer.

15. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement and understanding of the parties hereto with respect to the subject matter of this Agreement and supersedes all prior agreements and representations with respect to the subject matter hereof. This Agreement may only be amended, changed, or modified in writing and signed by both the Employer and the Employee.

16. EMPLOYEE'S REPRESENTATIONS

The Employee certifies, represents and warrants that;

- 16.1 The Employee has received a copy of this Agreement for review and has been allowed to study the same before signing and executing this agreement;
- 16.2 The Employee has had sufficient opportunity before the execution of this Agreement to clear any doubts that they may have had with regard to the terms of employment;
- 16.3 The Employee is medically fit and of sound mind;
- 16.4 The Employee understands the rights and obligations conferred upon them vide this Agreement.

17. EMPLOYEE'S CREDENTIALS

The credentials of the Employee are believed to be true by their own representation. If it comes to light that any representation made by the Employee is false, this Agreement shall be deemed to have been breached by the Employee and the Employer shall reserve the right to terminate the employment of the Employee forthwith without giving any notice. The Employer shall also have the right to take any action as may be required depending upon the circumstances of such breach.

18. ASSIGNMENT

- 18.1 The benefits of this Agreement are and shall be personal to the Employee, and none thereof shall inure to the benefit of their heirs, personal representatives, or assigns. The obligations and duties of the Employee hereunder shall be personal and not assignable or delegable by them in any manner, whatsoever.
- 18.2 This Agreement shall be binding upon and inure to the benefit of the Employer and it shall be assignable by the Employer to any entity, which may acquire substantially all of the business and assets of the Employer, or with or into which the Employer may be merged or consolidated.



19. GOVERNING LAW

This Agreement and all its subsequent variations, if any, shall be subject to, governed by and interpreted in accordance with the laws of India for every purpose.

20. JURISDICTION

The courts at New Delhi shall have the exclusive jurisdiction to decide any dispute arising out of or in relation to or in conjunction with this Agreement.

21. NOTICES

All notices under this Agreement shall be in writing and shall be served by sending the same by hand delivery registered post or courier:

If for the Employer, at:

Address- 1101, 11th Floor, Plot No. B-5, KLJ Tower, Pitampura, Netaji Subhash Place, Delhi, India – 110034

Email – upasana.verma@homewardmortgage.com or shikha.kapur@homewardmortgage.com

If for the Employee, at:

Address- B 5/295, Sector 11 Rohini. New Delhi - 110085

Any change in the address shall be duly notified by the Parties in writing.

22. MISCELLANEOUS PROVISIONS

22.1 Waiver of Rights

The failure of either Party to insist upon strict adherence to any term of this Agreement on any occasion shall not be considered a waiver of any right thereafter to insist upon strict adherence to that term or any other term of this Agreement. Any waiver must be made in writing.

22.2 Partial Invalidity

If any provision of this Agreement is held to be invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent

homeward

permitted by applicable law. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the unenforceable provision.

DocuSigned by:
Upasana Verma
C81B690F702B42E...

For Homeward Solutions India Pvt. Ltd.

Upasana Verma

India Country Head

DocuSigned by:
Shikha Kapur
C81B690F702B42E...

For Homeward Solutions India Pvt. Ltd.

Shikha Kapur

Head Human Resources - India

I have read the contents of the Agreement including the Schedules and agree to the terms and conditions regarding my employment as a Junior Transaction Coordinator, at Homeward Solutions India Pvt. Ltd., and I hereby confirm that I will adhere to the policies of the Employer and discharge my duties to the satisfaction of the Employer.

DocuSigned by:
Hemant Kumar
3AF12BE13484484...

Hemant Kumar

13th April 2022

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SCHEDULE - A
Compensation/Salary Break-Up
(For reference only)

Salary Annexure - Hemant Kumar		
Compensation Head	Amount	
	Monthly	Annually
Basic	₹ 28,333	₹ 3,40,000
HRA	₹ 14,167	₹ 1,70,000
Conveyance	₹ 1,600	₹ 19,200
Medical	₹ 1,250	₹ 15,000
Supplementary Allowance	₹ 3,800	₹ 45,600
Tel/Internet Reimbursement	₹ 2,000	₹ 24,000
Special Allowance	₹ 17,883	₹ 2,14,600
Fixed Compensation (A)	₹ 69,033	₹ 8,28,400
Bonus	As per company policy	
Variable Compensation (B)	As per company policy	
Weekend Allowance	As per company policy	
Overtime Allowance	As per company policy	
Night Shift Allowance	As per company policy	
WFH Allowance/ Transport Allowance	As per company policy	
Other Benefit (C)	As per company policy	
Provident Fund - Employer Contribution	₹ 1,800	₹ 21,600
Statutory Heads (D)	₹ 1,800	₹ 21,600
Tax Deduction at Source	As per Govt Regulations	
Total Pay	₹ 70,833	₹ 8,50,000

DocuSigned by:
Upasana Verma
C81B890F702B42E...

For Homeward Solutions India Pvt. Ltd.

DocuSigned by:
Shikha Kapur
C81B890F702B42E...

For Homeward Solutions India Pvt. Ltd.

DocuSigned by:
Hemant Kumar
3AF12BE13484484...

Hemant Kumar



Look forward to having you onboard with us!

1 message

<in-fmkionboardingsup@kpmg.com>

Mon, 8 Aug, 2022 at 10:23 pm

To: mehaksharma2606@gmail.com

Cc: shivankgoyal@bsraffiliates.com, nehapuri2@kpmg.com, aditi1@bsraffiliates.com, ektagirdhar@kpmg.com



Dear Mehak,

Hope you are excited to join us on **08-AUG-2022**. We are thrilled to have you onboard!

We, in our best capacity, would ensure a smooth transition into your new beginnings with us with the essential support.

Below are few things you might want to know before you join us. For any further information or support required for onboarding during your first week with us, you may write to:

in-fmkionboardingsup@kpmg.com

You will receive your laptop on your Day 1/Day 2 of joining us and/or as indicated by your recruitment point of contact as per prevailing conditions. Where required, we will support you with the Virtual Desktop Infrastructure (VDI). VDI will require 8 GB Ram and Windows 10 with minimum 250 GB Hard-disk on your



personal laptop and a good broadband connectivity. Kindly confirm to your recruiter if you have the necessary set-up to enable VDI for the first week or until you receive your laptop.



Your official email ID will be activated latest by your Day 2 with us. In case of any concerns you may reach out to: in-fmkionboardingsup@kpmg.com.



You will receive an email on your Day 1/Day 2 with us on your official email ID. This email will detail the tasks which need to be mandatorily completed within 14 days from your date of joining us.



Your buddy, marked on copy of this email, will help you settle into the Firm and will connect with you upon your joining us. Please feel free to reach out to your buddy for any information/guidance you may need.



You will be informed about the induction program within your first week of joining us via email.



Look out for an email from **in-fmonboarding**. This will contain details of your bank account related formalities and relevant point of contact.



Meanwhile click [here](#) to view what our leaders have to say about the rise of #cleanenergy unicorns. Feel free to follow us on our social media channels.



We look forward to having you onboard and a continued association with you!

Regards - Team Human Resources

This document is for e-communications only.

KPMG (in India) allows reasonable personal use of the e-mail system. Views and opinions expressed in these communications do not necessarily represent those of KPMG (in India).

DISCLAIMER

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorized. If you have received this communication in error, please address with the subject heading "Received in error," send to postmaster1@kpmg.com, then delete the e-mail and destroy any copies of it. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.

KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.

KPMG, an Indian partnership and a member firm of KPMG International Cooperative ("KPMG International"), an English entity that serves as a coordinating entity for a network of independent firms operating under the KPMG name. KPMG International Cooperative ("KPMG International") provides no services to clients. Each member firm of KPMG International Cooperative ("KPMG International") is a legally distinct and separate entity and each describes itself as such.

"Notwithstanding anything inconsistent contained in the meeting invite to which this acceptance pertains, this acceptance is restricted solely to confirming my availability for the proposed call and should not be construed in any manner as acceptance of any other terms or conditions. Specifically, nothing contained herein may be construed as an acceptance (or deemed acceptance) of any request or notification for recording of the call, which can be done only if it is based on my explicit and written consent and subject to the terms and conditions on which such consent has been granted"

EMPLOYMENT AGREEMENT

This employment agreement (the “Agreement”) is made and entered into by and between College Thread, LLC, dba Greek House, a Florida limited liability company (the “Company”) and Shriya Raina, an individual (“Intern”), and is made with reference to the following facts:

A. WHEREAS, the Company has need for a qualified individual to fill the position of Growth Associate - HR Intern to enable the Company to achieve its operational, growth and expansion goals;

B. WHEREAS, Company and Intern have agreed upon certain terms and conditions in relation to Intern becoming employed by the Company as its Growth Associate - HR Intern the duties Intern has agreed to perform and the compensation and benefits Intern is to receive from the Company.

NOW, THEREFORE, in consideration of the foregoing recitals, together with other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Company and Intern agree as follows:

Section: 1

INCORPORATION OF RECITALS

1.1. The foregoing Recitals A through C, and each of them, are incorporated herein, hereat, verbatim and are part of this Agreement.

Section: 2

TERM

2.1. This internship is for a period of 3 months starting from Monday, May 2nd to Tuesday, August 2nd, 2022.

2.2 Working days for interns will be Monday to Friday from 10:00 AM - 3:00 PM EST.

Section: 3

POSITION/DUTIES

3.1. Company hereby hires Intern and Intern hereby accepts part-time employment with Company for the position of Growth Associate - HR Intern.

3.2. Intern's duties in the position of Growth Associate - HR Intern shall include, but not necessarily be limited to:

- (a) Recruit, Onboard Campus Managers, who's duties are to find new business at various campuses
- (b) Create resources and documentation for Campus Managers and Greek House customers
- (c) Drive initiatives on growth and expansion
- (d) Create new business partnerships and opportunities that will help grow the business

3.3. Intern will be reporting to Ian Collins (Head of Sales) and Shristi Tiwari (Recruiter) and work on the tasks which they assign and delegate to you. You shall be required to work with the Growth-HR team.

Section: 4

COMPENSATION AND BENEFITS

4.1. Stipend and Commission. During the Term of Intern's employment under this Agreement, Company will pay or cause to be paid to Intern, and Intern shall accept from Company as a compensation for his services and other obligations hereunder, a 3 month On Target Earnings in the amount of \$160/month base stipend payable in installments in accordance with the Company's salary administration practices as they may from time to time exist and subject to those withholdings and payroll deductions required by applicable law.

4.2 Other Benefits. Intern shall be entitled to participate in all Intern benefit plans and programs provided by Company under which he is eligible, in accordance with the terms of such plans and programs. Company expressly reserves unto itself the right to alter, modify, amend or terminate any such benefit plans and programs at any time and for any reason, at Company's sole discretion.

Section: 5

BUSINESS EXPENSES

5.1. Company shall, in accordance with, and to the extent of its policies for all Interns, in effect from time to time, reimburse Intern for all reasonable, ordinary and necessary business expenses incurred by Intern in performing his duties on behalf of Company, provided that Intern accounts promptly for such expenses to Company in manner prescribed from time to time by Company. Additionally, Intern shall not incur any expense, or group of expenses, on behalf of Company which amount without obtaining Company's prior written consent.

Section: 6

TERMINATION

6.1. Termination for Cause. In addition to any rights of termination specified elsewhere in this Agreement, Company may immediately upon written notice terminate Intern for cause. "Cause" shall include, but not necessarily be limited to, failure to achieve reasonable performance expectations; failure to perform in accordance with the specific directives or policies of the Company, the LLC Managers or their respective designees; violation of Company policies; dishonesty; neglect of duties; serious misconduct; theft; fraud; conviction of a felony; willful misconduct which seriously impairs or is reasonably expected to seriously impair Company's ability to conduct its ordinary business in the usual manner; or breach of any provision of this Agreement. Company shall have no further liability to Intern under this Agreement, or otherwise, for any period of time subsequent to termination for cause.

6.2. Death or Disability. This Agreement shall terminate immediately upon Intern's death or upon Intern becoming disabled and unable to perform the material duties of his position for a period in excess of ninety (90) days.

Section: 7

NON-SOLICITATION/NON-DISCLOSURE/NON-CIRCUMVENTION/NON-COMPETE

7.1. Employment Relationship. Intern acknowledges that his employment by Company creates a relationship of confidence and trust between Intern and Company with respect to certain information applicable to Company's operations, growth and expansion plans, customers and business dealings which may become known to Intern during the period of his employment.

7.2. Proprietary Information. Intern acknowledges that Company possesses and will continue to possess information that has been created, discovered or developed by, or otherwise become known to it, including, without limitation, the information referred to in Section 7.1 above (including, without limitation, information created, discovered, or developed or made known by Intern during the period of or arising out of his employment) or in which property rights have been or may be assigned or otherwise conveyed to Company, which information is of substantial value and is treated by Company as confidential.

7.3. Non-Disclosure. Intern shall not, without the prior written consent of Company: (1) use for Intern's benefit or disclose at any time during Intern's employment by Company, or thereafter, except to the extent required by the performance by Intern of his duties as an Intern of Company, any information obtained or developed by Intern while in the employ of Company with respect to any Company customers, Company suppliers, Company Interns, Company financial affairs, Company business methods, or any confidential matter, nor will Intern use any or all such information for the benefit of any person or entity other than Company, or (2) take with Intern upon leaving the employ of Company any document or paper relating to any of the foregoing or any physical property of Company or any of its sources or persons or entities with whom Company has any relationship.

7.4. Return of Property. Upon termination of Intern's employment for any reason, or any other time Company so requests, Intern shall immediately deliver to the Company all memoranda, notes, plans, records, reports and other documents (and all copies thereof and abstracts therefrom) and other property in Intern's possession or control relating to Company in any manner whatsoever including, but not limited to, the Company's operations, finances, or business dealings.

7.5. Non-Solicitation. During Intern's employment by Company and during the three (3) year period of time commencing on the date of Intern's termination of employment for any reason, or the expiration date of such employment:

- (a) Intern will not take any action or make any statement(s) in degradation of the good name or business interests of Company, nor will Intern solicit or encourage any other Intern of Company to do any act that is disloyal to Company or inconsistent with the interests of Company or in violation of any provision of this Agreement;
- (b) Intern will not discuss with any existing or potential Company Intern, representative or supplier the present or future availability of services of any other Company that Intern has or expects to acquire employment at and/or any proprietary interest in;
- (c) Intern will not make any statement or do any act intended to cause any existing or potential Intern of Company to leave such employment or to forego becoming an Intern of the Company;
- (d) If the termination or expiration of Intern's employment by the Company involves the repurchase of any of the Company's outstanding shares of membership interests which are then owned by Intern, he will not, directly or indirectly (as director, officer, Intern, manager, consultant, independent contractor, advisor or otherwise) engage in, own any interest in, or perform any services for any entity which may be competitive with any of the business operations of Company, in any geographical area where such entity and the Company have ongoing business operations, whether by way of a physical location, or otherwise; and

(e) Intern will not entice or induce, directly or indirectly, any person or entity having any relationship with Company to terminate such relationship.

7.6. Non-Disparagement. Intern agrees to refrain from taking any action or making any statement in any form of media that would hold Company in a negative light in the community.

Section: 8

WORK FOR HIRE

8.1 Intern agrees that Company shall be the sole and exclusive owner, and considered the author, of all materials conceived, originated, discovered, developed, created or invented by Intern in connection with his employment by Company. Intern expressly agrees that all work prepared for Company shall be deemed a “work for hire” as that term is understood under the U.S. Copyright Act, and all other applicable law. Intern hereby transfers to Company any and all copyright interests and other intellectual property rights and claims in any work created or performed in connection with Intern’s employment by Company. Intern shall not be entitled to any compensation remuneration, royalties, issues, rents, profits, proceeds or the like which would in any way arise from or relate to any of the materials created by Intern in connection with this Agreement, or any derivative work created, produced or developed from any and all such work performed by Intern. Any and all inventions, discoveries, developments and innovations conceived by Intern during his employment by Company shall be the exclusive property of Company and Intern hereby assigns all right, title, and interest in the same to Company.

Section: 9

ADDITIONAL PROVISIONS

9.1. Amendments/Modifications. Any amendment to, or modification of, this Agreement shall be effectively only if in writing and signed by both Intern and Company.

9.2. Governing Law/Litigation. To the extent of the laws of any State become applicable to the interpretation or enforcement of this Agreement, this Agreement shall be interpreted and enforced only pursuant to the laws of the State of California. Any litigation arising from or related to this Agreement shall be conducted in County Los Angeles, California.

9.3. Notices. All notices to be sent from time to time to either Company or Intern shall be sent to the recipient his or its then current address. Notices shall be deemed received upon personal delivery or upon the signature by the recipient of a receipt for certified or registered mail.

9.4. Severability. If any provision of this Agreement shall be adjudged invalid or unenforceable under applicable law, such provision shall be severed from this Agreement and the remaining terms hereof shall stay in full force and effect.

9.5. Survival. It is the express intention of Company and Intern that the covenants, agreements and statements made in section 7 of this Agreement will survive the termination hereof, regardless of the reason for termination.

9.6. Nonalienation. Except as otherwise required by applicable law, no right to receive payments under this Agreement shall be subject to anticipation, commutation, alienation, sale, assignment, encumbrance, charge, pledge, bankruptcy or hypothecation or to attachment, levy or similar process or assignment by operation of law, and any attempt, voluntary or involuntary, to effect any such action shall be null, void and of no effect.

9.7. Assignment. Company, in its sole discretion may assign this Agreement to any subsidiary or affiliate. This Agreement shall not be assignable by or on behalf of Intern. This Agreement shall be binding upon and inure to the benefit Company and its successors or assigns. Intern hereby expressly agrees that all provisions of this Agreement shall be binding upon Intern's heirs, successors, and legal representatives.

9.8. Remedies. Intern acknowledges that a remedy at law for any breach or threatened breach of the provisions of this Agreement would be inadequate and therefore agrees that Company shall be entitled to injunctive relief, both preliminary and

permanent, in addition to any other available rights and remedies in case of any such breach or threatened breach; provided, however, that nothing contained herein shall be construed as prohibiting Company from pursuing any other remedies available for any such breach or threatened breach.

9.9. Prior Employment/Other Agreements. As a condition to Intern's employment by Company, Intern affirms, warrants and represents that Intern is under no obligation to any former employer, or any other person or entity, or by virtue of any other Agreement, which is in any way inconsistent with, or which imposes any restriction upon, Intern's acceptance of the employment hereunder with Company, the employment of Intern by Company or Intern's undertakings pursuant to this Agreement.

9.10. Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supercedes all previous discussion, negotiations, or agreements, written or oral, pertaining to the subject matter hereof. There are no contemporaneous oral or written agreements being entered into by the parties hereto with respect to the subject matter hereof.

9.11. Counterparts. This Agreement may be executed in counterparts, both of which, taken together, shall constitute one and the same document and agreement.

9.12. Copies Of Signatures. Copies of the signatures of the parties hereto shall have the same effect as, and be enforceable as, original ink signatures.


9.13. Equal Drafting. This Agreement shall at all times be interpreted in accordance with its fair and reasonable meaning and shall not be interpreted for or against either party hereto on the basis of such party having prepared, or caused the preparation of, all or any part of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Agreement, or counterpart hereof, as follows:

COMPANY: College Thread, LLC, a
Florida Limited Liability Company.
Address: 1649 Atlantic Blvd. Suite 100
Jacksonville, FL 32217

By: Jan Collins
04/27/2022

Intern: Shriya Raina

By: 
04/28/2022

KPMG

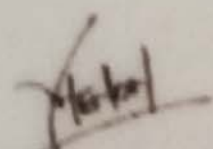


Divya Goyal

Employee No. : 119452
Emergency No. : 8750090546
Blood Group : O+

KPMG Assurance and Consulting Services LLP
Building No.10, 4th Floor, Tower-B,
DLF Cyber City, Phase-II,
Gurgaon-122 002 (India)

Tel: +91 124 336 9000
Fax: +91 124 336 9001


Issuing Authority

Dear Lipika,

Congratulations on your offer from KPMG Resource Centre Private Limited.

We are delighted to offer you the position of Audit Associate with an anticipated start date of 04-Jul-2022.



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka, India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

29 May, 2022

Ms Salina Nagpal
263-B, Old Subji Mandi, Rori Bazzar, ,
Sirsa, Near Fitness Studio Gym,
Sirsa,
Haryana - 125055

Contact No: 9817877160
Email: salinanagpal407@gmail.com

Dear Salina,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before July 2022. In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before July 2022 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

1. POSITION:

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP Identity No. AAL - 2743) effective 30 November, 2017. Regd. Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India

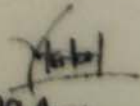
KPMG



Shubham Singh

Employee No. : 123510
Emergency No. : 8901090610
Blood Group : B+

KPMG
Building No.10, 6th Floor, Tower-C,
DLF Cyber City, Phase-II,
Gurgaon-122 002 (India)
Tel: +91 124 612 8500
Fax: +91 124 612 8700


Issuing Authority



Private & Confidential

Date : 18/08/2022

HRIDAY CHOUDHARY

V-36,SHARMA COLONY,PHASE-II, BUDH VIHAR

DELHI (UT) -110086

APPOINTMENT LETTER

Dear HRIDAY CHOUDHARY,

Subsequent to the meetings between **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/Company) and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

1. Appointment

1.1 You shall be appointed to the position of **Representative, Operations** in Comp Grade 12. This would be your Social Job Title and your Job profile, would be **Advisor I, Transaction Processing**. Any change in your Social Job Title / Job profile will be at the discretion of the Company, depending upon the work assigned to you. Job profile must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Job profile for social purposes as well.

1.2 Your initial place of work shall be Gurgaon.

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time. On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role. Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from 23/08/2022 or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before 22/08/2022 failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at prabjit.kaur@concentrix.com to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.4

Concentrix Daksh Services India Private Limited

Registered Address: Hindustan Times House, Level 10, K G Marg, Connaught Place

New Delhi- 110001, India

91 11 68187745

CIN: U72200DL1999PTC102979

info@concentrix.com • www.concentrix.com



1.5 As per Company regulations you are required to furnish before joining, documentary proof of your last drawn salary, educational qualifications and work testimonials and also that you are free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date. (Document Checklist)



THE CURIOUS MIND

'LEARNING BEYOND CLASSROOM'

Is your child generally unaware?

Does your child lack good communicational skills?

Does your child have stage fear?

DONT WORRY, WE HAVE A SOLUTION

Module 1

General Awareness:
The World Around Us

- ⇒ Current affairs
- ⇒ Static G.K - know your basis (Space, Technology, Geography etc)

Module 2

Confidence On Demand

- ⇒ Reading exercises (English, Hindi, Punjabi)
- ⇒ Public speaking
- ⇒ Daily conversational skills
- ⇒ Art of storytelling

The classes are inclusive of worksheets, group discussions, fun activities and interaction with people from various fields etc.

- Age group 8-16
- Individual & group batches available
- Personalized attention
- Week day, weekend batches
- Online Classes


To know more about me
PLEASE SCAN



ENROLL

NOW!

MAHESH SIKKA
(UNIVERSITY OF DELHI)

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Bonus Content (Absolutely Free)

Let's replace PUBG and PS3 with chess and sudoku. Sessions on basics of chess and other mind games on weekends.

Lets Make Learning Fun




Disha Bidani

Employee No. : 119212
Emergency No. : 9654510962
Blood Group : A+

KPMG Assurance and Consulting Services LLP
Building No.10, 4th Floor, Tower-B,
DLF Cyber City, Phase-II,
Gurgaon-122 002 (India)

Tel: +91 124 336 9000
Fax: +91 124 336 9001


Issuing Authority



KPMG Resource Centre Private Limited
Building No.10 5th
Floor, Tower-C
DLF Cyber City, Phase - II
Gurugram - 122 002, India

Telephone: +91 124 612 8500
Fax +91 124 612 8700
Internet: www.kpmg.com/in
Email: indiawebsite@kpmg.com

Private & Confidential

Date: 8/20/2021

To,

Congratulations

Candidate name: Nishtha Anand Laddha

College name: Delhi College of Arts and Commerce

Aadhar card no. 6906 2211 9379 (Mention PAN or Passport if Aadhar not available and specify)

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

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Audit Associate in the KRC business unit at KGS with a total compensation of INR 3,30,000 LPA (Three lakh thirty thousand only).

Your anticipated joining date is in June'22 at Gurgaon. In case you are unable to join the Firm by June'22, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein. **This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".**

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

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

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

Sincerely,

For KPMG Resource Centre Private Limited (KRC).

Anuricha Chander

Executive Director

Accepted and Agreed

Name: Nishtha Laddha

Date 02-09-2021

Signature valid

ANURICHA CHANDER

31.08.2021 22:19

Authorization:

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

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

No binding obligation:

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

Name Nishtha Laddha

Dated 02-09-2021

Signature valid

ANURICHA CHANDER

31.08.2021 22:19



KPMG Resource Centre Private Limited, an Indian private limited company and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International") a Swiss entity.

CIN U74140HR2005PTC085834

Registered Office:
Building No.10 5th
Floor, Tower C
DLF Cyber City, Phase II Gurugram -
122 002, Haryana

Signature valid

ANURICHA CHANDER

31.08.2021 22:19



From: Arya, Komal komalarya@kpmg.com
Subject: KPMG : Date of Joining
Date: May 6, 2022 at 1:34:20 PM
To: gdivya2810@gmail.com, ganotratejas@gmail.com,
shaurya.srivastava2911@gmail.com, dhvani.jain27@gmail.com,
dishabidani1234@gmail.com, manvisdp@gmail.com,
swarandeeep2001@gmail.com, imargkumar@gmail.com,
muskankaul16@gmail.com, ankitsardana9@gmail.com
Cc: Patel, Nirali niralipatel1@kpmg.com

Dear All,

Your date of joining with KPMG is confirmed for 6-Jun-22.

In case of any further information required, please feel free to reach out.

Thanks & Regards

Komal Arya
Human Resources – Talent Acquisition
KPMG Assurance and Consulting Services LLP
Building No. 10, 8 th Floor, Tower B, DLF Cyber City
Phase II, Gurgaon, Haryana 122002
Mobile : [+91 8587962213](tel:+918587962213)
Email : komalarya@kpmg.com



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"Notwithstanding anything inconsistent contained in the meeting invite to which this acceptance pertains, this acceptance is restricted solely to confirming my availability for the proposed call and should not be construed in any manner as acceptance of any other terms or conditions. Specifically, nothing contained herein may be construed as an acceptance (or deemed

acceptance) of any request or notification for recording of the call, which can be done only if it is based on my explicit and written consent and subject to the terms and conditions on which such consent has been granted"

Private and Confidential

22 June 2022

Nikhil Gauba
354/4, Sai Mandir, Ram Nagar
Gurgaon, Haryana – 122001

Dear Nikhil,

Offer of Employment

We are pleased to offer you employment with **Hays Business Solutions Pvt. Ltd.** (the “Company”). I have much pleasure in formally confirming the key terms of this offer as follows:

Date of Commencement

- Your employment with the company will commence on or before **27 June 2022**.

Position and Scope

- Your appointment with the company is that of **Associate**.
- You will report to **Assistant Manager**, or such other person as may be designated by the Company.
- You will be based in Hays office at **Gurugram**.
- You will be required to relocate to the base location when business requires you to work from office once situation normalizes, and it is safe to travel.

Remuneration

- Your CTC will be **INR 225,000** per annum. Please refer **Schedule 1** for a detailed compensation structure. You will be paid on a monthly basis in accordance with the Company’s policy in this regard.
- The Company will deduct all the applicable taxes including Income Tax & GST required under law.

Benefits

Your CTC will have the following benefits included in the break-up.

- Provident Fund – you will be enrolled in the Employees Provident Fund Scheme in accordance with the Employee Provident Fund and Miscellaneous Provisions Act, 1952.

The full details of the CTC will be provided with the Contract of Employment.

Working Hours

- You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Details of your working hours will be notified to you by the Company.

Annual Leave

- Annual Leave – in addition to the public holidays which the Company will intimate to you from time to time you will be entitled to paid leave in each completed calendar year as per the policy which is aligned with statutory requirements.

Probationary Period

Your first six months with us will be a probationary period. This means that either party (you or us) will be entitled to terminate the employment contract at any time during this period by giving 30 days of notice in writing. You shall be deemed to be on probation until you receive written communication confirming the successful completion of your probationary period.

Termination of Employment

- After the probationary period either party may terminate this Agreement with 30 days written notice or payment of salary in lieu of such notice or as per applicable statutory requirements.
- The Company reserves the right to require you not to attend at work and/or not to undertake all or any of your duties of employment during any period of notice

(whether given by you or the Company), provided always that the Company shall continue to pay your salary and contractual benefits for the duration of this Agreement.

- c) The Company reserves the right to terminate your contract without any notice if it has reasonable grounds to believe you are guilty of gross misconduct, persistent unpunctuality, neglect of duty, material breach of any of the terms of your employment.

On your first day as part of the Induction programme you will need to bring with you the following documents:

- Passport
- Passport size photographs
- All academic certificates
- Work experience certificates
- Endorsed resignation letter from your previous organisation
- Salary statements of the last 6 months
- Proof of address and details of parent's names and addresses
- Permanent Account Number Card (PAN) - Photocopy
- Date of birth proof

This offer is subject to satisfactory references and completion of relevant documentation.

Please confirm your acceptance of this offer by signing the letter and return a copy to us as soon as possible keeping one copy for your own records either by:

- Scan to email – HBS.HR@hays.com

On the day of your joining, we will also issue you a Contract of Employment with detailed explanation of your terms & conditions and salary components.

We are confident that we will be able to offer you a challenging and rewarding career within Hays.

Yours sincerely,



Megha Agrawal
Head – Human Resources

I confirm my acceptance of the above terms

Signature: _____

Date: _____

Schedule 1

Components	Monthly Amount	Annual Amount
Basic	9,532	114,382
HRA	4,766	57,191
Statutory Bonus	2,850	34,200
Provident Fund (Employer contribution)	1,144	13,726
Gratuity	458	5,502
Total Package	18,750	225,000

- Gratuity is governed by the Payment of Gratuity Act 1972 and is subject to statutory modifications which may become applicable from time to time.
- ESI – ESI deduction where applicable, as per latest amendments in ESI Act, 1948.
- Housing Allowance up to 50% of Basic Salary.
- All salary components are governed by the Company policies and statutory guidelines as applicable.
- The above mentioned salary components or the structure thereof are subject to change to align to any amendment in Regulatory/Statutory guidelines or any other reasons as the company may deem fit.

• **Additional Company provided benefits governed by the Company Policies:**

Insurance Policy	Coverage Amount
Group Medical Insurance	400,000
Group Term Life Insurance	500,000
Group Personal Accident	500,000

- All applicable taxes including Income Tax & GST shall be borne by you.
- Please connect with [HBS HR](#) team for any further details related to salary annexure.

May 23, 2022

To,
Mr. Aamir Nazir

SUBJECT: OFFER LETTER

Dear Aamir,

Further to our discussion, we are pleased to offer you the position of **Business Growth Executive** on the terms discussed and agreed mutually.

You will be required to join services on or before **June 13, 2022**.

You will be entitled for CTC of Rs. 3,00,000/- (Rupees Three Lacs Per Annum only)

Above mentioned CTC shall be subject to tax, statutory and other deductions like Provident Fund as may be applicable from time to time. Also note that your remuneration details are highly confidential between you and the Company and the same should not be divulged to any other party.

You will be required to submit the following documents:

1. Signed copy of Offer Letter
2. Copy of Qualification certificates
3. Passport size photograph
4. Cancelled cheque

The Company may, at its discretion, conduct background checks to Validate the details furnished by you. This offer stands revoked in the event of getting a negative reference check.

We look forward to a long, fruitful and rewarding association.

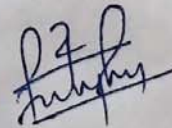
Kindly acknowledge a copy of this letter and confirm.

FOR LAUNCHPAD FINTECH PRIVATE LIMITED

MAYURI
BHARAT
THAKKAR
Digitally signed
by MAYURI
BHARAT
THAKKAR
Date: 2022.05.23
17:05:27 +05:30'

MAYURI THAKKAR
COMPLIANCE OFFICER

RECEIVED AND ACCEPTED



AAMIR NAZIR

June 06, 2022

Rakhshi Afroz
504, Sufi Tola,
Old City, Bareilly - 243005

Dear Rakhshi (“you”, “your”, “Employee”),

With reference to your application and interviews with us for the position of Analyst in the Financial Strategy Team in the “Corporate Finance” department, we (“TresVista”, “we”, “us”, “Company”) are delighted to extend you an offer to join TresVista on July 18, 2022 (“date of joining”).

The following are the terms and conditions of the offer through this letter (“Offer Letter”):

1. You will undergo a comprehensive new hire training which will commence on your date of joining. It will familiarize you with the culture of the Company along with your job roles and responsibilities. This training will be conducted at your job location.
2. Your job location (upon successful completion of training) will be Pune.
3. Your annualized CTC, inclusive of all allowances and bonuses will be up to INR 7,00,920/- (Rupees seven lakh nine hundred and twenty only) per annum. A detailed salary break up is attached herewith (Annexure 1).
4. Your Annual Review Period will be from July 01 to June 30. You will be eligible for a raise in your gross salary from the Annual Review Period beginning July 01, 2023. In addition to this, you will also be eligible for a performance bonus for the Annual Review Period ending June 30, 2023.
5. Once your service is confirmed, if you desire to resign, you are required to serve one month’s notice (“Notice Period”). In case the Company does not wish to avail your service, it reserves the right to pay gross salary per day in lieu of the Notice Period, net of any lawful deductions.
6. Upon accepting this offer, it is expected that you will not interview with any other company and/or accept any other offers and will decline any other offers previously accepted.
7. Going forward, we will communicate with you via emails. You should check your emails regularly and acknowledge our emails, whenever necessary. In case there is a change in your email ID or cell number, from what was mentioned on your job application form, you should notify the HR Department immediately.
8. You must not use, refer or state that you are working at the Company across any social media platforms.
9. Before your joining, we will require you to fulfill several formalities (listed in Annexure 2).
10. All the material given to you, including but not limited to training manuals, policy documents, handbooks (Employee Handbook), brochures is confidential and should be treated as Company property.
11. It is necessary for you to have an Android/IOS platform smartphone during your tenure at TresVista.
12. During your employment with the Company, you will work diligently, faithfully and to the best of your abilities and shall perform all the duties entrusted to you.

13. You will respect and uphold the TresVista PACT at all times (Annexure 3).
14. You agree to have understood and accept the terms of the Employment Agreement (Annexure 4).

If you have any questions or would like a more detailed discussion of the terms above, please do not hesitate to contact the HR Department. Failure to adhere to any of the conditions mentioned above will result in an automatic rescinding of this offer.

You understand that this offer stands valid till your date of joining only, and your failure to join the Company on the said date without a prior request to reschedule your joining, agreeable to the Company, shall lead to the revocation of this Offer Letter without any further notice to you.

Kindly sign this Offer Letter signifying your acceptance to the above terms and conditions. We wish you a very prosperous career with us.

Yours Sincerely,



Devrath Banerjee
Authorized Signatory

SIGNED AND ACCEPTED

NAME: _____

DATE: _____

Annexure 1: Annualized Salary and Bonus Structure

Analyst, Corporate Finance	
Basic	216,000
HRA	108,000
Conveyance	19,200
Medical Reimbursement	15,000
Books & Periodicals	2,400
LTA	18,000
Special Allowance	61,400
Vehicle Reimbursements	48,000
Attire Reimbursements	24,000
Telephone Reimbursements	18,000
Statutory Bonus	10,000
Gross	INR 540,000
Provident Fund ⁽¹⁾	25,920
Fixed	INR 565,920
Variable Performance Bonus	110,000
Onboarding Support ⁽²⁾	25,000
CTC ⁽³⁾	INR 700,920
<small>(1) Mandatory if the employee has an existing PF Account</small>	
<small>(2) Payable based on actual expenses as per the Onboarding Support policy (Annexure 1A)</small>	
<small>(3) Subject to taxes as per law</small>	

Salary and Bonus Structure:

1. Reimbursements (Vehicle, Attire, Telephone, Medical and Conveyance) - No bills are required to receive these amounts. However, Vehicle, Attire and Telephone reimbursements can be made a non-taxable part of the income upon submission of invoices as per process.
2. Signing Bonus - It is a sub-component of the total bonus which is payable upon joining subject to the submission of an undated collateral cheque. It will be paid, only if applicable and shown in the above Annualized Salary and Bonus structure. Approach the accounts department, to claim this bonus within the first three months.

3. Variable Performance Bonus - A sub-component of the total bonus that an Employee is eligible for, subject to Company and Employee performance
4. The Employee becomes eligible for the Signing Bonus or the Variable Performance Bonus upon meeting all of the below mentioned criteria:
 - a. Has been eligible, and successfully completed the Annual Review Period and Annual Review Process; and,
 - b. Has been employed with the Company on the day of actual payout of the Variable Performance Bonus
5. All amounts including bonuses mentioned in the offer are annualized and will be prorated for the Employee's tenure in the Company at the time of payout
6. For an annual performance rating of below 3, or in cases of initiated or pending disciplinary actions against the Employee, all bonus amounts (including but not limited to Signing Bonus, Variable Performance Bonus) are non-realizable and if paid to the Employee in advance, shall be returned by the Employee in full to the Company.
7. The Company reserves the right to derive the final payout, which shall be conclusive and binding.

SIGNED AND ACCEPTED

Annexure 1A: Onboarding Support

The purpose of the Onboarding Support is to compensate for the expenses incurred by Employees who are required to visit the job location (“Job Location”) and/or to relocate for the purpose of their employment at TresVista

- **Eligibility:** All Employees who reside outside the Job Location and are relocating from another city to the Job Location, after receiving their Offer Letter, are eligible to receive Onboarding Support, depending on their current and permanent address. Company’s decision towards the Employee’s eligibility shall be final
- In case the Employee resigns or is subject to termination with cause before the end of the Annual Review Period, they will have to return the amount credited to them as Onboarding Support latest by their last working day
- **Inclusions:** An Employee can claim reimbursements for the following, subject to Company’s decision of Employee’s eligibility, based on actuals and upon submission of all supporting documents/proofs to the Accounts Department:
 - Visits to the Job Location
 - Travel to and from the Job Location and the Employee’s residence
 - Temporary stay at the Job Location
 - Relocation
 - One-time travel from the Employee’s residence (includes dependents)
 - Temporary stay at the Job Location during selection and finalization of accommodation
 - Broker fee (pro rata share if the Employee has roommates)
 - Movers and Packers
 - Supporting documents
 - Travel:
 - In the case of flight, bus, train, and private taxi: Original ticket/invoice with GSTIN, toll receipts (in case of private/rental taxi) and boarding pass (in case of flights)
 - In case of personal car: Toll receipts and fuel bills
 - Temporary stay:
 - Hotel: GSTIN invoice
 - PG: Receipt with PAN details on it and GSTIN (if registered with GST authority) and payment transactions details
 - Broker fee:
 - Tax Invoice, Receipt (containing PAN, GSTIN, Address);
 - Registered Leave & License agreement; or
 - A letter from the PG declaring the Employee is residing with them
 - Movers and Packers: Original Receipt with GSTIN and Lorry receipts, wherever applicable

Annexure 2: Joining Formalities

1. Kindly scan and send a combined email of the following to hr@tresvista.com within three days from the date of offer acceptance:
 - **Employment Agreement** (enclosed herewith): Acknowledge it with your initials on each page and signature on the last page
 - **List of Documents:** The following documents must be saved individually in PDF file format:
 1. Personal
 - Passport size photograph (JPEG format)
 - PAN card
 - Aadhar Card (Front & Back)
 - Passport/ Voter ID Card / Driving License (Front & Back) – Optional
 - Leave and license agreement (mandatory if you are staying on rent)
 2. Education
 - Class 10 and 12 mark sheet and passing certificate
 - Graduation and Post-graduation marksheet and passing certificate (If not currently available, within 2 months from Date of Joining)
 3. Employment
 - Resignation acceptance from the current employer
 - Work experience and relieving letters (past 2 employments, within 30 – 45 days from Date of Joining)
 - **Notes:**
 1. Outstation candidates can submit residential proofs once they relocate.
 2. In case of unavailability/ timeline extension to submit any of the above, please email ops@tresvista.com along with a clearly stated reason and the expected date of submission

Annexure 3: TresVista PACT

People

We recognize and value that people are unique and multifaceted. We give people the freedom to contribute to the improvement of the organization. We encourage creativity and support enthusiasm.

Action

We encourage active decision making and getting the job done. We act rather than react.

Clients

We strive to be close to the customer. We learn from the people we serve in order to continuously improve our quality.

Team

We succeed together.

Annexure 4: Employment Agreement

As an Employee of TresVista, you will be expected to abide by the Company's policies, procedures and rules (herein or hereafter). By acceptance of this 'Employment Agreement' ("Agreement"), you confirm that you have understood the terms of this Employment Agreement and your Offer Letter and agree and acknowledge to be bound by its terms.

Your employment with TresVista is subject to the terms and conditions set below:

1. TERMS OF EMPLOYMENT

a. Job Title

Your job title will initially be as indicated in your Offer Letter. In the course of your employment with the Company, you shall perform such duties and responsibilities as the Company may delegate to you, modify or alter from time to time. The Company may make changes to your job title, or assign you to a different position in accordance with the requirements of the Company, but will give you reasonable notice before doing so. You will report to your Manager, and you must perform any duties assigned to you as long as they are consistent with your job title.

b. Commencement of Employment

Your employment with the Company shall commence from the date mentioned in your Offer Letter. This is the date of commencement of your period of continuous employment; no prior employment will form part of your period of continuous employment.

You hereby represent that you are free to accept employment with the Company on the terms of this Agreement, commence the job and duties you are to undertake with effect from the date of joining and not subject to any restrictive covenants or non-compete arrangements whatsoever with your previous employer(s) or any other person (or other arrangements that may in any way prevent, restrict, or limit your ability to execute your duties).

You hereby acknowledge and agree that any offer and subsequent employment with the Company are conditional upon the Company receiving satisfactory references or background check results (including educational, employment and criminal verification) and medical reports. Please note that in the event the Company is not satisfied with any of these, the Company reserves the right to withdraw the offer or terminate your employment with immediate effect.

c. Probation and Annual Review

Your Annual Review Period will be as indicated in your Offer Letter. You shall be kept under probation till four months (“Probation Period”) from your date of joining, at which time either you will be confirmed, or your probation period will be extended by another two (2) months. The Company shall issue a formal confirmation email and/or confirmation letter to you post your successful completion of the Probation Period, or its extension thereof. In the absence of issuance of a confirmation email and/or confirmation letter by the Company to you, on or before the completion of the Probation Period or its extension, the last date of such Probation Period or extended Probation Period, if any shall be considered as expiry of this Agreement and end of your employment.

d. Employee Compensation

In consideration of your employment with the Company, you shall be paid salary, perquisites, and benefits as set out in Annexure 1 hereto. This Annexure 1 shall form part and parcel of this Agreement. The compensation payable to you shall be subject to deduction of applicable withholding of taxes and social security contributions as applicable under applicable laws. The Company shall review the compensation at such intervals of time as may be decided by the Company, based on the Company policy (herein or hereafter). When reviewing compensation, the Company in its reasonable opinion may take into account relevant factors of an appropriate nature (including your performance and that of the Company) and any revision shall be at the discretion of the Company.

Salary Revision

If your salary, perquisites, and benefits, as set out in Annexure 1, are revised for any reasons during the term of your employment, the same shall be applicable only if you are employed with the Company, and not undergoing Notice Period as on the effective date of revision of the salary. For the purpose of this Clause, the salary revisions may take place on the following occasions:

- i. Pursuant to the Annual Review process;
- ii. Pursuant to any mid-year Review, as per Company’s decision;
- iii. Pursuant to any change in applicable laws, or a revision due to any other scenario.

e. Place of Work and Travel

You will initially be based out of the Company’s offices as indicated in your Offer Letter. Your designated office may change from time to time as per the Company’s requirements. As a normal part of the duties for your position, you may be expected to travel within India and overseas.

f. Leave

Your leave cycle will be as per the calendar year (January to December). Your leaves will start to accrue from your date of joining on a pro-rata basis and continue thereon through the end of the calendar year. A total of eighteen paid Vacation Days and six paid Personal Days will be available to you on an annual basis. However, you will be eligible to avail your leaves only upon completion of three months from your date of joining.

g. Invention

You must disclose all inventions (“Inventions”) to your Manager during the course of your employment with the Company and all such Inventions created by you shall be exclusively owned, legally and beneficially, by the Company and shall be dealt with or assigned to account in such manner and/or on such terms as the Company considers appropriate. The Company shall not be required to designate you as the author of any Inventions during the period of your employment with the Company.

h. Confidentiality

You must, both during and after the term of your employment, hold in strictest confidence (per applicable norms, rules and regulations) and not use, except for the benefit of the Company, divulge or disclose, disseminate, publish, lecture upon, sell or transfer to any third party (except as required by your employment) or permit any third party, without the Company’s prior written permission, to examine and/or make copies of, any documents, writings, drawings, materials or records that contain or are derived from any Confidential Information received during the term of your employment. Such Confidential Information shall be solely and absolutely vested in and owned by the Company, and you shall not have or claim any right, title or interest therein. You must not divulge or disclose to any other employee, your salary or bonus arrangements with the Company. You shall comply with, and do all things necessary to permit the Company to comply with all laws, and with the provisions of contracts executed by the Company relating to Intellectual Property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of your duties and functions.

Upon termination of your employment for whatever reason, without retaining any copies, deliver to the Company all working papers and/or other material and copies provided to you pursuant to your employment or prepared by you during the term of your employment.

The obligations under this section shall not apply to information which (i) is or comes into the public domain otherwise than through your unauthorized disclosure, (ii) to the extent that such information is required to be disclosed by any law or any applicable regulatory requirements or by any regulatory body to whose jurisdiction the Company is subject or

with whose instructions it is customary to comply under notice to the Company. In such cases, you shall immediately notify the Company and cooperate as reasonably requested by the Company in its attempt to prevent or limit such disclosure, and (iii) to prevent you from using your own personal skill in any business in which you may lawfully be engaged after the termination of your employment, provided such employment is in compliance with Company's policies (herein or hereafter).

i. Conflict of Interest:

TresVista requires all employees to comply with Company guidelines and ensure that there is no conflict of interest in the context of the nature of services provided by TresVista to its clients. In case of any breach, TresVista has the authority to terminate your employment for cause with immediate effect.

Conflict of interest includes, but is not limited to:

- i. Multiple employment leading to monetary benefit
- ii. Holding more than 1% stake in a company (private or public), sole proprietorship firm or partnership firm (registered or unregistered)
- iii. Partnership or directorship in a private or public firm
- iv. Direct or indirect interest in any activity or business, resulting in monetary gain, whose nature of business is similar to TresVista

The geographic scope of this clause shall extend worldwide to anywhere the Company or any of its affiliates are doing business, has done business or has plans to do business.

j. Complying with Laws and Regulations

You shall respect and comply with all of the laws, rules and regulations applicable to the Company. You must maintain knowledge of the applicable laws and regulations and ensure that all Company's operations, as well as the products and services offered are, in compliance with Indian laws.

You are obligated to immediately report to your supervisor and/ or senior management situations that may violate these values, appear to be unlawful, are potentially dangerous, may disrupt business, may cause disrepute to the Company or could jeopardize the interests of the Company in any manner whatsoever.

k. Termination and Post Termination

During probation (as mentioned in clause c hereinabove), either you or the Company may terminate your employment without notice. Upon confirmation, your employment can be terminated by either party, abiding by the notice period (as defined in the Offer Letter). Any relaxation to the notice period shall be at Company's discretion and in accordance with the policies in place. Notwithstanding anything contained herein to the contrary, the

Company can terminate the employment with cause on the grounds including, but not limited to, of misconduct, negligence, fraud, dishonesty or breach of this Agreement or of Company's policies and procedures (herein or hereafter). In case the Company terminates you "without cause", you shall be paid a salary of one (1) month, except wherein the termination is due to a force majeure event which has affected the operations of Company's business or rendered your services redundant. Upon termination, you shall be bound by the covenants contained herein and hereafter and accept that such covenants are and will be reasonable and legitimate protections for the Company's business.

I. Data Processing

In the course of your employment with the Company, the Company may obtain or have access to certain information about you and your employment with any previous employers, such as information about your job, appraisals, performance, health, compensation, benefits, training, absence, education, contact details, disabilities, Unique Identity Number (or equivalent) and information obtained from references or background checks (collectively, "Personal Information"). The Company will use Personal Information in connection with your employment with the Company, to provide you with health insurance and other benefits, and in order to fulfill its legal and regulatory obligations. Due to the global nature of the Company's business and the need to centralize the Company's information and technology storage systems, the Company may transfer, use or store your Personal Information in a country (including the United States) or continent outside the country where you work or live, and may also transfer your Personal Information to its other group companies, to its insurers and third-party service providers as necessary or appropriate in your home country or the United States or other countries, and to any party that it merges with or which purchases all or a substantial portion of its assets, shares, or business (any of which may also be located outside the country or continent where your work or live). The Company may also disclose your Personal Information when it is legally required to do so or to governmental, fiscal or regulatory authorities (for example, to tax authorities in order to calculate your appropriate taxation, compensation or salary payments). The Company may disclose Personal Information as noted above, including to any of the third parties and for any of the reasons listed above, without further notice to you. You also hereby grant and authorize the Company the right to take, edit, alter, copy, exhibit, publish, distribute, and make use of any and all pictures, video, and/or voice taken of yours to be used in and/or for marketing and promotional materials including, but not limited to:

- Internal communication only accessible to employees (E.g., Company/department updates, Yammer posts, etc.)
- External communication accessible publicly (newsletters, flyers, posters, brochures, advertisements, company website, social networking sites)

- Other print and digital communications as deemed appropriate by Company.

By signing below, electronically or otherwise, you consent to the Company collecting, retaining, disclosing and using Personal Information as outlined above, and to transfer such information internationally and/or to third parties for these purposes.

2. Liability for Company Events

You, for yourself and for or on behalf of your guest(s) (together the “Participants”), do hereby release, forever discharge and hold harmless the Company, its management, employees, and owners from any and all liability, claims or demands for personal injury, sickness, dismemberment or death, as well as property damages and expenses, of any nature whatsoever which may be incurred by the Participants, that occur while said is participating in any social events with office colleagues, including but not limited to training programs, sporting events, parties, community service, or offsites (“Events”).

Furthermore, you assume all risk of personal injury, sickness, death, damage and expense as a result of participation in the Events for the Participants.

Further, should it become necessary for the Participants to return home due to medical reasons, disciplinary action or otherwise, you will assume all related costs.

You represent that the Participants will behave in accordance with the law at all times and indemnify the Company from any damages that may arise as a violation thereof.

3. Other Matters

There is no collective agreement in force in respect of your employment.

- a. The Company shall be entitled without notice to you at any time during or after your employment to set off and/or make deductions from your salary or from any other sums due to you from the Company in respect of any overpayment of any kind made to you or in respect of any debt or other sum due from you.
- b. You warrant that, by entering into this Agreement, you will not be in breach of any express or implied terms of any contract with or of any other obligation to any third-party binding upon you.
- c. The Company may enforce this Agreement in any one or many jurisdictions it chooses, including but not limited to jurisdictions that you may travel in the course of his work. Such areas may include but are not limited to the UK, the United States of America, The United Arab Emirates, India, Singapore, any members of the European Union, and Australia. The Agreement will be governed by the Indian Law. You acknowledge that the remedy at law for breach of this Agreement by you may be inadequate. Accordingly, you agree that upon any such breach, the Company, in addition to all other available remedies (including without limitation seeking an injunction or other equitable relief), shall be entitled to injunctive relief without being required to post bond or other security.
- d. You agree to indemnify and hold harmless the Company against any and all losses, claims, damages, or liabilities to which Company may become subject under any statute, regulation, law, or otherwise, including without limitation, any losses incurred in connection with any settlement of any claim, action or proceeding commenced or threatened, and any and all expenses, including reasonable attorney fees, incurred in connection with investigating or defending any such claim, action, or proceeding as and when incurred, to the extent that any such losses, claims, damages, liabilities, actions, proceedings, or expenses arise out of your fraudulent acts, gross negligence, willful misconduct, or breach of this Agreement, policies or Laws.

You hereby agree to the terms and conditions as set out above and accept employment.

SIGNED AND ACCEPTED

NAME: _____

DATE: _____

भारतीय रिज़र्व बैंक
Reserve Bank of India



कर्मचारी संख्या 212367
Employee No



मोहित कुमार
कार्यालय परिचारक
MOHIT KUMAR
OFFICE ATTENDANT

Mohit Kumar

हस्ताक्षर
Signature

Authorised

जारीकर्ता अधिकारी
Issuing Authority



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

11 June, 2022

**Ms SEJAL KAUSHIK
BLOCK -7, HOUSE NO - 91, SECOND FLOOR,
FRONT SIDE, SUBHASH NAGAR,
DELHI,
NEW DELHI - 110027**

**Contact No: +91 7827302641
Email: sejalkaushik1575@gmail.com**

Dear **SEJAL**,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before July 2022. In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before July 2022 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

1. POSITION:

You will be appointed in the position of **Associate** in Assurance GC RFC UWest SCE in the Firm. Your Oank will be 44. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Gurgaon** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's - ode of - onduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters



relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion your date of joining will be **18 July, 2022**

Your initial work location will be D3F - Cyber Breens, Tower D L Tower E, D3F - Cyber - ity, Phase III, Burgaon V H22002.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a BDC facility by your counsellor or your Service Line Operations team.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm. Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting will be Burgaon. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

8. CONFIDENTIALITY:

- a. Compensation: You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.



- b. Gse of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Cervices delegated to you to the extent required. Gpon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other - onfidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sublt contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause '- onfidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such - onfidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any - onfidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means Uelectronic, mechanical, photocopying, recording, scanning or otherwise Uany copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the - onfidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Gpon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting - onfidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish - onfidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.



9. INTELLECTUAL PROPERTY:

In consideration of this - ontract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (H) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (;) that are otherwise made through the use of Firm's time, facilities or materialsN
- b. Rot to disclose or utilize in your work with the Firm , any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permissionNand
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of ; 0 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Bratuity Plans as may be applicable in the Firm as per the Payment of Bratuity Act, H972.

12. RETIREMENT:

As per the Firm' extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and



salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper handover of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether fulltime or parttime.

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.



18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
 - a) Annexure A U3ist of documents to be submitted
 - b) Annexure _ Ullustrative compensation breakUp
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Cupersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Ceverability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of - ontract: The terms of this contract of employment may only be enforced by a party to this contract of employment.



- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signed By: DIVYA PARIHAR
Reason: Offer Letter
Location: Bangalore
Date:06/11/2022 12:02:42

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:   Date: 6/11/2022

Name: SEJAL KAUSHIK




Annexure A

Dear SEJAL,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents L information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
H	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> Your Pan - ard V- andatory Aadhaar - ard V- andatory Your passport, voters ID, ration card, driving license or ECI- card 	
;	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> MBraduation/PostUgraduation Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results	
4	Professional qualification certificates> <ul style="list-style-type: none"> ►For - A qualified VPlease carry your articleship completion certificate and membership certificate, along with mark sheets 	
5	For Enrolled Agent/- PA qualified/ ATT - ertification UPlease carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. Soweever, the relieving letter should be submitted to us within ; 0 days of joining.	
7	PF declaration form	
*	_ ank details UAccount number along with the IFC- code	
9	3ast drawn payslip from your previous employer	
H0	Your blood group	
HH	Rame, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	



Annexure B

Name	SEJAL KAUSHIK	DOJ	18 July, 2022
Designation	Associate	Service Line	Assurance US NFS - West HSE
Rank	44		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	HH,HHH	H,; ; ; ; ;
House Rent Allowance (SOA)	5,556	66,666
Other allowance including flexible components H	5,49H	65,*94
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	H,600	H9,200
Employer's Provident Fund (PF) contribution	H,*00	2H,600
Fixed compensation	27,778	3,33,333

Benefits (Estimated value)		
Insurance premium ; (Group - Medical & Group Personal Accident & Group Term Life)		2; ,*69
Gratuity 4		6,4H;
Total of Benefits		30,282

Notes:

You will be eligible to participate in the BDC Variable Pay Bonus (+P_) Program, with a +P_ percentage target of 5% at your rank. This target is indicative and the actual payout, each year, will vary based on the BDC, Service Line/Service Function and individual performance. Payment under any +P_ program is subject to you being employed with the Firm as on the date of payout. Employees who join the Firm during the year, will be eligible for a prorated +P_ amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

^HYou will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.



Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	IRO 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parentUnUaw. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing IRO 4,00,000 cover, employees can opt for an additional sum insured (customUnade 'topUp' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	IRO 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	IRO 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

⁴ Gratuity will be paid as per provisions under the prevailing regulations.



August 18th, 2022

Runjhun Dhamija

P91 MIG, Pallavapuram, Phase 2, Modipuram, Meerut, U.P. - 250110

Sub: Letter of Appointment

Dear Runjhun,

Congratulations! Subsequent to the interview process, we are pleased to offer you an appointment with Trumping Stars Private Limited, powered by ITF (Indian Task Force) as Junior Content Creator.

- Subject to your accepting this appointment letter, your anticipated start date will be 3/11/2022. In case you do not join duty by 3/11/2022 this offer of appointment will stand cancelled and withdrawn. Your appointment will be effective from the date of joining.
- Your work location will be Gurgaon and you will be reporting to Director – of Operations (Mr. Sarthi Gupta sir)
- Your monthly stipened will be Rs. 35,000/-

Career Advancement

- Your career advancement within the organization in terms of job responsibilities and compensation will be subset of your performance in the current job and your potential to grow in new roles. Trumping Stars follows the policy of merit based career growth.

Leaves

- You shall be eligible for leaves as per the Leave Policy of the company. Earned Leaves are accrued, Casual Leaves and Sick Leaves are pro rata, and rest of the leaves is based on contingency.

Transfer & Relocation

- You may be required to work at such alternative locations within India or outside India as part of your employment depending upon the business needs of the company and within the terms and conditions of the company's relocation and transfer policy.



- Trumping Stars pans across geographies providing various services to its clients; and you may be required to go through appropriate induction & orientation along with necessary training program. The training is given to ensure that you are compliant with the best practices followed by Trumping Stars on a worldwide basis.

Separation Policy

- Either party can initiate the separation of employment by giving required notice period. Any deviations from this shall be on the sole discretion of Trumping Stars Management. Notice period : One Month
- The Company retains the right to terminate services without any prior notice/ payment in lieu of notice in the event of any misrepresentation, misconduct, reasonable suspicion of misconduct, disloyalty, disclosure of confidential information, indiscipline, sexual harassment of any kind, criminal offence, illegal action, breach of company policy or any activities amounting to moral turpitude or jeopardizing the interests of the Company.
- In case of continued inefficiency as compared to other employees or lower performance as compared to other employees of your category, company shall make all reasonable attempts to provide Training / Coaching. In case after the coaching the performance does not improve, you may be separated from the organization without any notice pay or compensation thereof.
- At the time of termination/resignation of your employment, it is agreed that any assets and amount due to the company by you will be adjusted via reverse bank transfer. All full and final settlements will be done after you have submitted all necessary clearances to HR.

Abandonment of Employment

- Your absence for a period of three days without prior information or approval of the supervisor (including overstay of leave), shall be treated as Abandonment of service. The Company retains the right to terminate services without any prior notice or payment in lieu of notice in such instances.

Integrity & Confidentiality

- You will be required to demonstrate highest degree of integrity in the performance of your responsibilities. During the course of your employment with Trumping Stars, and at least for a period of three years thereafter, you will not transit, disclose or otherwise use confidential and proprietary information of the Company and its clients to an unauthorized person, except as and may be required in the course of your duties in connection with the company's business.
- You will also abide by all confidentiality, safety and security regulations of the Company as may be applicable from time to time. Breach of the above obligation gives cause of action to the company to proceed with appropriate civil and criminal liabilities apart from immediate termination of services.

Company Rules & Regulations

- Your working hours, weekly-offs, holidays, leave rules etc. will be governed by the rules and regulations of the Company. You will observe and be governed by all the rules and regulations of the Company that are in force now and also those that may come into force at a future date, even if they are not individually notified to you in writing. The Company has the sole and absolute right to change or introduce any of its rules and regulations/policies and procedures at any time to meet exigencies of business.



Retirement

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

Your appointment is subject to:

- Your appointment is subject to the verification of your credentials, testimonials and the submission of required documents within 15 days of joining. If the particulars mentioned by you in your application for employment are incorrect, inaccurate or misleading, your employment shall be cancelled and your services will be terminated with immediate effect.
- Your appointment is subject to medical / drug test clearance on your joining. If the outcome of the medical/drug test is not as per the acceptable norms/standards, your employment shall be cancelled and your services will be terminated with immediate effect.
- Your appointment is subject to meeting or over achieving the minimum threshold of the trainings provide to you as a part of our training program.

Copyright

- All ideas conceived, names developed, programs developed and anything else that could be perceived as proprietary to our company, developed/implemented whilst in the employment of Trumping Stars will remain copyright/license of Trumping Stars. All software used by you will be licensed by Trumping Stars for your use.
- Illegal/non recognized software or copies of company licensed software installed/copied by you or on your behalf will be cause for immediate termination of employment. Legal Action will be taken against you under the provisions of the applicable statutory authorities.

Communication

- That you shall furnish address for communication at the time of joining the organization. Subsequently if in future there is a change in address for communication you shall intimate the HR Department in writing about the same within 48 hours of such change having taken effect. Any communication sent to you on that address shall be deemed to have been served.

We welcome you as a member of our team and wish you a successful career with Trumping Stars. If you would like to discuss any details of your conditions of employment do not hesitate to contact Human Resources Team.

Please indicate your acceptance of the above mentioned terms and conditions by returning the duplicate copy of this letter duly signed in token of your acceptance.

Yours Sincerely, For Trumping Stars Private Limited



Neha Sehrawat
HR – Trumping Stars

I, _____ hereby accept the offer of appointment on the terms and conditions set out in this letter of employment. _____

Date : ___/___/_____

Employee Signature



eTeam InfoServices Private Limited

Subject - Letter of Intent

Mohd. Mauzam
Noida, India

Date: February 01, 2022

Dear Mauzam,

With reference to the discussions we had, we are pleased to offer you the position of "Technical Recruiter-US Staffing" With eTeam Info services Pvt. Ltd.

You are expected to join on "February 02, 2022", failing which, eTeam reserves the right to rescind this letter. A formal Appointment letter will be issued to you on your joining.

Your Annual Cost to Company (CTC) will be **Rs. 4,38,000 (Rupees Four Lakh Thirty-Eight Thousand Only)** as detailed in Annexure "A" and you will be required to work **remotely** from home.

You must have a personal computer or laptop with internet access (Broadband connection) at home. You will be required to establish an appropriate work environment within your home for work purpose. eTeam will not be responsible for costs associated with initial setup or working of the employee's home office including and not limited to cost of computer, phone and internet connection, printers, scanners cost of repair of any home office equipment or shipping costs.

You are required to submit the following documents on your date of joining:

- Copies in support of your educational qualification(s)
- Copies in support of your work experience.
- Copy of your resignation letter from current employer.
- Copy of your relieving letter from current employer.
- Four passport size photographs
- Last three-month salary slips.
- Copy of your Pan Card.
- Form 16/salary certificate.
- Address proof (copy of Driving License, Aadhar card, voter ID, etc.)

Kindly sign and return a copy of this letter as a token of your acceptance.

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

Thanking You!!

For eTeam Infoservices Pvt. Ltd

Agreed & Accepted By

Authorized Signatory

Mohd Asif Saeed
India HR Head

285 Davidson Avenue Suite 406, Somerset, NJ 08873-4153 (US Office)

- A-4 & 5, First Floor, Logix Park, Sector-16, Noida – 201301
- 1st Floor SVR Complex 89, Hosur Road, 1st Stage, Kormangala, Bangalore, - 560068
- 7th Floor, Sheth Corporate Tower Nr. Nagri Hospital, Ellisbridge, Ahmedabad- 380006



eTeam InfoServices Private Limited

Annexure "A"

Entitlements: All entitlements listed below are Subject to Company Policies, Procedures and Guidelines that may be in force or as issued/Changed from time to time. All perquisites and benefits, including reimbursements, are Subject to Income Tax as per the provision of the Income Tax Act, 1961, which may be applicable, including tax on perquisite value. The Details of your remuneration are as under

Salary Breakup

Name of Candidate	Mohd Mauzam	
Location	Noida, India	
Designation	Technical Recruiter	
Medical Reimbursement Category	III	
Particulars	Per Month	Per Annum
Basic Salary	15100	181200
HRA	7550	90600

KPMG Offer letter.pdf

C:/Users/deepa/OneDrive/Desktop/KPMG%20Offer%20letter.pdf

5/31/22, 10:25 AM eOffer Content

26-May-2022

DEEPANSHU PANDEY
GALI NO.8 NARAYAN VIHAR, LOHARIYASAAL MALLA, UNCHAPUL,
Haldwani - 263139

Dear **DEEPANSHU**,

On behalf of **KPMG Resource Centre Private Limited** (the '**Company**'), I am pleased to offer you the position of **Audit Associate** in **Audit** with the **Company**. You will be part of the **Audit-Corporates Listed and Regulated** team.

You shall be based in **Gurgaon** and can be transferred to any other office of the **Company** at any other place or city in India or outside India, as decided by the **Company** from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **04-Jul-2022**, this employment agreement ('**Agreement**') shall stand terminated.

Type here to search

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THOMSON REUTERS

PRIVATE AND CONFIDENTIAL

July 11, 2022

Nikhil Sharma
Bangalore

Dear Nikhil,

Thank you for your interest in associating with our organisation. We are pleased to confirm your selection for the **Trainee Correspondent** role.

Congratulations!

We are delighted to set out below the terms and conditions of your employment with the Thomson Reuters entity whose name appears on this letterhead Thomson Reuters International Services Private Limited.

1. Commencement Date:

Your employment with the Company commences on **August 29, 2022**.

2. Initial position, work description, Title Use and Work Base:

a. Your work base at commencement of your employment will be **Bangalore**. Your reporting line, objectives, hours of work and other relevant details relating to the Position will be notified to you in due course. You will accept and abide by all lawful and reasonable instructions issued by any of your managers/ superiors. This may from time to time be revised by a written notice to you.

b. The Company reserves the right to redesignate or revise your Position or work description at any time by a written notice to you.

c. The Company may at any time transfer, second, depute or assign your services to any establishment or operation of the Company or any other Group Company or any successor company whether in India or abroad. Group Company means an entity that, from time to time, directly or indirectly controls, is controlled by, or is under common control with a party, or that is a successor (including, without limitation, by change of name, dissolution, merger, consolidation, reorganization, sale or other disposition) to any such entity or its business and assets. An entity will be deemed to control another entity if it has the power to direct or cause the direction of the management or policies of such entity, whether through the ownership of voting securities, by contract, or otherwise.

d. Where agreed by your reporting manager in writing and if permissible under applicable laws and regulations, the Company may permit you to use different titles or designations solely for external representation purposes for benefit of the company or the role. If that is the case, you agree that any such title shall not in any way deemed to operate as a modification of this letter, a change in your Position or otherwise entitle you to any additional benefits in relation to your employment.

3. Remuneration:

a. At the commencement of your employment, your remuneration will be as set out in the attached Annexure I.

Thomson Reuters International Services Private Limited
Bengaluru Office: Divyasree Technopolis, 36/2 & 124,
Yamalur Village, Varthur Hobli, Off HAL Airport Road,
Bengaluru - 560037

O +91 80 61822000

Regd. Office: Unit 1008, C Wing,
One BKC, G Block, Bandra Kurla Complex
Bandra East, Mumbai- 400051.
CIN: U72100MH2003PTC138509





December 31, 2021

Krishi Agarwala
Durgadutt Biswanath,
JPA Path, Sivasagar - 785640

Dear Krishi ("you", "your", "Employee"),

With reference to your application and interviews with us for the position of Analyst in the CFO Office Services department, we ("TresVista", "we", "us", "Company") are delighted to extend you an offer to join TresVista on July 04, 2022 ("date of joining").

The following are the terms and conditions of the offer through this letter ("Offer Letter"):

1. You will undergo a comprehensive new hire training which will commence on your date of joining. It will familiarize you with the culture of the Company along with your job roles and responsibilities. The location of this training will be confirmed closer to your date of joining.
2. Your job location (upon successful completion of training) will be Pune.
3. Your annualized CTC, inclusive of all allowances and bonuses will be up to INR 7,00,920/- (Rupees seven lakh nine hundred and twenty only) per annum. A detailed salary break up is attached herewith (Annexure 1).
4. Your Annual Review Period will be from July 01 to June 30. You will be eligible for a raise in your gross salary from the Annual Review Period beginning July 01, 2023. In addition to this, you will also be eligible for a performance bonus for the Annual Review Period ending June 30, 2023.
5. Once your service is confirmed, if you desire to resign, you are required to serve one month's notice ("Notice Period"). In case the Company does not wish to avail your service, it reserves the right to pay gross salary per day in lieu of the Notice Period, net of any lawful deductions.
6. Upon accepting this offer, it is expected that you will not interview with any other company and/or accept any other offers and will decline any other offers previously accepted. You will be required to email a copy of your accepted resignation from your current organization (if any), to hr@tresvista.com within one week from the date of the offer.
7. Going forward, we will communicate with you via emails. You should check your emails regularly and acknowledge our emails, whenever necessary. In case there is a change in your email ID or cell number, from what was mentioned on your job application form, you should notify the HR Department immediately.
8. You must not use, refer or state that you are working at the Company across any social media platforms.
9. Before your joining, we will require you to fulfill several formalities (listed in Annexure 2).
10. All the material given to you, including but not limited to training manuals, policy documents, handbooks (Employee Handbook), brochures is confidential and should be treated as Company property.
11. It is necessary for you to have an Android/iOS platform smartphone during your tenure at TresVista.



Confirmation Mail for Joining (HR Recruiter) - Alpha Pro Services !!



Inbox

**Alpha Pro Services** 12 Dec

to me ▾



Dear Priya,
Congratulations !!

This mail is to inform the confirmation of the intent to employ you, at "Alpha Pro Services" as 'HR Recruiter ' at the salary of **13K P.M.**

Kindly join on 2nd January'2023 (Monday).

And, We will provide you with the official appointment letter at the time of Joining.

Kindly revert us back with an acceptance by mail along with below documents.

1. Recent Passport size photo
2. Copies of your educational certificates.
5. Photo ID & Address Proof.

You shall submit to us on (date) a copy of all the above-mentioned documents.

We wish you all the best!!!

Thanks & Regards

Ginni Ahuja

Alpha Pro Services

(HR Advisors)



Ref.: L&T / GCT 2022 / 202240482130932

Date: 09th March 2022

Dear **Mr. MOHIT AWASTHI**,

Based on our assessment of the interview you had with us, we are pleased to shortlist you for the position of "**Graduate Commercial Trainee**" with Larsen & Toubro. The appointment shall be tentatively in June 2022, subject to you being found medically fit by our company's authorized doctor and passing the **B.Com Degree** in **FIRST** attempt with 65% and above.

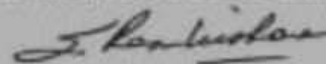
This provisional shortlisting letter has been issued subject to you being qualified according to all the eligibility criteria and academic requirements as communicated at the time of campus recruitment and based on your representations. Also, this selection intimation is issued based on the assumption that all the details and declaration made by you in our Employment Application Form are **TRUE**.

If you do not fulfill the eligibility criteria and academic requirements as specified above or have given false declaration in our Employment Application Form, your candidature would automatically be **rescinded**.

In case you comply with all the requirements of our recruitment process your candidature will be considered and further steps would be initiated.

Kindly sign this letter to confirm your acceptance. In case of further queries kindly connect with your Training & Placement Office.

Yours faithfully,
for **LARSEN & TOUBRO LIMITED**



(**RAMKISHORE S**)
VP & HEAD – HUMAN RESOURCES
DIVISIONAL CORPORATE

I have read the above contents and accept the same and take full responsibility for compliance as required.

 Sign here

(**Mohit Awasthi**)



1/17

Abhinandan Raina

Executive - Influencer Marketing

We're thrilled to have you on board!
 This guide has all the information you'll need as a new #ARManion.
 So dive in, click and explore what makes us unique,
 the resources available to you, and answers to frequently asked questions.

2/17

about #arm

#ARM Worldwide is a digital marketing & communication consulting company working to achieve brand's objectives on the global scale around digital marketing, PR, content marketing, technology & analytics solutions.

Leveraging our worldwide exposure & proprietary thinking framework, we ensure to

8:52 

Voi) LTE1  Voi) LTE2  4G  51% 



Dear Vaishali,

Congratulations on your offer from KPMG Resource Centre Private Limited.

We are delighted to offer you the position of Audit Associate with an anticipated start date of 01-Aug-2022. You are required to review the details of the Job offer and provide your response online before 01-Jul-2022. You may be required to respond before the offer's expiration date, so please [click here](#) to visit the site soon.

Login with the username "Vaishali_Goyal_1822" and the password that you had created when applying. Please follow below steps to login and accept the offer. Incase you have forgot the password.

- Enter username
- Click on forgot password and you will receive an email for access code on your registered email id.
- Enter the access code in password section and click login.
- Enter access code again in old password section.
- Enter new password of your choice (Alphanumeric) in new password and confirm new password >> click login.
- A new page will pop up , add updated credentials and login.
- Once you are signed in you can see the offer tab on landing page.
- Click offer >>select offer response >> add unique identifier such as PAN/ ADHAR number >> click submit



25-May-2022

Kriti Gupta

H-3/80/1, 3rd floor, Bengali Colony,, Mahavir Enclave,
New Delhi - 110045

Dear Kriti,

On behalf of **KPMG Resource Centre Private Limited** (the '**Company**'), I am pleased to offer you the position of **Audit Associate** in **Audit** with the Company. You will be part of the **Audit-Business team**.

You shall be based in **Gurgaon** and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **18-Jul-2022**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the '**Probation Period**') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('**Company Policy**'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the '**Confirmation Letter**'). Until such Confirmation Letter is issued, you are deemed to be on probation.

The terms and conditions of your employment with the Company shall be as follows:

A. Compensation

1. Basic Salary

Your basic salary shall be **Rs.182500/- (One Lakh Eighty-Two Thousand Five Hundred Rupees)** per annum, payable monthly in arrears. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.

2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above, you shall be entitled to a sum of **Rs.182500/- (One Lakh Eighty-Two Thousand Five Hundred Rupees)** per annum towards allowances to be chosen out of the allowances / perquisites detailed in the Staff Manual of the Company including Employer's contribution under the Provident Fund scheme of the Company, subject to your entitlement and the policy of the Company in that regard.

B. Other Entitlements

Your other entitlements, as may be determined by the Company Policy from time to time, shall be as follows:

1. Bonus

You may be entitled to a performance bonus as per the Company Policy. The Company is under no obligation to operate a bonus scheme and any payment of bonus to you is solely at the Company's discretion.

2. Gratuity

You shall be entitled to payment of gratuity as per the Company Policy and subject to the applicable law.

3. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Company, if any.

4. Leave

Entigrity Private Limited.

Sakar - 1, 2nd, 8th , 9th & 11th Floor, Ashram Road ,
Ahmedabad - 380009

CIN U74999GJ2017PTCD98421

+91 79 4800 0671 info@entigrity.com

The logo for Entigrity Private Limited, featuring the word "entigrity" in a lowercase, sans-serif font. The letters 'i' and 'r' have a small red dot above them.

Date: 6th June, 2022

To,

Employee Code: A02023

Samyak Jain

165, Sector 38,

Gurugram

Haryana- 122001

Dear Mr. /Ms. Samyak Jain

Sub: Appointment Letter cum Employment Agreement

This terms of Agreement confirms understanding of employment by and between Entigrity Private Limited (hereinafter refer to as "Company") and Samyak Jain (hereinafter refer to as "Employee") to which both the parties have agreed.

Please read this Agreement carefully because it outlines expectations by the company, that are based on the representations made by you in the personal interview, application etc. The Agreement is intended to confirm the understanding with which the Employee shall be associated and also the responsibilities and compliances associated with the employment that the company requires.

Regards

For Entigrity Private Limited

Vibhu Khanna
(Senior Manager- HR & Admin)

Encl: Employment Agreement



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20229505001/Delhi/BPS/BTN
Date:29/06/2022

Dear Mr. Sonaal Rawat,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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

Private and Confidential
TCSL/DT20229505001

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
3rd Floor, Tower - A, Building No-6, Block - W, DLF Phase - III, Gurgaon - 122 002, Haryana
Tel 91 124 6123410 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

1

346

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Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20229505001/Delhi/BPS/BTN** on 07/07/22 (DD/MMM/YYYY).

Signature:

Name:

Sonaal Rawat

Date:

07/07/22

Private and Confidential
TCSL/DT20229505001

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
3rd Floor, Tower - A, Building No-6, Block - W, DLF Phase - III, Gurgaon - 122 002, Haryana
Tel 91 124 6123410 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

2



KPMG Resource Centre Private Limited
Building No.10 5th
Floor, Tower-C
DLF Cyber City, Phase - II
Gurugram - 122 002, India

Telephone: +91 124 612 8500
Fax +91 124 612 8700
Internet: www.kpmg.com/in
Email: indiawebsite@kpmg.com

Private & Confidential

Date: 8/20/2021

To,

Congratulations

Candidate name: Tushar Kalra

College name: Delhi College of Arts and Commerce

Aadhar card no. 777801949463 (Mention PAN or Passport if Aadhar not available and specify)

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

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Audit Associate in the KRC business unit at KGS with a total compensation of INR 3,30,000 LPA (Three lakh thirty thousand only).

Your anticipated joining date is in June'22 at Gurgaon. In case you are unable to join the Firm by June'22, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein. **This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".**

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

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

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

Sincerely,

For KPMG Resource Centre Private Limited (KRC).

Anuricha Chander

Executive Director

Accepted and Agreed

Name: Tushar Kalra

Date : 04/09/2021

Signature Not Verified

ANURICHA CHANDER

31.08.2021 22:19

Authorization:

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

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

No binding obligation:

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

Name : Tushar Kalra

Dated : 04/09/2021

Signature Not Verified

ANURICHA CHANDER

31.08.2021 22:19



KPMG Resource Centre Private Limited, an Indian private limited company and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International") a Swiss entity.

CIN U74140HR2005PTC085834

Registered Office:
Building No.10 5th
Floor, Tower C
DLF Cyber City, Phase II Gurugram -
122 002, Haryana

Signature Not Verified

ANURICHA CHANDER

31.08.2021 22:19





OFFER LETTER

To
Vanshika Dhamija
D/O Manoj Kumar Dhamija
4 - Block, AH-4, Shalimar Bagh
North West Delhi
Delhi - 110088

Date: 15th February 2022

Dear Vanshika,

We are pleased to offer you employment with A-Cube Business Solutions Pvt Ltd, on behalf of Fresh Prints, on the terms and conditions set out in this Offer Letter.

This offer of employment and your continuing employment is conditional upon the satisfactory results (as determined by Fresh Prints) of any background, criminal history, reference, or medical assessments required by Fresh Prints (Eligibility Requirements).

This Offer Letter is to provide you the general information of your prospective employment conditions and shall not be deemed that you have been employed by Fresh Prints or any of its affiliates unless the employment contract which is to further construe and define this Offer Letter is presented to you for your confirmation and signature.

All of our staffs are paid through an agency that is registered to do business in India. They handle our compliance, and so assuming you accept, we'll get you set up with them for payment.

- **Role:** Inside Sales Associate Level I
- **Date of Joining:** 21st February 2022
- **Probation Period:** 6 months
- **Place of Work:** Remote or Hyderabad
- **Reporting to:** Vaibhav Gupta (may change in future)
- **Monthly Salary:** \$700
- **Night Allowance:** \$80
- **Transport Allowance:** \$100 - \$175 based on your address (once the office resumes)
- **Commission Pay:** You will also receive a 5% commission on sales if your monthly commission exceeds your base salary. In sales, this is known as a draw against salary. It's there so you have a guaranteed base while you're building up your book of business

Description of the Role

As a member of the Inside Sales team of Fresh Prints (a client of A-Cube Business Solutions Pvt Ltd), you're going to have a wide-ranging group of responsibilities and goals. **On a day-to-day basis, this means:**

- Closing inbound leads generated by our marketing team
- Growing existing client accounts
- Providing a superior customer experience to our clients

Description of our team

We are crazy about our customers and team members and would jump out of a plane (with a parachute) if we had to for every single person who makes up this family. In that spirit, we're looking for people who want to be a part of this family rather than people who are just looking for their next job.

To us, that means we want someone who takes our mission of building and supporting student entrepreneurship to heart. Here are some of the values that are really important to us:

- Produce extremely high-quality work simply because we enjoy producing good work
- Be irrationally passionate about the things you do
- Foster a culture with a good sense of humor
- Blur the lines between social life and work-life
- Be really demanding, but really fair
- Challenge everything
- Encourage logical experimentation

We set a really high bar for ourselves and look for people who want to push the limit. Joining Fresh Prints isn't for everyone. We expect a lot and are very honest about that. This is really only a good fit for people who really love challenges and thrive in an environment where extremely high performance is the expectation. It's important you take that very seriously and make sure you're that type of person before accepting.

What you can expect from us:

- We care about your success in our team, as well as an individual
- Be accessible to you all the time and listen to anything you want to bring up
- Evaluate performance in a fair manner
- Be open and honest with you
- Do the right thing

Our expectation from you:

- Put in a 100% while at work
- Be honest with us
- Do the right thing
- Adopt our company philosophies

Leave Policy

Leave entitlement in the year of joining or leaving:

No.	Date of Joining or Last Working Day	Joiners	Leavers
1.	On or before the 15 th of the month	Full month	No entitlement
2.	After the 15 th of the month	No entitlement	Full month

Types of Leave, Annual ceiling and Accumulation

No	Type of leave	Annual Limit (in days)	Accumulation limit (Maximum in days) *
1	Annual Leave	15	60
2	Sick Leave	12	Unused days lapse at the end of the year
3	Emergency Leave	12	
4	Public Holidays	8	
5	Maternity Leave (as per eligibility)	As per the provisions of the Maternity Benefits Act (Doesn't accrue, accumulate and roll over year on year)	
6	Paternity Leave	4 weeks (Doesn't accrue, accumulate and roll over year on year)	
7	Wedding Leave	5 days (Doesn't accrue, accumulate and roll over year on year)	

Working hours and days

Working hours are 7:30 PM to 4:30 AM IST Monday to Friday; however to make sure we can coordinate across time zones we ask that everyone in this role be available for meetings/emails/chat etc. at least from approximately 7:30 PM to 4:30 AM IST from Monday to Friday.

We are very excited about the idea of having you join our team and look forward to your participation and success in Fresh Prints.

Please sign this offer as a token of your acceptance and return it to us by 16th February 2022. In case where you fail to sign and return this Offer Letter to us by 16th February 2022 EOD, it shall be deemed that you have waived this opportunity and this Offer Letter will become invalid.

KPMG

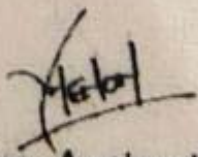


Sanjana Jain

Employee No. : 121403
Emergency No. : 9205349488
Blood Group : AB+

KPMG
Building No.10, 6th Floor, Tower-C,
DLF Cyber City, Phase-II,
Gurgaon-122 002 (India)

Tel: +91 124 612 8500
Fax: +91 124 612 8700


Issuing Authority

Experience Certificate - Professional Consultant

To whomsoever it concerns

Date : November 29, 2021

This is to certify that Mr Namit Gupta has been working in our organization from September 2021 – present as a content head. The list of roles and responsibilities assigned to him during the tenure is as follows:

- Writing news, opinion and analytical articles
- Pitching topics and ideas to enable better coverage
- Deciding on content strategy after analysing analytics and digital marketing parameters
- Managing a team of 4-6 writers

Through his creativity and content expertise, Namit continues to deliver great value to the organization.

For Full Spectrum Services LLP,

Mehul Pathak

Designated Partner



KPMG Resource Centre Private Limited
Building No.10 5th
Floor, Tower-C
DLF Cyber City, Phase - II
Gurugram - 122 002, India

Telephone: +91 124 612 8500
Fax +91 124 612 8700
Internet: www.kpmg.com/in
Email: indiawebsite@kpmg.com

Private & Confidential

Date: 8/20/2021

To,

Congratulations

Candidate name: Nishtha Anand Laddha

College name: Delhi College of Arts and Commerce

Aadhar card no. _____ (Mention PAN or Passport if Aadhar not available and specify)

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

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Audit Associate in the KRC business unit at KGS with a total compensation of INR 3,30,000 LPA (Three lakh thirty thousand only).

Your anticipated joining date is in June'22 at Gurgaon. In case you are unable to join the Firm by June'22, this letter of intent will stand cancelled and withdrawn. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein. **This letter confirms our intent to offer with respect to your employment, subject to clearance of your background check and your residential address falling under coverage of our transport "Hiring Zone".**

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

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

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

Sincerely,

For KPMG Resource Centre Private Limited (KRC).

Anuricha Chander

Executive Director

Accepted and Agreed

Name:

Date

Authorization:

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

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

No binding obligation:

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

Name

Dated

11-Aug-2021

Bhumika Ajay Saxena
Flat no 560,f2 tower, Gaur Homes, Govindpuram,
Ghaziabad - 201013

Dear **Bhumika**,

On behalf of **KPMG Resource Centre Private Limited** (the '**Company**'), I am pleased to offer you the position of **Audit Associate** in **Audit** with the Company. You will be part of the **Audit-FS-Investment Management team**.

You shall be based in **Gurgaon** and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **13-Sep-2021**, this employment agreement ('**Agreement**') shall stand terminated.

You shall be on probation for a period of six (6) months (the '**Probation Period**') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('**Company Policy**'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the '**Confirmation Letter**'). Until such Confirmation Letter is issued, you are deemed to be on probation.

The terms and conditions of your employment with the Company shall be as follows:



Offer Letter

Name: Shivansh Sabharwal

Date: Saturday, November 21, 2020

Dear Mr. **Shivansh Sabharwal**,

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, December 1, 2020**. Your work location would be **Noida / 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 2 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 11 of this Agreement.

3. **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).

4. **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 or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside 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.

5. Department, Designation & Reporting Manager:

Department : Business Development (51000000)
Designation : Business Development Trainee - Sales
Reporting Manager : Aishvary . (TNL201611035)
Role Location : Noida / Bangalore
BDT Training Location : Byjus - Bangalore

The two months 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.

6. 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 2 months training period.

7. 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.

8. 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.

9. **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.

10. **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.

11. **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 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

12. **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.

13. 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.

14. 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.

15. 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.

16. 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. 3 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.

Human Resource

Accept Job Offer by signing below

Signature:

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

August 19, 2020

Ms. Deepanshi Choudhary

Offer of Employment

Dear Ms. Deepanshi,

We are pleased to offer you a position as an Account Executive with Ruder Finn PR (India) Private Limited (the “**Company**”) on the following terms and conditions subject to the successful outcome of two reference checks. The position will be based in Gurgaon and you will report into Jyoti Sharma, Account Manager.

Your initial place of posting will be in Gurgaon and you will be required to report on your date of joining at the following address and complete the joining formalities:

“Ruder Finn, Tower A, 10th floor, Emaar Digital Greens, Sector 61, Golf Course Extension Road, Gurgaon - 122102”

While offer of appointment is being made by the Company for its Gurgaon Office, the Company management reserves the right to utilize your services in any of our group companies, located elsewhere in India or Abroad, either in existence or which may come into existence.

Following are the terms and conditions of your employment with the Company –

- 1. COMMENCEMENT OF EMPLOYMENT** Your official employment will commence on the September 21, 2020 on a probation basis of three months.
- 2. REVIEW AND PROBATIONARY PERIOD** At the end of the probation period, we will review your performance and if your performance is satisfactory, we will confirm you as a permanent member of staff.

Your performance and salary review will be on 01 October 2021 and annually thereafter.
- 3. DUTIES** You are being appointed as an Account Executive at RF India and your responsibilities shall include Client Servicing for all clients being handled from the RF India office and to provide support on RF regional office requests for existing clients.
- 4. SALARY** You will be eligible for a consolidated remuneration (CTC) of Rs. 400,000/- (Rupees Four Lakhs only) per annum and the composition of your salary package shall be as per Annex I attached herewith and forming part of this letter.

Your remuneration details are highly confidential and should not be disclosed / discussed both within and outside the organization. Any

violation to this clause would invite appropriate disciplinary action.

- 5. BONUS** You are eligible to take part in the Company's Bonus Plan, which is paid solely at the discretion of the Company and depending on the financial performance of the Company.
- 6. TERMINATION NOTICE** This Employment Contract may be terminated under the following conditions:
- During the probation period**
- Within the first month: a notice period of 7 days is required.
 - After the first month: a notice period of one month or an equivalent amount of wages in lieu of notice is required.
- After the probation period and confirmation of your permanent employment**
- Either party may terminate this Employment Contract by giving the other party two months' notice in writing or two month's wages in lieu of notice
- Either party can terminate this contract of employment by giving notice period as defined above in this clause or salary in lieu of notice period. However, management reserves the right to accept full or part payment of the salary in lieu of notice period.
- 7. ANNUAL LEAVE** Your leave entitlement is a total of 26 days per year. Subject to exigencies of service and reasonable notice, your leave may be taken at a time suitable and convenient to you and the Company. Leave cannot normally be taken during the probationary period.
- 8. PUBLIC HOLIDAYS** You are entitled to the public holidays as specified under Indian Labor Law.
- 9. TRAVEL INSURANCE** Travel insurance is provided when traveling on Company business. All non-billable travel within Asia Pacific region will be on economy class.
- 10. EXPENSES** You will be reimbursed for legitimate business expenses as you may properly incur, subject to your producing all supporting vouchers and documents in respect of such expenses.
- 11. TAX** Company will deduct tax at source on your salary payments as per the applicable provisions of Income Tax Act 1961.
- 12. OFFICE HOURS** Our official working hours are 9.00am – 6.00pm Monday to Friday. You may also be required to work beyond official hours as may be reasonably required by the Company in order for you to properly perform your duties.

13. SUMMARY DISMISSAL The Company may dismiss you summarily without notice if you shall at any time during your period of employment: -

- (i) do anything which in the reasonable opinion of the Company amounts to a breach of etiquette or is construed as conduct unbecoming to Account Executive
- (ii) willfully disobeys a lawful and reasonable order
- (iii) misconduct
- (iv) is guilty of fraud or dishonesty; or
- (v) is habitually neglectful in duties.

14. CONFIDENTIALITY You undertake that you shall not, during your employment or any time thereafter, disclose, divulge, make public or make any use of, for whatever purpose or reason, any information or knowledge which may be confided in or become known to you of the group practice's business, trade secrets, including affairs of the clients.

15. NON-COMPETITION CLAUSES You acknowledge that in the course of your employment with the Company, you will or may have dealings with the Company's clients over whom you may develop a degree of influence. You also acknowledge that you may have access to and be entrusted with the Company's restricted information as afore-mentioned in Paragraph 16 above, which is of a confidential nature. In order to safeguard the Company's clientele, goodwill and name, as well as business, and to protect the Company's legitimate proprietary interests, you covenant that you will not without the prior written consent of the Company (such consent to be withheld only in so far as may be reasonably necessary to protect the legitimate interests of the Company) after the termination of your employment under this Employment Contract for whatever reasons:-

NON-SOLICITATION OF CLIENTS i. for a period of one year, you will not solicit or attempt to solicit, directly or indirectly, any business from any of the Company's clients with whom you had material contact during your employment with the Company; and

NON-COMPETITION ii. for a period of one year, you will not on behalf of any Company's competitors in India, directly or indirectly, perform the same or substantially the same Duties as mentioned in Paragraph 3 above; and

NON-SOLICITATION OF EMPLOYEES iii. for a period of one year, you will not, directly or indirectly, solicit, induce, encourage or otherwise endeavor to cause or attempt to cause any employees of the Company to terminate their employment relation with the Company;

Both Paragraphs 14 and 15 shall survive after termination of your employment howsoever caused without limit in the point of time. Failing which, you accept to indemnify and compensate the company for such losses as are legally determinable.

16. COMPANY POLICY You shall observe, obey and perform all the rules and regulations contained in the Employee Handbook, circulars, guidelines and notices issued by the Company from time to time, which constitute part of the conditions of employment subject otherwise to the terms, conditions and exceptions of this Employment Contract.

17. JURISDICTION This Employment Agreement shall be governed by and construed in accordance with the laws of India and submits to the exclusive jurisdiction of the Indian courts.

Please note that the Employee Benefits as listed out in the attachment are based on one full year of service. In the event for any reasons at all if you are unable to complete one year of service, Employee Benefits will be on a pro-rated basis.

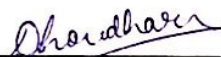
You agree to keep all information about your salary and compensation in strict confidence.

Deepanshi Choudhary, we view our relationship with you as a long term one, and very much look forward to your joining Ruder Finn India as we are sure you will make a significant contribution to the Company's growth.

Yours sincerely,

Atul Sharma
Managing Director,
Ruder Finn PR (India) Private Limited

I read thoroughly the above provisions. I understand that I have the right to seek independent advice at my expense. I confirm that I agree to abide by the Terms and Conditions stated above.


Employee's Signature

20/8/20
Date

ANNEXURE 1

Name Deepanshi Choudhary
Designation Account Executive
Location Gurgaon
Date of Joining September 21, 2020

S.No.	Components	Monthly	Annual
1	Base Pay		
1.1	Basic	15,000	1,80,000
1.2	PF (Company's Contribution)	1,800	21,600
1.3	Gratuity (Payable as per Gratuity Act, 1972)	722	8,658
2	Fixed Pay		
2.1	HRA	7,500	90,000
2.2	Special Allowance	8,312	99,742
	CTC	33,333	4,00,000

Employment Offer Letter

REF NO: RANKSOLDIER/HARO/1021/2448 01-11-2021

ANUBHAV AWASTHI

Sub: Full-time Employment offer

Dear Anubhav Awasthi

After 2 stage evaluation of your candidacy, we are pleased to offer you the position of **Senior Copywriter** in our company based in Delhi India. You would be the Team Leader & Manager for our Haro Venture **JournalPen**.

Your overall job description would be as follows-

- # Working on creating pitches for journalists
- # Cooperating with company requirements for scaling it's Haro projects.
- # Managing team of interns for all our pitches
- # Creating weekly progress report

Your immediate supervisor will be **Rahul Kumar Jha**. We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed and agreed with you, you will be eligible to receive the following:-

Salary:

You are entitled for a per month salary of **16k INR** for the period of 6 months and it would keep increasing based on your expertise & results.

Sales Incentive:

As per the prevailing company schemes for any outstanding achievements due to your dedicated hard work. Business Travel allowance and reimbursements as per company policy.

Leave

You are entitled for a total leave of 18 days in an year. Public Holidays, Sundays & 1st & 3rd Saturdays are off days.

Contract:-

There will be a six month's contract of continued support for the organization, between you and the company. Signing this offer letter would be considered as a contract agreement between you and the company.

You would start your full time employment journey from 01 - 11- 2021.

This offer letter is valid till **15th November 2021**. Please send a signed scan copy of this letter indicating your acceptance to join.

We look forward welcoming you aboard.

Terms

This contract will be valid for a maximum of 24 months from the date of Joining

2. You are supposed to lead, nurture, report and grow our venture by dedicating 8 work from home hours every working day

Confidentiality of Information

You will not divulge information about the company, customer, and progress of the project to any outsider without prior approval from your supervising manager.

You will not undertake similar assignments from competitors of the company, during the course of this contract.

You will take utmost care during the course of this contract in handling business information of **sensitive nature to maintain its secrecy.**

B. Reporting

You are required to inform the progress of your work to Rahul Kumar Jha. MD of the company

Kindly communicate your acceptance of this contract by signing a copy of this letter and returning it to us.

Thank you.

Kind regards

For: RankSoldier Int. Pvt Ltd
S-522, MoonHouse Offices, New Delhi -
92



**Managing
Director Rahul
Kumar Jha**

Accepted by :

Signature of the

Candidate : Date:

Location:



BMS ENTERPRISES
C-153, SECTOR-50, NOIDA, UP-201301



AMIT KUMAR

7210878231

ASSISTANT ACCOUNTANT

EMP. CODE - 0078

D.O.J. - 01.10.2020



Offer Letter - revised Inbox



Ajay Gupta 16/11/2021
to me, upseradesigns ▾



Dear Kanishk,

Congratulations! We are pleased to confirm that you have been selected to work for Upsera LLC, a corporation registered and operated out of NJ, USA. We are delighted to make you the following job offer. The position we are offering you is that of Digital Marketing Executive at a compensation of Rs 15,000 per month plus incentives paid and decided per completed projects.

This position will be a full-time position that reports to **Ajay Gupta**, the Director of Sales & Marketing,

We would like you to start work from Nov08, 2021.

Please revert your acceptance on this email to indicate your acceptance of this offer. Kindly send your identity proof, address proof, 1 photograph, and one canceled cheque on this mail to complete the joining formalities.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.

Sincerely,

Ajay Gupta
Director Sales & Marketing
Upsera LLC

I accept the offer. I accept this offer. I am not interested.

Reply Reply all Forward



Citibank

Human Resources 9th Floor,
First International Financial Centre (FIFC), C-54 & C-55, G-Block,
Bandra Kurla Complex, Mumbai 400051

Registered Office

14th Floor, First International Financial Centre, G Block,
Bandra Kurla Complex, Bandra (East) Mumbai 400098, MH, IN.
FCRN: F00471

June 01, 2021

Priyanshi Bansal

37, Lane- 14, Pratap Nagar, Mayur Vihar- 1
Delhi, Delhi 110091

Dear Priyanshi,

We would like to thank you for giving us the opportunity to meet with you, and discuss a possible employment opportunity with Citibank N.A. India (hereinafter referred to as 'Citi').

We are pleased to make an 'Offer' to you on the following terms and conditions, which will govern your employment with Citi and will be effective from your date of joining Citi:

- Career Level: C09
- Location: Mumbai
- Entity/Group: Citibank N.A. India
- CTC (INR)*: 1758868

* For the details of your compensation i.e. CTC please refer Annexure.

This offer is conditional upon the satisfactory completion by you of your professional course / degree, to be evidenced by the submission of the professional degree / certificate to us prior to the date of joining Citi.

Upon your acceptance of this Offer, and subject to successful completion of all pre-requisites to the satisfaction of Citi, the effective date of your joining will be as mutually agreed upon.

You hereby acknowledge and agree that you may be assigned by Citi to other locations, branches or subsidiaries of Citigroup in India during and/or after successful completion of the Program according to business requirement.

You will be eligible for relocation benefits under Citi's relocation policy. You will receive further information regarding these benefits separately.

You shall comply with and abide by:

- a. all policies of Citi (and changes/revisions thereto effected from time to time),
- b. the Code of Conduct for employees and changes/revisions thereto effected from time to time, as applicable to your grade, during the course of your employment with Citi.

During the course of your employment with Citi, you will work exclusively for, and in the interest of, Citi and maintain confidentiality as to the business of Citi and its customers, as required by Citi. You will not associate yourself in any activities which in the opinion of Citi are harmful or detrimental to the interests of Citi.

You are not entitled to be employed with another employer or be interested directly or indirectly in any other business or vocation.

Citi shall have the right, but not the obligation to transfer/second you, as the case may be, to any function, business group, any other location within India, or to its affiliate and subsidiary organizations, at any time in the future.

As a prerequisite for joining the employment, Citi will make confidential reference checks, including your stated academic credentials and professional career and achievements. Hence, your date of joining Citi is contingent upon entering the requisite data on First Advantage website for initiation of background verification**. This offer would stand revoked if the requirement is not fulfilled within (5 days) from the time of receipt of email intimation.

**not applicable for Citi inter-entity transfers

Upon joining, you shall provide Citi with the documents as mentioned in the checklist shared with you over e-mail. Further, you will be required to



Dear Sunny Yadav,

We are happy to welcome you onboard i.e. **12-Jul-2021 (Monday)**.

Today is your Virtual day of joining @ Societe Generale Global Solution Centre, you are joining a team of diverse people who are driven by excellence and whose widely recognized expertise is dedicated to always better serve our clients.

Due to country wide emergency on COVID-19 Societe Generale Global Solution Centre has enabled Virtual onboarding.

Following are your employments details which will help you for further processing's @ SG.

- You have been allocated with the Employee ID : **18823**
- Your joining location is : **Voyager-GF**
- Your business line & project details : **Business Line – RISQ & Project - SGSC RISQ/MOD VOYAGER**
- Your reporting manager Name : **Deepak Gupta [Deepak.Gupta@socgen.com]**

We hereby attach the Appointment letter for your reference and request you to please print, sign and send the scan copy of the same as confirmation via email, please refer annexure A. Also, provide your input on point no.27(Personal and financial declaration undertaking) of annexure A. if the printing option is not feasible send us the email confirmation as acceptance for time being, concurrently please work on to submit the scan copy of signed appointment letter. Also, the hard copy of the appointment letter will be issued to you on physical date of joining which needs your back dated signature. Failing to acknowledge will consider your employment with Societe General Global Solution Center as null and void.

Please note the Appointment letter PDF is password protected. Please key in the first three letters of your Date of Birth and the last four digits of your shared mobile number. For example, if the Date of Birth is 19 March 1980 and the mobile number is 9880281925, then the password will be **Mar1925**.

Your journey with SG starts effective today and the same will be considered for salary calculation. However your salary credit will be based on successful completion of necessary documentation and of your corporate salary account opening with HDFC / ICICI / AXIS.

Refer to the attached Bank Contact Details [HDFC / ICICI / AXIS] to open online bank account and share the Account Details [Account Number, IFSC & Branch Name] with GSC-Recruitment-Support@socgen.com. This clause will not be applicable if you have an existing account with HDFC / ICICI / AXIS and have already furnished the details part of Joining Form (Excel Sheet).

HR team will intimate you on the date of physical presence to complete joining formalities. As we will keep your file open for your signatures on certain mandatory documents to complete the formalities.

We hope this journey will be a meaningful one for you and provide you the right opportunities to learn new skills, advance your career and contribute towards the growth and success of the Organisation.

We look forward to a successful journey together

Best Wishes,

Team HR

Societe Generale Global Solution Centre





24520 33201003191-1

Vedant Bansal | 9810399790

KPMG



anjali aggarwal <anjali.aggarwal15@gmail.com>

Anjali Aggarwal: Teach For India - Offer Letter

Teach For India Admissions <admissions@teachforindia.org>

Fri, Apr 16, 2021 at 5:18 PM

To: "anjali.aggarwal15@gmail.com" <anjali.aggarwal15@gmail.com>

Cc: "selection@teachforindia.org" <selection@teachforindia.org>, "fellowship2021@teachforindia.org" <fellowship2021@teachforindia.org>

TEACHFORINDIA

OFFER LETTER

Dear Anjali,

Congratulations, you made it!

We are delighted to inform you that you have been **accepted** into one of India's most selective programs - **the 2021 Teach For India Fellowship!**

At Teach For India, we believe that all children deserve an excellent education and that we can only achieve this when a movement of leaders advocate for and impact educational reform. We are impressed by your past achievements and your commitment towards our shared goal, and we trust you have what it takes to take up this challenge and become a leader in the movement.

We look forward to you joining the Teach For India Fellowship 2021-2023. Post successful completion of the Fellowship, you will also join our growing network of 3400+ Alumni spread across areas ranging from teaching, school leadership and community empowerment to working in education NGOs, development sector organisations, policy and governance, as well as the private sector. Our Alumni have gone on to attend top institutions, have gradually risen to senior leadership positions across the public, private and social spheres, have founded 150+ social sector enterprises, and much more.

We are delighted to let you know that your placement city is: **Mumbai**

You can find a soft copy of your Commitment Form attached to this offer. To accept our offer, follow the steps below:

1. Sign in to your [application dashboard](#) with your registered email address and password (or OTP).
2. Ensure that your application dashboard now has two new sections titled 'Pre-Institute Engagement Survey' and 'Offer Confirmation'.
3. Read through the commitment form thoroughly in the second section and submit your confirmation.

The deadline to send in your confirmation is Friday, 14th May 2021.

We understand that the decision to join the Teach For India Fellowship is an important one, and could also be a challenging one. Please know that we are here to offer you the information and support you might need to make an informed decision. Our Recruitment Team will be reaching out to you shortly. Additionally, you may also reach out to us at fellowship2021@teachforindia.org. This will serve as the official channel for any communication over the coming weeks.

Welcome to the Teach For India movement.

Wishing you best,



Shaheen Mistri
Founder & CEO
Teach For India

 **Teach For India 2021 Fellowship Commitment Form**
80K

PRESS

2483



SAHIL SETHI
Sub Editor



INDIA^{TV}

INDIA TV BROADCAST CENTRE

DECATHLON

SPORT FOR ALL - ALL FOR SPORT

Employment Contract**Emp ID: DSI008524**

To,

Date: 24-07-2021

Mayank Mihir,

B501, Emaar Emerald Estate, Sector 65

Gurugram

Haryana

India.

Dear **Mayank Mihir,**

Thank for your interest in choosing Decathlon Sports India Pvt Ltd (DSIPL). As we believe your passion for sport and your values match those of our Company, we, at DSIPL, are pleased to appoint you as a **Decathlon Permanent Employee** on a **Full Time** basis, and your responsibilities would be those of a **Sport Leader** at our **New Delhi** location effective **19-07-2021** and you will be on probation up to **3 month(s)** or such extended period as specified by your Manager. Thereafter, your employment confirmation would be informed to you in writing.

Your gross fixed compensation would be INR. **25000.00**. You are also entitled for a monthly statutory/non-statutory bonus which will be at a maximum **20.0%** of your gross monthly fixed compensation. You are entitled to all the social security benefits like PF, ESIC (as per applicability), Gratuity, and Employee Compensation as specified in the respective statutory acts. Please find the detailed breakup of salary in Annexure1 enclosed below. Further, sufficient holidays keep one motivated in a work environment. Therefore you shall have **27** days of annual leaves

Christo Roy will be responsible to mentor and guide you in this phase of your professional journey or any such manager assigned by the later.

We at DSIPL strongly believe in your ability to manage yourself in the best interest of the Company. Fewer the rules better the productivity as far as we are concerned.

DECATHLON SPORTS INDIA PVT. LTD.

We trust you will enjoy working with DSIPL and take the utmost autonomy to complete your
Survey No. 78/10, A2 0-Chikkajala Village, Bellary Road, Bangalore - 562157

Mobile: +91 - 7676798989, www.decathlon.in

CH: U72200KA2004FTC933858



Anjali Aggarwal
Fellow 2021-23
Emp No: 115630

TEACHFORINDIA

N-23, 2nd floor, Green Park Extension,
New Delhi-110016
Tel- 011 4054 3751/65658666

**APPOINTMENT LETTER**

Ref No. 26806

Dated: 13-Sep-2021

Name	Nandini
Date of Birth	20-Aug-1999
Address – Permanent	#44, Second Floor, Block A1, South City 2, Gurgaon. Pin: 122018
Address – Present	#44, Second Floor, Block A1, South City 2, Gurgaon. Pin: 122018
Email ID – Personal	nandiniis17@gmail.com
Mobile Number	9560146325
Alternative Number	9717473181
Joining Date	13-Sep-2021
Designation	Associate
Business Unit	International
Department	Human Resource
Location	Gurgaon

DEAR NANDINI,**CONGRATULATIONS & WELCOME TO THE CARS24 TEAM!**

*Cars24 Services Private Limited (**Company**) has enormous growth plans and is rapidly scaling up with each valuable resource added to its talent repertoire. This is your chance of unparalleled exposure and growth opportunity!*

Your appointment shall be subject to the following terms:

1. Appointment

Your appointment shall be effective from 13-Sep-2021. Your appointment as Associate will be on a full-time basis and shall be governed by the terms contained herein and the Policies of the Company as applicable from time to time. You confirm that you have been provided with copies of and have familiarised yourself with the Policies of the Company.

OFFER LETTER

To LOKESH LEEKHA,

Dear LOKESH LEEKHA,

Welcome to Team Scaler .. !!

We are super happy to confirm your Full-time position as a “ Sales Operations Analyst ” at Scaler Academy starting from 28 Sep, 2021 . We are excited to have you onboard with us on our journey.

Below are the details for your remuneration:

CTC Structure

Base Pay: Rs. 5,50,000 / annum

Benefits : 1,51,473 / annum

Please sign and send this letter as an acknowledgment for the acceptance. This will be followed by submission of documents from our side along with the signing of several other documents relating to Non-Disclosure, Employment Agreement.

Please refer to the CTC breakup in the annexure.

LOKESH LEEKHA

Full Name: LOKESH LEEKHA

Date: Sep 27 2021

Best,

Anshuman Singh


Signature

Anshuman Singh

Co-founder/CEO

www.scaler.com

ANNEXURE 1: COMPENSATION DETAILS

	Annual (in INR)
Base Salary (A)	5,50,000
Performance Bonus (B)	-
Total Annual Salary (A+B)	5,50,000
Benefits	
Company's Contribution to Provident Fund	21,600
Gratuity	15,587
Family Insurance Premium	24,000
Meals* (applicable post Covid-19, once we are back in office)	72,000
Phone Bonus	18,000
Total Benefits (C)	1,51,473
Total Cost To Company (A+B+C)	7,01,473

Important: Please note that any benefits mentioned herein may be modified, rescinded or withdrawn by InterviewBit, at its sole discretion, with or without notice at any given point of time

Confirmation and Acceptance

LOKESH LEEKHA

Name: LOKESH LEEKHA

Date: Sep 27 2021



Document Details

Title	Offer from InterviewBit to Lokesh
File Name	Offer Letter- Scaler.docx-5.pdf
Document ID	a6cc52333c64476f8ffac584a2e7e111
Fingerprint	305e39630727708569a2d2b0d44e5c47
Status	Completed

Document History

Document Created	Document Created by People Team (people@interviewbit.com) Fingerprint: 305e39630727708569a2d2b0d44e5c47	Sep 27 2021 11:29AM UTC
Document Sent	Document Sent to LOKESH LEEKHA (LOKESH.LEEKHA51@GMAIL.COM)	Sep 27 2021 11:29AM UTC
Document Viewed	Document Viewed by LOKESH LEEKHA (LOKESH.LEEKHA51@GMAIL.COM) IP: 49.206.121.215	Sep 27 2021 11:35AM UTC
Document Viewed	Document Viewed by LOKESH LEEKHA (LOKESH.LEEKHA51@GMAIL.COM) IP: 49.206.121.215	Sep 27 2021 11:46AM UTC
Document Signed	Document Signed by LOKESH LEEKHA (LOKESH.LEEKHA51@GMAIL.COM) IP: 49.206.121.215	Sep 27 2021 11:47AM UTC
Document Completed	This document has been completed. Fingerprint: f8d3ddceb212d8735722509c9c106b47	Sep 27 2021 11:47AM UTC

ARYAN KATARIA
+91 9910097200

Vintage
SUNGLASSES & FRAMES

VINTAGE HI FASHIONS

B-28/2, Wazirpur Industrial Area, Delhi-110052, India.

Off. : +91 11 42474410, +971 50 842 1763 (Dubai)

Mail : vintagesunglasses@hotmail.com

www.vintagesunglasses.in  Vintage Sunglasses  [vintagehifashions](https://www.instagram.com/vintagehifashions)



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लैमिनेट्स



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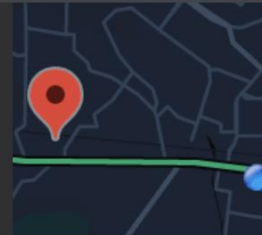
Overview

Photos

Reviews



Tiwari Rd, West Cabin Block,
Mundka, Delhi, 110041
5.1 km



Thursday	9am–9pm
Friday	9am–9pm
Saturday	9am–9pm
Sunday	Closed
Monday	9am–9pm
Tuesday	9am–9pm
Wednesday	9am–9pm

[Suggest an edit](#)





EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

06 August, 2020

**Mr Aryaman Malhotra
C-3-A/69-C, Janak Puri,
Near Pankha Road,
Delhi,
Delhi - 110058**

**Contact No: +91 9999766099
Email: aryaman88@gmail.com**

Dear Aryaman,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

Please note that both your employment and the terms of employment referred herein will be effective only in the event of you having successfully completed your **B.Com(H)** by **September, 2020**. If at any time it is noticed that the above prerequisite is not met or if it is found that you are not a qualified **B.Com(H)** by **September, 2020** your employment will be terminated with immediate effect.

1. POSITION:

You will be appointed in the position of **Associate in Assurance** in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Gurgaon** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.



3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion your date of joining will be **14 September, 2020**

Your initial work location will be 1st and 6th Floor, Tower A, Unitech World (Cyber Park), Sector 39, Village Jharsa, Gurgaon 122 001, Haryana.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm. Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting will be Gurgaon. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

8. CONFIDENTIALITY:

- a. **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. **Use of Firm's name:** You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. **Information:** You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests,

you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.

- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm , any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm' extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons

thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.

- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and



professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
 - a) Annexure A - List of documents to be submitted
 - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.



Building a better
working world

- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.
- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____ Date: _____

Name: _____

Annexure A

Dear Aryaman,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> • Your Pan Card - Mandatory • Aadhaar Card - Mandatory • Your passport, voters ID, ration card, driving license or ESIC card 	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> ▸ Graduation/Post-graduation <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

Annexure B

Name	Aryaman Malhotra	DOJ	14 September, 2020
Designation	Associate	Service Line	Assurance
Rank	44		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	11,111	1,33,333
House Rent Allowance (HRA)	5,556	66,666
Other allowance including flexible components 1	5,491	65,894
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
Fixed compensation	27,778	3,33,333

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,429
Gratuity 4		6,413
Total of Benefits		21,842

Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

¹ You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

³ Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

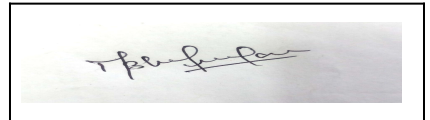
⁴ Gratuity will be paid as per provisions under the prevailing regulations.



1. Name	MANJRI BHATNAGAR
2. Regn. No	CRO0655375
3. Name & Membership Number of Principal (Chartered Accountant) under whom receiving training.	SUREKHA AHUJA
M.No	088304
4. Date of Commencement of Articles training	07/Oct/2021
5. Date on which training is due to be completed	06/Oct/2024



PHOTOGRAPH(PASSPORT SIZE)



Signature of Student

Place: _____
Date: _____



(Signature of Principal with Rubber Stamp)

NOTE:

1. This Identity Card is valid only till the date mentioned in column 5. This card should be surrendered to the Principal on termination of training.
2. This card should be signed by the articled assistant and the employer at the prescribed places only and no where else. Under no circumstances, any rubber stamp and/or signature be affixed on the Photograph.



Dear BHOR BANSAL,

This refers to Form 103 of CRO0615046 dated 19/05/2020 for registration as an articled assistant. We are pleased to inform you that CRO0615046 has been registered as an articled assistant under CHAWLA NEERAJ (076563) with effect from 18/May/2020 for a period of 3 Years 0 Months 0 Days.

You are requested to maintain a Monthly Practical Training Record (Ref. annexure to the Training Guide) and submit the required facts in the Report of Practical Training printed in Form 109/108 at the time of termination/completion of articles, as the case may be.

Regards,
ICAI

Note - This is a system generated letter and hence no signature is required.



PRIVATE AND CONFIDENTIAL
Nov 18 ,2021

Kind Attn: Mr Karan Pawani

OFFER OF EMPLOYMENT

Dear Karan,

I am pleased to offer you a position as Investment Analyst in Auxano Capital LLP (hereinafter "the Company"), Investment Manager of Auxano Entrepreneur Trust – SEBI Category I (Angel) Fund In addition to confirming the offer, this letter and its attachments set out the terms and conditions of your employment.

1. COMMENCEMENT OF EMPLOYMENT

Your appointment will commence on 3 Jan 2022 and you will report to company co-founder – Mr. Brijesh Damodaran. Your employment is contingent on the results of a background check which may include a personal history check and reference checks and can include verification of education and work history. If the results of your background check reveal information that is inconsistent with our standards, this offer may be cancelled or your employment with the Company may be subject to immediate termination.

2. COMPENSATION & PROFILE

Your position is graded as Investment Analyst .This includes an initial basic salary of INR 750,000/- per annum (Rupees Seven Lakhs fifty Thousand only) . You will be eligible for employee benefit policies.(employees are paid monthly on / before the 15th day of the succeeding month). You will receive your payments via direct deposit into your designated bank account. It is important that you complete and promptly return the new hire form with accurate banking details. The breakup of salary is :

Particulars	Annual	Monthly	Payable
Basic Salary	360000.00	30000.00	Monthly
HRA	180000.00	15000.00	Monthly
Transport Allowance	19200.00	1600.00	Monthly
Medical Allowances	15000.00	1250.00	Monthly
Professional Allowance	175800.00	14650.00	Monthly
Total	750000.00	62,500.00	

Job Profile will comprise of

Primary Duties and Responsibilities:

1. Research and Data Analysis

- Industry, business and competitive landscape research
- Track and manage pipeline of new potential investments
- Preparation of Business Plans & Financial Model

2. Portfolio Management & Due-diligence

- Reviewing financing documents/structures/agreements/contracts
- Regular monitoring through MIS
- Tracking portfolio performance, competitor performance and support strategizing for growth
- Coordination with cross functional teams in due diligence & legal process for fund raise
- Investment Committee presentations, as and when required

3. Corporate Activities

- Coordination with external stakeholders
- Conducting marketing activities for the fund, to manage social media presence and content development

The above is only an indicative description of the profile and not to be considered as the only responsibilities

3. TAXATION

The Company shall withhold the appropriate amount of Indian income tax from the salary paid to you. You shall be responsible for filing of your personal returns and for complying with other requirements under the India tax laws. The Company shall also be entitled to deduct any other sums as may be (or become) recoverable from you from time to time.

4. HOURS OF WORK

Your usual office hours will be 9:30 am to 6:00 pm Monday to Saturday (Second Saturday of every month will be a holiday) and if necessary, for additional hours and days as might be required for performing your duties competently and to meet the Company's requirements.

5. PLACE OF WORK

You will be working in the Gurgaon office of the Company. The Company may at any point of time, after giving you reasonable notice, transfer or assign your services to any place of business of the Company that may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.

6. LEAVE

After completion of successful probation period, You shall be entitled to 12 working days of privilege leave in a calendar year. You may avail of the privilege leave at such times as may be convenient to and agreed by the Company prior to availing such leave. Additionally, you shall also be entitled to 10 days of paid sick leave in a calendar year after confirmation.

7. TERMINATION

After the period of probation ends, the Company agrees to provide you with one months' prior written notice or the payment of one months' salary in lieu of notice in the event that it terminates your employment. Similarly, in the event you desire to leave the services of the Company, you will be required to give the Company two months' prior notice in writing.

The Company reserves the right to terminate your employment summarily without notice or payment in lieu of notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence, or have committed any breach of this agreement.

8. GENERAL PROVISIONS

As an employee in the full time employment of the Company, you will be obliged 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.

You acknowledge and agree that these provisions are reasonable and necessary to protect disclosure of the confidential and proprietary information belonging to the Company, as such disclosure would cause irreparable hardship, damage and injury to the Company. Accordingly, you agree that in the event that you breach this clause, the Company shall be entitled to obtain injunctive and such other equitable reliefs as may be permissible under law.

You shall, in addition to the terms and conditions of employment specifically stated herein, also be governed by the Company's Code of Ethics (as amended from time to time), rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time. You will also be governed by statutory laws enacted by Central or State Government or local authorities as maybe applicable to you from time to time.

The terms of this offer detailed above are strictly confidential and should be treated as privileged information between you and the Company. You are expected to maintain such information appropriately.

09. ACCEPTANCE OF OUR OFFER

Please confirm your acceptance of our offer by signing and returning the duplicate copy of this letter to Ashish Padiyar attention within 3 calendar days from date of this letter.

10. CONCLUSION

We hope you find this offer to be a satisfactory basis for joining the Company. This letter supersedes and completely replaces any prior oral or written communication on this subject. We look forward to receiving your acceptance and to working with you in the development of the Company. If you have any questions, please do not hesitate to email Ashish Padiyar at ashish@auxano.in

For and on behalf of Auxano Capital LLP

Brijesh Damodaran

DocuSigned by:
Karan Pawani
4B2608C4C8F44DE...
11/21/2021



सत्यमेव जयते

Government of India
Form GST REG-06
[See Rule 10(1)]

Registration Certificate

Registration Number : 07BUFPV4661N1ZV

1.	Legal Name	AAYUSH VATS			
2.	Trade Name, if any	AVS Enterprise			
3.	Constitution of Business	Proprietorship			
4.	Address of Principal Place of Business	1/3104, RAM NAGAR EXT, SHAHDARA, Shahdara, Delhi, 110032			
5.	Date of Liability				
6.	Period of Validity	From	29/10/2020	To	Not Applicable
7.	Type of Registration	Regular			
8.	Particulars of Approving Authority				
Signature					
Name					
Designation					
Jurisdictional Office					
9. Date of issue of Certificate		29/10/2020			
Note: The registration certificate is required to be prominently displayed at all places of business in the State.					

This is a system generated digitally signed Registration Certificate issued based on the deemed approval of application on 29/10/2020 .



GSTIN	07BUEPV4661N1ZV
Legal Name	AAYUSH VATS
Trade Name, if any	AVS Enterprise

Details of Additional Places of Business

Total Number of Additional Places of Business in the State	0
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GSTIN	07BUFPV4661N1ZV
Legal Name	AAYUSH VATS
Trade Name, if any	AVS Enterprise

Details of Proprietor

1



Name	AAYUSH VATS
Designation/Status	PROPRIETOR
Resident of State	Delhi



Offer Letter

Dear Sejal,

We thank you for your interest and time invested in pursuing a career with us. Further to your application and the recent interviews you had with us, we are pleased to offer you a position in Grant Thornton Bharat LLP on the following terms:

Expertise	Corporate Intelligence
Designation	Associate GT1
Location	Noida
Compensation	
· Cost to The Company (CTC)	Your annual CTC will be INR 3,20,000 per annum (Cost to Company).

This offer is contingent upon you successfully clearing all



PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (the “Agreement”) is made this 22nd day of December 2021, between TWP International LLC (“the Company,” “TWPI,” or “The Post”) and **Anant Gupta**.

1. Professional Services. The Post agrees to retain the services of **Anant Gupta** to perform the following professional services to The Post’s Newsroom, including, but not limited to: reporting and writing, consultation on story ideas, monitoring of news, organization of logistics and interviews, translation. **Anant Gupta** agrees to perform such services to the satisfaction of The Post.

You are expected to adhere to the Newsroom's social media guidelines, which are attached for your review and reference.

15-Aug-2021

**Tejas Ganotra
Dlehi, Delhi,
Delhi - 000002,
(Delhi) India**

Dear **Tejas**,

On behalf of **KPMG Assurance and Consulting Services LLP** (the '**Firm**'), I am pleased to offer you the position of **Analyst in GRCS-Real Estate** with the Firm.

You shall be based in **Gurgaon** and can be transferred to any other office of the

Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **06-Jun-2022**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the '**Probation Period**') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, for the time being in force ('**Firm Policy**'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the '**Confirmation Letter**'). Until such Confirmation Letter is issued, you are deemed to be on probation.

The terms and conditions of your employment with the Firm shall be as follows:

A. Compensation

1. Basic Salary

Your basic salary shall be **Rs.150000/- (One Lakh Fifty Thousand Rupees)** per annum, payable monthly in arrears. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Firm.

2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to Company (CTC), you shall be entitled to a sum of **Rs.150000/- (One Lakh Fifty Thousand Rupees)** per annum. The aforesaid part of CTC shall include Employer's contribution under the Provident Fund scheme of the Firm, subject to your entitlement and the policy of the Firm in that regard and allowances to be chosen out of the allowances / perquisites detailed in the Staff Manual

B. Other Entitlements

Your other entitlements, as may be determined by the Firm Policy from time to time, shall be as follows:

1. Annual Increments and Bonus

Firm is under no obligation to operate a bonus scheme and matters such as entitlement to performance incentive and/or annual fixed salary increase (and quantum thereof) shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

Any employee joining on or before 30 September of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of issuance of the increment letter.

Any employee joining on or before 31 December of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to his/her rating in respect of the relevant performance year and

being in active employment (and not serving notice) of the Firm on the date of disbursement of performance incentive.

2. Gratuity

You shall be entitled to payment of gratuity as per the Firm Policy and subject to the applicable law.

3. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Firm, if any.

4. Leave

You shall be entitled to twenty two days (working days) in a performance year in accordance with the Firm Policy subject to the applicable law. You will be governed by the Leave policies as stated in the Staff Manual and amended from time to time.

5. Maternity Benefits [For Women employees only]

You shall be entitled to maternity

leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding break for meals. The Firm practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Firm from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Firm to you towards Compensation, Other Entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Firm means:-

- (i) trade secrets,
- (ii) lists or details of its suppliers, their services, or customers and the services and their terms of business,
- (iii) prices charged to and terms of business with clients,
- (iv) marketing plans and revenue forecasts,

(v) any proposals relating to the future of Firm or any of its business or any part thereof,

(vi) details of its employees and officers and of the remuneration and other benefits paid to them,

(vii) information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Firm, any information given to the Firm in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and

(viii) any other information which is notified to you as confidential.

3.2 You shall not, either during your

employment or at any time thereafter, except as required by law, use, divulge or disclose to any person any Confidential Information, which may have come to your knowledge at any time during the course of your employment with the Firm. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence or fault.

4. Employment Conditions

During the course of your employment, you will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Firm. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Firm to assign such duties and responsibilities. Your performance will be subject to an annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as the Firm may from time to time require in relation to the Firm's business.

6. Independence and Risk Policies

We draw your attention to our independence and risk policies that apply to personnel in all functions. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Firm's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Firm, purchase, sell or deal in, at any time either during your employment with the Firm or thereafter, any securities issued by any past, present or prospective customer/client of the Firm in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Firm.

8. Staff Manual

You are requested to familiarize yourself with the Firm's staff manual on joining and you are required, at all times, to abide by the staff manual as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D.2 below. The terms of the staff manual shall form part and parcel of this Agreement.

9. Intellectual Property

9.1 You acknowledge that the Firm is the absolute, unrestricted and exclusive owner of the Confidential

Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Firm, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Firm. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Firm shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Firm. To the extent such rights do not vest immediately in the Firm, you agree to and irrevocably and unconditionally assign to the Firm all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Firm, for recording the Firm as

the owner of such works at the Firm's cost and expense.

10 Social Media policy

The employee shall ensure compliance with the social media policy of the Company as amended from time to time. It is important that an employee uses only the name of their employer. Any direct or indirect reference to an entity name, other than the name of the employer, shall be construed as a “Serious Misconduct” and shall be subject to the Company’s disciplinary process

Termination

1. Without Cause

1.1 During the Probation Period, the Firm may terminate this Agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Firm. Similarly, during the Probation Period you may also terminate this Agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment by you to the Firm of the salary in lieu

thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, the Firm shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Firm at the time of your joining the employment of the Firm, as well as the total cost incurred by the Firm and/or expenses reimbursed to you (if any), in connection with your relocation.

1.2 Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause, upon ninety (90) days prior written notice by the Party desirous of terminating this Agreement or payment of equivalent salary in lieu thereof or a combination thereof, at the discretion of the Firm. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Firm on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to

the Firm such joining bonus/sign-on bonus as paid to you by the Firm which shall be in addition to the ninety (90) days written notice or salary in lieu thereof or a combination thereof. Further, in case you have received any relocation benefits and you exercise the option of termination this Agreement, or your agreement is terminated by the Firm on grounds mentioned above within 12 months of joining, the Firm shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Firm and/or expenses reimbursed to you in connection with your relocation.

1.3 Additionally, in the event you exercise the option to terminate this Agreement as contained under the Paragraph D.1.1 and D.1.2 above, the Firm may relieve you from the date as the Firm may deem fit even before expiration of notice period without any liability to compensate you in connection with the unserved duration of your notice period. All other terms and conditions of this Agreement or applicable Firm policies including without limitation Code of Conduct shall apply to you in the aforesaid scenario of early

relieving without any exceptions or concessions of any kind whatsoever.

1.4 Without prejudice to the Firm's right as contained in Clause D.1.3, in case of termination of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on paid leave until the end of your notice period at the Firm's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.

1.5 With the exception as laid out in Paragraph D.1.4 above, you shall not be entitled to any leave while serving your notice period under this Agreement.

2. Breach or Misconduct

2.1 Notwithstanding anything herein, the Firm shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:

(i) found to have engaged in any act

of misconduct or negligence in the discharge of your duties or in the conduct of the Firm's business; or

(ii) found to have engaged in any other act or omission, inconsistent with your duties; or

(iii) found to have engaged in any breach of this Agreement, or the Firm Policy or lawful orders given to you by the Firm;

(iv) convicted of any criminal offence; or,

(v) found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Firm indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Firm directly or indirectly due to any breach of the terms of your employment including the staff manual.

In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Firm will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Firm are not the sole and exclusive remedy and are in addition to any other rights the Firm may have either under law or in contract or by operation of any other policy/document.

2.3 Provisional Offer

In accordance with the policy, this offer is conditional on the successful completion of the academic course which you are currently pursuing. Also, this offer is conditional on the receiving and being satisfied, with the background checks on your academic and professional qualification and experiences, any criminal records and any judgments relating to debts or insolvency thereof.

The present employment is offered to you on the basis of the information / particulars provided by you with regards to your educational / professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated.

3. Leave Beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Firm in respect of the excess days taken and the Firm is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Firm.

4. Return of Property

4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

4.2 You shall promptly, whenever requested by the Firm and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver up to the Firm all Property and you shall not retain any copies

thereof. Title and copyright in the Property shall vest in the Firm.

E. Governing Law

This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Firm.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Firm on or before **22-Aug-2021**, failing which, this offer stands automatically withdrawn by the Firm without any further notice to you.

Yours Sincerely,
for **KPMG Assurance and Consulting
Services LLP**

Authorized Signatory
Navneet Prasad
Human Resource

ACCEPTED

By: Tejas Ganotra

Date :

Start Date : _____

INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a ‘Member of the Firm’?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are ' **Member of the Firm** ' and ' **Covered Person** '. As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered

Persons.

‘Member of the Firm’ - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the firm may invest in mutual funds if they are not Covered Persons.

Please note that the term ‘Member of the Firm’ also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules?**

‘Covered Person’ - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the firm’s **Chain**

of Command with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same ' **office** ' in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a

Covered Person, your spouse, spousal equivalent and dependents * , whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called ‘ **immediate family members** ’ in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your ‘ **close family members** ’ —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member’s employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm’s independence.

What Kinds of Investments Are Prohibited For a ‘Member of the Firm’?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity.

Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.

- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.

- Beneficial interests in trusts and interests in retirement plans or stock

option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.

ANNEXURE 1 INDICATIVE COST-TO-FIRM PLAN

Tejas Ganotra
KPMG Assurance and Consulting
Services LLP

Cost-To-Firm Category	Monthly (in INR)	Annual (in INR)
i) Basic Salary	12500	150000
ii) Flexible Compensation	10700	128400
iii) Employer Contribution to Provident Fund	1800	21600
a) Fixed Compensation along with Employer's Contribution to Provident Fund (2020-21) (i+ii+iii)	25000	300000
a) Gratuity	601	7212
b) Insurance Premium		13967
Total Cost to Firm (2020-21) (a+b+c)		321179

Employee Contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Firm in that regard. Gratuity will be paid as per applicable rules.

You may be entitled to a performance bonus as per the Firm policy. The Firm is under no obligation to operate a bonus scheme and any payment of bonus to you is solely at the Firm's discretion.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 300000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Firm you may refer to the Staff Manual for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from..

ANNEXURE 2

Cost-To-Firm Structure

Indicative Components:

		Analyst
A	Basic Salary	50% of Fixed Compensation and amount of Employer's Contribution to Provident Fund
B	Provident Fund	Subject to your entitlement and the policy of the Firm, Employee's Contribution towards Provident Fund will be deducted from the compensation of the employee as per provision of the Employee's Provident Fund & Miscellaneous Provisions Act, 1952 and an equivalent amount as indicated in Annexure 1 will be deposited as the Employer's Contribution.

The balance of Fixed Compensation can be structured using the following options:

		Analyst
--	--	----------------

C1	House Rent Allowance	✓
<p>If an employee wants to avail house rent allowance, the employee should ensure the compliance of the following:</p> <ol style="list-style-type: none"> 1. The employee should furnish a lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. If the period of lease deed is for 12 months or more, it should be registered under the Registration Act. 2. The employee should also provide proper rent receipts issued by the lessor, which should be properly stamped and signed. 3. The employee should provide PAN of landlord in case monthly rent is more than equal to Rs 8,333/- or Rs 1,00,000/- per annum. (This is as per law) 4. The address of the employee given to the Firm and as per the lease deed should be the same. 5. Monthly Rent Paid: 		
Rent Paid		Requirement
More than or equal to Rs. 20,000/-		<ol style="list-style-type: none"> 1. Cheque no., cheque date along with Bank Name 2. Incase of direct bank transfer, bank payment details such as beneficiary bank a/c no., payment date and payment ref. no. alongwith Bank statement 3. PAN of landlord <p>All above three are mandatory to be mentioned on rent receipts.</p>

		Analyst
C2	Car Lease Rentals/Insurance	X
	-	
		Analyst
C3	Smartphone Purchase	X
	-	
		Analyst
C4	Car Reimbursements	X
	Fuel	NA
	Maintenance	NA
	(Maintenance to include services, repairs, parking charges, toll tax, Car	

	accessories & driver salary is not allowed)	
		Analyst
C5	Leave Travel Allowance	✓
	Exemption as per IT Rules. Appropriate proof (Original tickets in case of Rail journey; Original ticket and boarding passes in case of Air-Travel) along with payment proof to be submitted. During the period of LTA, the employee needs to be on approved leaves. (For more details, please refer CTC reimbursement policy under Expense Policies)	
		Analyst
C6	Children's Education Allowance	✓
	Exemption as per IT Rules.	
		Analyst
C7	Expenses in pursuit of Education	✓
	Subject to prior approval of Performance Manager. Exemption as per IT Rules. Maximum Rs 20,000/- p.a.	
		Analyst
C8	Home landline/	✓

	Mobile bill reimbursements	
		Rs 15,000/- p.a.
	Bills inclusive of all taxes including service tax. The landline / mobile bill has to in employee's name in order to get the benefit. (Prepaid is not allowed) (For more details, please refer CTC reimbursement policy under Expense Policies)	
		Analyst
C9	Meal Vouchers	✓
	Meal vouchers up to a maximum of Rs 15,000/- p.a. for all employees.	
		Analyst
C10	Purchase of computer at home	✓
	Rs 1,00,000/- p.a. for all employees and one purchase is allowed for a period of 36 months. (For more details, please refer CTC reimbursement policy under Expense Policies)	

ANNUAL PERFORMANCE BONUS

Dear Candidate,

Over and above your fixed compensation, you will also be entitled to a performance Bonus of up to 25% of your fixed compensation. While this Performance Bonus is indicative, your actual Bonus payout may vary in the event of exceptional performance and your attainment of strategic business goals, basis your and the firm's performance for the year.

Performance Bonus will be payable subject to you being on the payroll of the Firm and not serving notice period at the time of disbursement.

Payment of the aforesaid performance bonus shall be subject to the policies and/or procedures of the Firm/Company* as existing on the date of disbursement.

*Taxation will be governed by the Income Tax rules. The firm will be deducting tax at Source as per income tax guidelines



Ainika Jain

Employee No. : 490214

A handwritten signature in black ink, appearing to read 'Ainika Jain', written over a horizontal line.

Issuing Authority,





RISHABH RAI

Employee Id.: 11007925

Blood Group : A+Ve

A handwritten signature in blue ink, appearing to read "Rishabh Rai".

Issuing Authority

Chief Human Resource Officer

For Mother Dairy Fruit & Vegetable Pvt. Ltd.



Irfan Offer.pdf



06-Aug-2021

1/22

Irfan Hakim
10th Stone, Amal Vihar, Kerala,
Thiruvananthapuram - 695541

Dear Irfan,

On behalf of KPMG Resource Centre Private Limited (the 'Company'), I am pleased to offer you the position of Audit Associate in Audit with the Company. You will be part of the Audit-FS-Investment Management team.

You shall be based in Gurgaon and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by 13-Sep-2021, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the 'Probation Period') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('Company Policy'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the 'Confirmation Letter'). Until such Confirmation Letter is issued, you are deemed to be on probation.

The terms and conditions of your employment with the Company shall be as follows:

भारत सरकार

गृह मंत्रालय

शास्त्री भवन

सी. जी. ओ. काम्प्लेक्स



INDIA
MINISTRY OF HOME AFFAIRS

वेध तिथि

VALID UPTO

DEC

2026



नाम

Name

पद

Designation

मंत्रालय/कार्यालय

Ministry/office

Blood group : O+

साहिल

SAHIL -

वरिष्ठ तकनीकी सहायक

SR. TECH. ASSISTANT

कार्पोरेट कार्य मंत्रालय

CORPORATE AFFAIRS

Sahil Singh

NO. P 210120059060

Chaturvedi

अधिकारी(CSO)



Future Bankers Program



NEHA
HDFC Batch-8
Reg No. : 21225930057