

August 8, 2023

**Sakshi Sharma**

Dear Sakshi,

1E9 Advisors Private Limited ("Company") intends to offer you the position of Associate with the following terms and conditions.

- **Salary:** INR 4,80,000 per annum
- **Duration:** Permanent/Full Time
- **Probation Period:** 6 months with 1 month notice by either party
- **Notice Period:** 2 months' notice by either party - after probation
- **Target Start Date:** August 11, 2023
- **Location:** 5<sup>th</sup> Floor, 66 Varsha Court, Anand Park, Aundh, Pune – 411007
- **Reporting To:** Shumu Gupta, Vice President

Your acceptance of this offer and commencement of employment with the Company are contingent upon your execution of the relevant right to work documents required, two satisfactory employment references and the issue of the Company's standard Employment Contract, a copy of which will be supplied for your review and execution, prior to or on your first day of employment.

Please return a signed copy of this letter in acceptance.

We look forward to you joining us at 1E9 Advisors.

Yours sincerely,

*Vishal Apte*

Vishal Apte  
CEO  
1E9 Advisors Private Limited

Acceptance:

I, Sakshi Sharma, hereby accept and agree to the terms outlined in this offer and confirm that I can start employment on the date provided.

*Sakshi Sharma*

Sakshi Sharma

2023-08-11

Start Date



August 8, 2023

1 of 1



# Signature Certificate

Reference number: 3MPYR-AGQSE-TG2G3-2SUMZ

## Signer

## Timestamp

## Signature

### Sakshi Sharma

Email: sakshishrmaa11@gmail.com

Sent:

08 Aug 2023 12:02:11 UTC

Viewed:

08 Aug 2023 12:18:38 UTC

Signed:

09 Aug 2023 07:11:22 UTC

*Sakshi Sharma*

### Recipient Verification:

✓ Email verified

08 Aug 2023 12:18:38 UTC

IP address: 42.107.90.63

Location: Pune, India

### Vishal Apte

Email: vishal@enineadvisors.in

Sent:

08 Aug 2023 12:02:11 UTC

Viewed:

08 Aug 2023 12:02:17 UTC

Signed:

09 Aug 2023 07:21:06 UTC

*Vishal Apte*

IP address: 49.36.49.32

Location: Pune, India

Document completed by all parties on:

09 Aug 2023 07:21:06 UTC

Page 1 of 1



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PandaDoc is a document workflow and certified eSignature solution trusted by 40,000+ companies worldwide.







## APPOINTMENT LETTER

13/07/2023

**KSHITIJA POL**

Pune

Dear **KSHITIJA**

Welcome to the Capita family!

This contract sets out the main terms and conditions, on which Ventura (India) Private Limited will employ you. This contract comes into effect from **17/07/2023**. The offer will stand revoked if you are unable to join us on the said date.

### JOB TITLE

You will be employed in the position of **Executive - Customer Services** in **India - Band 7 - Operations**. You will be based at **Pune**. However there may be business requirement which requires flexibility of location and you may be asked to work partly or wholly from another location including working remotely from home on a permanent or temporary basis.

The Company reserves the right to change your duties and responsibilities during your employment.

### REMUNERATION

Your total remuneration (Cost To Company) on an annual basis will be **₹300,000.00**. All payments made to you will be subject to deduction of tax at source as applicable under the Income Tax Act 1961. Other statutory deductions may be applicable as per the law of the land from time to time.

Please find details of your package attached in the Salary Annexure. This amount is inclusive of your basic salary, statutory allowances to which you will be eligible and subject to statutory deductions as per the law of the land.

Salaries are normally reviewed annually. The review does not guarantee you an increase in salary. Any increase will be awarded on the basis of individual performance and the achievement of objectives, business profitability and market rates.

### BACKGROUND CHECKS / REFERENCES

Background check will be conducted verifying your Highest Education, Last 2 Employments and a Criminal Check for present and past addresses. These will cover suitability for the job, reliability and honesty. Should such background checks prove unsatisfactory, your employment in the Company will be withdrawn. At the time of joining and throughout the course of your employment with the Company, you are required to have a minimum Credit Score of 600 or above and no previous/existing criminal records against you. Subsequent to your joining, in case your Credit Score falls below 600 or there is any change in your criminal records, you are expected to proactively report any such changes and consequences arising thereof, to the Company immediately. The Company reserves the right to request for re-verification of your Credit Score and/or Criminal Check at any time during your employment as part of regulatory/audit requirements and as a commitment to its Clients.

Meeting minimum required standards are a must to ensure continuance of the employment contract.

### HOURS OF WORK

You will be asked to attend your duties as and when required in shifts, on holidays or Sundays in accordance with the exigencies, as per the Company policy and applicable laws from time to time. In order to be flexible to meet customer's needs you may be required to work additional hours from time to time. Overtime terms shall be as per the Company policy and applicable laws from time to time. You will be provided minimum one weekly off.



## PROBATIONARY PERIOD

Your employment will be subject to a **Six** months probationary period from the date of joining the Company. During your probation period, the Company will regularly assess and review your performance. At the end of this period your services will be confirmed. However, if your work performance is not of the required standard the company may extend your probationary period or terminate your employment without assigning any reasons. During probation period, either party may terminate the contract by giving notice in writing as applicable based on Company Policies. Please refer to the Policies Section on the Intranet for the Company's Probation Period and Notice Period Policies applicable to you.

The employee will be deemed to have abandoned his/her employment if he/she discontinues service for more than 10 days without prior approval from his reporting Supervisor/Manager.

The services of such employees will be terminated on non-communication on employee's behalf with his/her Supervisor/Manager or the HR representative.

## DEDUCTIONS

The Company shall be entitled to deduct from salary, or from any payment due to you upon termination of employment or during your employment, any monies due from you to the Company. Such sums include, without limitation, repayment of any loans or advances, repayment of any overpaid holiday pay, salary or benefits and the cost of any damage to or failure to return the Company's property. The Company will operate this clause in a fair and reasonable manner.

## NORMAL RETIREMENT AGE

Normal retirement age is the 60th birthday for all employees.

## ILLNESS

If you are prevented by ill-health, accident or other urgent necessity from reporting for work or performing your duties, you shall bring this to the notice of your line manager as soon as possible and provide the Company with all relevant information as it may reasonably require.

You may be required by the Company to attend an examination by a qualified registered medical practitioner appointed or agreed to by the Company and you may be required to produce a certificate of medical fitness before you resume work. Absence from work or disability in performing your duties beyond the period of sick leave to which you are entitled under the Company's policies shall be, at the discretion of the Company, without salary.

## LEAVE ENTITLEMENT

The leave entitlement shall be as per the Company policy and applicable laws from time to time

If you leave the Company, you are entitled to be paid for any outstanding leave entitlement. If leave already taken exceeds entitlement, the Company will deduct a pro rata amount from any monies owing to you at the time.

## MATERNITY LEAVE (Only relevant to a Woman employee)

You will be eligible for amended benefits under Maternity Benefit Act, 1961 as under:

**Maternity Leave:** You shall be entitled to 26 weeks of leave under Maternity Benefit of which not more than 8 weeks can precede the date of your expected delivery. However, in case you have two or more surviving children then the benefit will be for 12 weeks of which not more than 6 weeks shall precede the date of expected delivery.

**Adoption & Commissioning Mothers:** A woman employee who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as may be the case.



### **NOTICE PERIOD FOR TERMINATION**

You are required to provide the Company with written notice to terminate this agreement as governed by the Company policies. Should the Company terminate your employment, unless it is by reason of misconduct, the Company will give you the same written notice as applicable as per the Company Policy. Please refer to the Policies Section on the Intranet for the Company's Notice period Policy applicable to you.

The Company reserves the right to require you not to attend work or undertake any duties in relation to your employment during the notice period. The Company has discretion to pay you in lieu of notice.

The maximum liability of the Company shall not exceed three months' salary and statutory benefits in case the termination is found to be wrongful.

The employee will be deemed to have abandoned his/her employment if he/she discontinues service for more than 10 days without prior approval from his reporting Supervisor/Manager.

The services of such employees will be terminated on non communication on employee's behalf with his/her Supervisor/Manager or the HR representative.

### **NOTICE PERIOD (For training / migrations in the UK / India)**

The Company may propose a training programme / Migration in the UK / India exclusively for upgradation of your process knowledge OR knowledge transfer programme at the cost of Company. In case you accept the proposal of the training programme, immediately, following conditions for the notice period shall be applicable to you.

a) If your training period is less than 10 weeks or 10 weeks, you cannot leave the organisation within 6 months (for calculation 180 days) from the last date of return from the training/migrations in the UK. In the event of resignation within a period of six months (for calculation 180 days) from the last date of return of training /migration in the UK, you will be required to:

1> complete the full 6 months (for calculation 180 days) from the last date of return (mandatory) and serve the normal notice period (mandatory) as per the policy.

2> In the event you fail to comply with the above, you will need to:

- reimburse the entire cost incurred by the Company in training you
- you will be required to pay in lieu of shortfall in notice (will be calculated as 6 months (for calculation 180 days) minus notice period served, basis gross salary)

You shall serve the notice in writing to your immediate line manager.

b) If your training period is more than 10 weeks, you cannot leave the organisation within 12 months (for calculation 360 days) from the last date of return from the training/migrations in the UK. In the event of resignation within a period of twelve months (for calculation 360 days) from the last date of return of training/migration in the UK, you will be required to:

1> complete the full 12 months (for calculation 360 days) from the last date of return (mandatory) and serve the normal notice period (mandatory) as per the policy.

2> In the event you fail to comply with the above, you will need to:

- reimburse the entire cost incurred by the Company in training you
- you will be required to pay in lieu of shortfall in notice (will be calculated as 12 months (for calculation 360 days) minus notice period served, basis gross salary)

You shall serve the notice in writing to your immediate line manager.



c) **Training in India** : In the event of your training cost equal to or exceeding INR 1,50,000 per annum, you cannot leave the organisation within 6 months (for calculation 180 days) from the last date of completion of the training. In the event of resignation within a period of six months (for calculation 180 days) from the last date of completion of training, you will be required to:

1> complete the full 6 months (mandatory - for calculation 180 days) from the last date of completion of training and serve the normal notice period (mandatory) as per the policy.

2> In the event you fail to comply with the above, you will need to:

- reimburse the entire cost incurred by the Company in training you
- you will be required to pay in lieu of shortfall in notice (will be calculated as 6 months (for calculation 180 days) minus notice period served, basis gross salary)

You shall serve the notice in writing to your immediate line manager.

Should the Company terminate your employment, unless it is by reason of misconduct, the Company will give you notice as per Company policy.

The Company reserves the right to require you not to attend work or undertake any duties in relation to your employment during the notice period. The Company has discretion to pay you in lieu of notice.

### **TRAINING AND COMPETENCE SCHEME**

If required as per role, you will be required to attain competence as per the T&C scheme within 24 months.

This includes passing all appropriate examinations (Certificate in Financial Planning), and the other relevant requirements to attain competence, as per your role as an overseer. This will commence from the Overseer date (which will be communicated by your Line Manager) as per the Training and Competency Scheme, if applicable.

This condition being mandatory and statutory in nature, it is compulsory for you to attain competence within the stipulated time frame given to you from time to time either verbally, in writing, or through electronic media. Please note that non-observance of aforesaid condition shall result in automatic termination of your service without any notice or notice period thereof.

### **TRANSFERABILITY**

Your services shall be liable for transfer from one department / project / profit centre / Location / branch / state / city/country to another solely at the discretion of the management and your refusal to accept the same shall attract disciplinary action.

### **STATUTORY & MODEL STANDING ORDERS**

You will be subject to the Statutory & model standing orders. If you have any grievance relating to your employment, you should refer the matter to your line manager in the first instance.

### **INVENTIONS, COPYRIGHT AND DESIGN RIGHTS**

You shall promptly disclose and deliver to the Company full details, including drawings and models, of any inventions, discoveries or improvements which are originated, conceived, written or made by you at any time during your employment and which relate or could relate, directly or indirectly, to the Company's business.

You shall promptly disclose to the Company any copyright works or designs originated, conceived, written or made by you during your employment which relate, or could relate, to the Company's business.

You assign to the Company by way of future assignments with full title guarantee all copyright, design rights and other proprietary rights for their full terms throughout the world in respect of all works and material originated, conceived, written or made by you during the course of your employment which relate, or could relate, directly or indirectly to the Company's business.



You irrevocably and unconditionally waive in favour of the Company any and all moral rights conferred on you now or in future in force in any part of the world for any work the rights in which are vested in the Company.

You will not use any third-party data or materials that are not validly licensed by the Company unless authorised by your manager. You will not violate the Intellectual Property Rights of any third party in the course of your employment. If the Company is held liable for any violation by you, you will indemnify the Company against any losses, liabilities, litigation and expenses.

### **EXCLUSIVITY OF SERVICE**

During your employment, unless otherwise agreed by your line manager, you shall not undertake any other business, profession, or employment, or be or become directly or indirectly concerned or interested in any other business, profession or employment.

### **CONFIDENTIAL INFORMATION**

During your employment with us, or at any time after its termination, you will not be permitted to use or disclose to another, be it another employee or a third party, (unless you must do so in order to carry out your normal working duties whilst employed by us) any confidential information belonging to the Company, or any Associated Company, or in respect of which the Company, or any Associated Company, owes a duty of confidentiality.

Confidential information includes but is not limited to:

- any information given by a person to the Company who is a client or potential client of the Company
- confidential lists and particulars of the clients and potential clients of the Company or any Associated Company;
- any information relating to the products, or proposed products, of the Company or any Associated Company;
- any marketing, financial, business or sales information or terms of contracts or agreements, or plans relating to the Company or any Associated Company
- any information which the Company has identified as confidential

### **OBLIGATIONS AFTER EMPLOYMENT**

On termination of your employment you agree that you will not, either directly or indirectly, for a period of 12- months following your last day of employment on your own behalf or on behalf of another person:

(i) seek, canvas, solicit or accept from any person who was a client or potential client of the Company, or any Associated Company, any financial services or insurance business of the type offered by the Company, or any Associated Company.

(ii) seek to persuade any client or potential client of the Company, or of any Associated Company, not to conduct or renew any financial services or insurance business with the Company, or any Associated Company, or to terminate such business.

You agree that the compensation payable under this agreement is sufficient consideration for this clause, and that the time and character limitations are reasonable and will not impair your ability to earn a livelihood.

### **INTELLECTUAL PROPERTY**

The intellectual property in any material (e.g. ownership of copyrights, confidential information, trade marks or patentable inventions) made or acquired by you or to which you have had access or have had knowledge of in the course of your employment shall be the property of the Company and is covered by the confidentiality provisions set out above.

### **COMPANY PROPERTY**

You shall promptly whenever requested by the Company and in any event upon the termination of your employment (for whatsoever cause) deliver up to the Company or its authorised representatives all property, including without limitation: computer, mobile phone, office equipment which may be in your possession or under your control and which relate in any way to the property, business or affairs of the Company, any associated company or any client or agent of the Company.



## INFORMATION SECURITY

On commencing employment with the Company, you will be required to sign an Agreement of Non-Disclosure, Confidentiality, Conflict of Interest and Secrecy.

This agreement is the entire and sole agreement between the parties and replaces all other agreements or arrangements, whether they were written or verbal, and by signing this agreement you confirm that you accept the terms of this agreement and have not relied on any agreements which are not contained in this document.

## NON- ENTICEMENT

You are not permitted for a period of 12 months after your last day of employment, to employ, or solicit or entice away from the Company or any Associated Company any employee or worker who is engaged by the Company or any Associated Company in a senior managerial, sales or sales support capacity including customer services employees and was a person with whom you dealt in the course of your duties.

## PROCESSING OF YOUR INFORMATION

By signing this agreement, you are giving your consent to allow the Company to process your personal information, including sensitive information such as health information and information about criminal convictions, for employee administration and management purposes, which may include the carrying out of appropriate security checks. You also consent to our transferring your information to countries, which do not provide the same level of data protection as India.

During your employment with the Company, various software tools/applications may be installed on company desktop/laptop, or any other IT & telecommunication device (including any pre-approved personal device falling under "bring your own device" category) for the purposes of (amongst others) monitoring your productivity, maintaining confidentiality of the Company and/or its clients' data and/or information and to protect legitimate business interests of the Company. This monitoring may include, but not be limited to, log in & out details on the IT System, tracking of productive hours, tracking of non-active & idle hours including time spent on browsing non-relevant applications and URLs, desktop/laptop screen viewing rights by seniors/line managers strictly to ensure transparent handling of confidential data and/or information and to avoid misuse of any data.

## JURISDICTION

This agreement shall be governed by, and construed in accordance with, the laws of the Republic of India.

Yours Sincerely,

**For Ventura (India) Private Limited**



**Jayeeta D'Souza**  
**Authorised Signatory**





## DECLARATION

All the information declared by you being found true and accurate. In the event of any suppression of facts or falsification of information, dishonesty, disobedience, misappropriation, absence from work without permission or any other act considered detrimental to the interest of the Company, or of violation of one or more terms of this appointment, your services are liable to be terminated without notice.

You are requested to sign the duplicate copy of this letter as a token of your acceptance.

Signed..... Date: .....

Name: **KSHITIJA POL**

I acknowledge receipt of the original copy of this contract and accept the terms and conditions set out herein

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## DECLARATION

In order to comply with the regulatory environment in which Capita operates, we are required to ask employees about specific aspects of their background.

Please answer the following questions honestly and completely by ticking in the space next to either "Yes" or "No" and providing further details where required. If you need more space than is given for additional information, please use an extra sheet.

- Have you ever been dismissed by a previous employer or have you ever resigned under a disciplinary procedure?

Yes-----

No -----

If yes, please provide full details:

- Have you ever been convicted of any criminal offence?

Yes-----

No -----

If yes, please provide full details:

- Please confirm how many days you have been absent from work because of illness over the last 2 years. If any period of absence was for longer than a period of working days, please confirm the reasons for the absence.

----days

Details:

- Do you have any permanent medical disability?

Yes-----

No-----

If yes, please provide full details:





- Are you currently in arrears on any repayments for any type of financial services? This may include mortgages, personal loans, credit arrangements etc.

Yes-----

No-----

If yes, please provide full details:

I understand that any offer of employment will be subject to the information on this form being correct.

I understand that any false, incomplete or misleading information that I may give will make me liable, if employed, to dismissal.

Signature: -----

Name : **KSHITIJA POL**

Date : -----

Annexure I

**Name:- KSHITIJA POL**

**Designation:- Executive - Customer Services, Band:- India - Band 7 - Operations**

#### **COMPONENTS OF PAY - PER ANNUM**

##### **(A) FIXED COMPONENTS**

Basic Pay -- ₹120,000.00

House Rent Allowance -- ₹60,000.00

Statutory Bonus -- ₹36,000.00

Personal Pay -- ₹62,400.00

**Total Fixed Pay (TFP) -- ₹278,400.00**

##### **(B) RETIRALS**

Provident Fund (Employer's Contribution) -- ₹21,600.00

**COST TO COMPANY (CTC) (A+B) -- ₹300,000.00**

##### **(C) PERFORMANCE VARIABLE PAY**

Monthly Variable Pay -- ₹28,800.00

(Earning potential assuming Rating 'Delivers Consistently')

**TOTAL COST TO COMPANY (TCC) (A+B+C) -- ₹328,800.00**

Note:



**Ventura (India) Private Limited**

Registered Office: Upper Ground Level, Level 1, Level 2 & Level 3, Tower B1, Magarpatta City SEZ, Magarpatta City, Hadapsar, Pune-411013, Maharashtra, India.

Tel.: +91-20-67660400 Registered in India CIN: U72200PN2004PTC019380

Website: www.capita.com

Data Classification: Confidential

\* Monthly salary is subject to deduction of Professional Tax and Income tax.

- Employee's contribution to Provident Fund, Professional Tax and Income Tax will be deducted as applicable.

- HRA will be exempted from tax subject to producing the relevant bills as per income tax rules.

- You can claim reimbursements which is a part of your 'Personal Pay' for availing Income Tax exemption, as per applicable laws and company policy. Please refer to the policy note on Flexi-benefits for the plans applicable to you.

- Discretionary Variable Performance Bonus mentioned above is indicative, which is discretionary and performance based, and is paid out to all such employees who are on the active rolls of the Company (not resigned), as on the date of pay out and is calculated based on the Performance appraisal rating of the employee and Company performance & its discretion. The organisation reserves the right to amend/alter the compensation structure.

- You will be covered for Insurance (Mediclaim or ESI basis salary eligibility, Personal Accident, Term Life) as per Company policy.

- You will be paid Gratuity as per the Gratuity ACT.

Yours Sincerely,

**For Ventura (India) Private Limited**



**Jayeeta D'Souza**

**Authorised Signatory**







Date: 1<sup>st</sup> July 2023

Dear Leoum Jessica Shetty,

Apt-303, Bldg-C, Naren Hills Society,  
Azad Nagar, Wanawrie, Pune, Maharashtra - 411022

**Sub: FIXED TERM CONTRACT POSITION AS PART-TIME COUNSELLOR**

On behalf of Pregnancy Helpline India, a project of Life for All, Coimbatore, we are pleased to offer you a fixed contract position as **Part-time Counsellor** for the **Pregnancy Helpline India** and you will report to Vasantha Peter (Project Manager).

**APPOINTMENT**

Your appointment is being made on a contractual basis which commences from **1<sup>st</sup> July 2023** and expires on **30th January 2024** by the end of your contract, performance will be evaluated to assess your potential for continued engagement. You are to commit to a minimum of six-month period.

**LOCATION**

You will be based in your residential location and may require to travel for training purposes if need arises.

**SALARY**

During your tenure you will be paid **Rs. 8000 (Eight thousand only)** as salary and will not be entitled for any other benefits. In case, of any travel for training purposes the organization will consider contributing towards the expenses.

**PROBATIONARY PERIOD**

You will be on a probationary period for 2 months from the date of commencement and if the performance is not found satisfactory, the organization reserves the right to terminate this agreement before completion or conclusion of the term of engagement in accordance with relevant laws.





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## **JOB DESCRIPTION**

Your primary area of work will be to provide chat based and telephonic counselling to the clients and update the logs. You will also be involved with training and other admin roles.

### **Values and Ethical Conduct**

The relationship with the clients and you will be purely professional. Any form of communication can be held only during the working hours via telephone. You are not allowed to share your personal number with the clients. You can share your personal stories with the client only for therapeutic purposes during the call. If you find it difficult to handle the clients then they should be referred to the Project Manager or the director.

All interactions with clients will be private and confidential. Logs of each interaction will be kept solely within Pregnancy Helpline India for use in compiling demographic and reporting data, and for training purposes. You will be assessed every month and feedback will be given in areas you will need to improve. You will be expected to be open to learning everything that your work might require.

At Pregnancy Helpline India, we encourage you to grow in the knowledge of pregnancy related matters and develop the skills of counselling continuously.

## **WORK TIMING**

The nature of business the organisation carries out requires every employee to work in shifts to suit the business requirements of the organisation. It is therefore expressly made clear herein that your applicable timings of work would be as decided and notified by the organisation, and by accepting this appointment letter you would be considered to have given your consent to work in shifts.

## **LEAVE**

Since you are Part-time staff you will be granted 5 leaves per year including sick leave and casual leaves. If you exceed the leave then there will be a deduction in the salary. In a month, you can take a maximum of 2 leaves in your first 3 months of employment.

If the organisation deputed you to attend a seminar/ training/ conference then it will be marked as ON DUTY. It will not be considered as Leave. If you want to attend a training/ seminar/ conference related to their domain, out of the organisation domain of work, then the employee has to apply for leave. It will not be marked as ON DUTY.





In case of a relative's death or any other, leave can be taken based on the consent granted by the Project Manager who you will be reporting to. In case you, the employee, feel emotionally or mentally unfit then you will be granted timeout upto one month of unpaid leave on consent from the Project Manager and Director.

## **NOTICE PERIOD**

You will be required to give 30 days' notice in case you decide to leave our service or if you want to be relieved earlier then you have to pay two months of salary. The choice of either option shall always be subjected to the organization's discretion and acceptance.

Similarly, the organization can terminate your services by giving 30 days' notice or salary thereof at the sole discretion of the organisation. If performance is substandard to the agreed term, then the organisation has the right to immediately terminate after two warnings are given.

In the event that the organisation discovers any financial or technical errors attributable to you that relate to your period of work and which in the opinion of the organisation may cause financial loss or legal action to the organisation, the notice period may be increased by the organisation in its sole and absolute discretion by such time as may reasonably be required to complete the investigation or enquiry or to remedy such errors, whichever takes longer. You agree to extend your full cooperation to the organisation in such investigation or enquiry and make best efforts to assist the organisation to remedy such errors. You agree and acknowledge that you shall not be issued relieving certificates, closure letters and final salary settlement till such investigation or enquiry has been completed or such errors have been remedied, whichever is later.

## **USAGE OF ORGANISATION ASSETS**

It is the responsibility of each employee to safeguard the organisation's assets. This includes protecting them from unauthorized use by self and others. Use of assets for any unlawful or improper purpose is strictly prohibited.

Access to the call logs, any confidential client's information must be protected from unauthorized use. Any other organisation's facilities must be used for work only related to the organisation, and not for personal gains, solicitation, chain letters, threatening / obscene / harassing messages are simply not allowed and such misuse of assets may result in termination of the employment contract..







**Admin office:** 135/4 Jeevalaya Campus,  
Rayaruthupathi, Naickenpalayam  
PO Box No 4227, Coimbatore-641020.  
Phone: 08940505054  
Email: [support@lifeforall.org](mailto:support@lifeforall.org)

## REVOCATION OF APPOINTMENT

The organisation may revoke this Appointment unilaterally if it determines that you have furnished false, misleading or incorrect information at the time of appointment, submitted documents that are not authentic, including incorrect, unauthentic or misleading certificates, or other disclosures.

## NON-SOLICITATION AND NON-COMPETE CLAUSE

The organisation expects you, representing this organisation to refrain completely from keeping any form of contact with the client after the expiry of this contract. In case the clients require any further assistance then you are required to encourage the clients to contact the said organisation through their helpline. Even after the termination of this agreement, the employee should refrain from disclosing any confidential information unless the law requires it or the Project Manager requests for it. You are further discouraged from forming any personal relationship with the clients.

During the term of your employment and for a period of 2 months, immediately thereafter, you agree not to solicit any employee or independent contractor of the organisation, on behalf of any other business enterprise nor shall you induce any other employee or independent contractor associated with the organisation to terminate or breach an employment, contractual or other relationship with the organisation.

## PROFESSIONALISM

While employed with **Pregnancy Helpline India** you are expected to treat other employees with respect at all times. You are to abstain from passing any derogatory comments during their interaction. No form of emotional, physical or sexual harassment will be tolerated.

You are expected to be professional at all times and abide by the office policies which includes child labour policy, protection of woman from sexual harassment at work place, and in accordance with relevant laws, which may be unilaterally modified by the organisation at its discretion without modification of this offer letter.

## TERMINATION NOTICE

The organisation may end your employment, after completing due enquiry, at any time, with or without notice, because of your serious misconduct, serious neglect of duty, or serious breach of any of the terms of this employment agreement and policies laid out by the organisation including but not limited to breach of confidentiality, misuse of client information, mental/ sexual harassment offences.





**Pregnancy Helpline**  
Every Life Matters

**Admin office:** 135/4 Jeevalaya Campus,  
Rayaruthupathi, Naickenpalayam  
PO Box No 4227, Coimbatore-641020.  
Phone: 08940505054  
Email: support@lifeforall.org

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. I hope that your association with us will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it by a photocopy through email. If you have any questions, please do not hesitate to contact us.

We welcome you to Pregnancy Helpline India and look forward to a long-term relationship with you.

Sincerely

.....

I accept the terms and accept the offer of contract employment

Name : Leoum Jessica Shetty

Signature with Date :

21st June 2023

Simon Durairaj (Co-Founder of Life For All and Pregnancy Helpline India)

Signature with Date:

Johanna Durairaj (Co-Founder of Life For All and Pregnancy Helpline India)

Signature with Date:



Pregnancy Helpline India is a project of Life for All, Coimbatore in India.  
Life for All is an international non-profit organization whose aim it is to  
reduce injustices towards women and children.



Date: 5<sup>th</sup> June 2023

## OFFER LETTER

Dear **Ms. Haripriya Praveen**

With reference to your application and subsequent interview with the Principal at Indira National School Pre Primary Tathawade, the undersigned is pleased to offer you the post of **Dance Teacher** with effect from **5<sup>th</sup> June 2023**.

Your service will be on probation for one year from **5<sup>th</sup> June 2023** and you will be paid a Gross Salary of **INR 15000/- (Fifteen Thousand Only)** which has been mutually agreed and accepted at the time of interview.

If you agree to the above offer and mentioned date of joining, please acknowledge with acceptance on or before **12<sup>th</sup> June 2023** post which the offer stands revoked.



Best Regards,

**Mrs. Kamaljit Kaur Sidhu**  
**Principal**  
**Indira National School (Pre-Primary)**  
**Tathawade**





# Welcome to THE MOOD SPACE

Inbox



**Mehak Chawla** 10/6/2021

to me ▾



Dear Lavina,

It is with great pleasure that I welcome you to THE MOOD SPACE internship program.

We are very excited to have you on board with us! We were thrilled to learn about your personal, academic, and professional interests and endeavors, particularly in the areas of Marketing.

--

Thanks & Regards,

**Mehak  
Chawla**

Human

Resource

Specialist

+91-9910686846

mehak.chawla@themoodspace.com

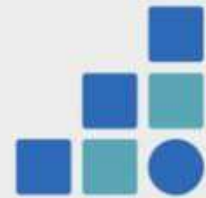




# Namaste Psychology

+91 98233 38080

namastepsychology@gmail.com



10<sup>th</sup> July, 2022

Dear Keara Fernandes,

We are pleased to offer you the freelance position of **Illustrator** at **Namaste Psychology** starting from the date of your acceptance. We believe your skills, creativity and work ethic make you an excellent fit for our company.

In this role, you will be required to create **illustrations on the basis of our requirement**. This can mean creating a set of 4 matching, simple illustrations, or a single illustration that will be more detailed and complex.

The charges for this will be **INR 200/-** for '**Set of 4 Illustrations**' and **INR 200/-** for '**Single Complex Illustration**'. Charges for any work falling outside these categories, can be discussed if and when required.

As discussed, we will start out on a trial basis, contingent on how this goes, we can discuss further on additional work, and subsequent remuneration.

Your employment with Namaste Psychology will be on an at-will basis, which means you and the company are free to terminate the employment relationship (with a one month notice to find suitable replacement). This letter is not a contract or guarantee of employment for a definitive period of time.

Please confirm your acceptance of this offer by sending us an affirmative e-mail to [namastepsychology@gmail.com](mailto:namastepsychology@gmail.com), or replying to the mail this was attached to by **11<sup>th</sup> July, 2022**.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Ruchi Rana  
Founder - Namaste Psychology





You have successfully completed the transfer

Reference Number N123232443127842

---

From Current  
5020 0063 3773 43

To Keara Fernandes  
ICICI BANK LIMITED Savings  
Account  
6488 0105 4007

Amount ₹3,750.00

Date Today, 03 May 2023

Transfer Mode National Electronic Funds  
Transfer(NEFT)

Remarks illustrations sept2022 to april  
2023





5<sup>th</sup> October 2023

To Whomsoever It May Concern

This is to state that Ms. Delna Anklesaria has been appointed as a Music Teacher in our school. She has to attend school daily from 9 a.m to 1.30 p.m.

A.R. Madraswalla

MRS A.R. MADRASWALLA  
PRINCIPAL





**Dubai-Forever.Com**

India Office: 52, Undri City Centre, Undri, Pune, India 411060

Mobile: +91-9158104352 | Email: shabbir@dubai-forever.com

## **Offer Letter for CV & LinkedIn Writer Position**

23/09/23

Zainab Shabbir Kagalwala  
4, 1<sup>st</sup> floor, Picasso Palace, Kedari Nagar  
Pune, Maharashtra - 411040

Dear Zainab,

You really impressed the hiring team during the interview process. We believe that you have the skills, experience, and attitude necessary to flourish in this position. For that reason, we would like to formally offer you the role of CV & LinkedIn Writer at our company Dubai-forever.com.

This is a full-time, remote position and is scheduled to begin on Monday, 15 May 2023. Your starting annual salary will be INR 1,80,000/- payable on a monthly basis. The position will require you to commit to approximately 32-34 hours per week and may even require you to work over the weekends depending on work deadlines. In this role, you will report directly to Mr Shabbir. In this position, you will be working in the following core work areas: writing CVs, LinkedIn Profiles, Cover Letters, Client Correspondence. The scope of your position as CV Editor and Career Document Specialist also involves editing and proofreading documents delivered by Dubai-forever and improving content quality.

During your course of present service order and/or future orders with Dubai-forever, you may have access to trade secrets and confidential or proprietary business information belonging to Dubai-forever. By accepting this offer, you acknowledge that this information must be safeguarded and agree to refrain from using it for personal reasons or disclosing it to anyone outside of Dubai-forever.com. As an employee of Dubai-forever, you will be required to sign and adhere to our company's confidentiality agreement.

This offer letter represents the full extent of the job offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. Please sign and return this letter to us by Friday, 5 May, 2023 to indicate your acceptance of this employment offer. If you have any questions or require clarification on any aspect of this offer, please do not hesitate to contact Ms. Tasneem, +919860209452, Head of our recruiting department. We are eager to welcome you to the Dubai-forever team and look forward to your positive response. Thank you for considering this offer, and we are excited about the opportunity to work together. We look forward to having you begin your career at Dubai-forever.com and wish you all the best.

**Shabbir Fakhruddin**  
**CEO and Co-founder**  
**Dubai-Forever.Com**

This electronic letterhead does not require a signature.



Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN – U72300KA2005PTC048089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,  
Survey No.72/2/1, Kharadi, Pune – 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



03-October-2023

Tamanna Jaikishin Lund

tamannalund@gmail.com

Sno140/1, Begumpura Niwas, Near Akurdi railway station

Gurudwara Road, Wahlekarwadi

Pune-411033

Dear Tamanna,

We are delighted to offer you employment with Northern Operating Services Private Limited (referred as Northern hereafter) as **Analyst I** in our **Transfer Agency** Department within the **Asset Servicing**. Your official title at Northern will be **Non Officer**.

This Employment Agreement sets out the particulars of the terms and conditions of employment between Northern Operating Services Private Limited, Tower A, 13th to 16th Floor, EON Free Zone- II, EON Kharadi Infrastructure Pvt. Ltd. – SEZ, Pune – 411 014 (“Northern”) and Tamanna Jaikishin Lund of Sno140/1, Begumpura Niwas, Near Akurdi railway station, Gurudwara Road, Wahlekarwadi , Pune-411033.

Any reference to “this agreement” throughout is reference to the terms and conditions of your employment as set out in this Statement.

## **1. Conditions**

Your employment is conditional on:

- (a) your agreement to and acceptance of this Employment Agreement;
- (b) you providing Northern with a valid Aadhaar number
- (c) your agreement to and acceptance (both in writing and electronically where requested) of the attached Non-Solicitation and Confidentiality Agreement;
- (d) should Northern request it, a medical assessment and report satisfactory to Northern;
- (e) the completion of background screening checks, including criminal records checks, (both prior to the commencement of your employment and on a recurring basis during employment) and receipt of written references to the satisfaction of Northern;
- (f) you providing Northern with satisfactory proof of any relevant qualifications, as may be requested by Northern;





- (g) your agreement to and achieving and maintaining a suitable standard for compliance purposes (see below), including agreeing to comply with all applicable policies, procedures and guidance, and completion of mandatory training in appropriate timescales. Your role is subject to the achievement and maintenance of an appropriate level of competence, as required by your current role at any point in time;
- (h) you being free to take up and carry out the role offered to you and you not being in breach of or breaching any express or implied terms of any contract, court order or of any other obligation legally binding upon you by virtue of accepting this Employment Agreement;
- (i) you having declared any action taken against you by a regulatory or professional body;
- (j) you having lawful authority to work in India and producing satisfactory evidence to this effect. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commence);
- (k) you not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern; and
- (l) you providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, non-hire agreements, and other restrictive contracts you may have entered into with former employers.

During your employment, Northern may conduct periodic background checks (including criminal records checks). It is a condition of your employment that you consent to provide the personal information required to conduct such checks when requested to do so. By accepting this Employment Agreement, you understand and agree that failure or refusal to consent and/or provide the required personal information will constitute a serious breach of this Employment Agreement which will be cause for initiating disciplinary action, including but not limited to termination of employment.

All of the above must be to the satisfaction of Northern. This appointment is on the basis of the information/particulars provided by you with regard to your educational/professional qualifications, experience and criminal records. 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. In addition, if the conditions stated above are not fulfilled to the satisfaction of Northern, then your appointment will be deemed void and your services with Northern terminated.





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This appointment is on the confirmation from you that you can perform the duties of the position for which you are being hired without violating any obligations that you might have to any other person or company.

## **2. Commencement Date**

You, Tamanna Jaikishin Lund, are employed by Northern as Analyst I in our Transfer Agency Department with effect from **23-October-2023**. You are requested to bring with you, when you first report for work, either a valid passport and employment visa (where relevant) or other valid evidence of the right to work in India. If this is problematic, please contact the Human Resources Department to discuss. You will receive an email in the week prior to your Date of joining, with instructions for your first day of employment.

## **3. Probation**

The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern will be considered to have been successfully completed after six months or you will be advised in writing, if Northern decides to extend your probationary period. During your probationary period, either the company or you may terminate this agreement by giving in writing to the other party, thirty days' notice, and the same notice requirement would apply to you should you resign during the probationary period. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of **60** days prior to termination of your employment. In either case, Northern reserves the right to pay you in lieu of notice.

## **4. Job Title**

You are employed as **Analyst I** in our **Transfer Agency** Department. You have been informed about your reporting line Manager by the hiring panel. Northern reserves the right to amend your reporting line to any person so appointed to act with such authority.

You shall faithfully and diligently perform the duties and exercise the powers which from time to time may be assigned to you by Northern together with such person or persons as Northern may appoint to act jointly with you. You shall serve Northern in this capacity to the best of your ability or in such other capacity as Northern may from time to time determine.

You and Northern agree that the nature of Northern's business demands flexibility and that reallocation of duties, power and other responsibilities from time to time is a natural part of – and a precondition for – the employment relationship between you and Northern. This may involve a change in your job title and reporting relationship.



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You shall perform such duties, discharge such responsibilities and exercise such powers, authorities and discretions in relation to Northern as from time to time may be delegated to you on such terms and conditions and subject to such restrictions as may from time to time apply. Northern may at any time require you to cease performing or exercising any particular power, authority or discretion delegated to you.

You shall at all times keep Northern promptly and fully informed (in writing if requested) of the business of Northern and of any information which may adversely affect Northern or its business.

## **5. Duties and Responsibilities**

Duties and responsibilities of the position are as outlined in your meeting with the recruitment panel. You may be required to undertake other duties from time to time as Northern may reasonably require.

You shall devote the whole of your time unless prevented by ill-health or accident or otherwise directed by Northern (including during any period of suspension or exclusion as detailed under sections 17 and 19) to your duties under this Employment Agreement. You must serve Northern honestly and faithfully. You may not, without the prior written consent of your manager, be employed or otherwise engaged in any other business, trade or profession either directly or indirectly in any capacity whatsoever. You must also not engage in other business activity, whether paid or unpaid which may conflict with your duties as an employee of Northern.

## **6. Associated Company**

You acknowledge and agree that Northern may at times require you to work for any Associated Company and to carry out its duties or responsibilities for any Associated Company which include its subsidiaries, affiliates or its customers, subcontractors or any other individuals or companies having any kind of association or relationship with Northern.

For the purposes of this Employment Agreement, an "Associated Company" is any company which for the time being is:

- (a) a holding company of Northern; or
- (b) a subsidiary of any such holding company or Northern; or
- (c) a company over which Northern or any holding company has control.

By working for any Associated Company, and/or by carrying out duties or responsibilities as mentioned in the above paragraph, you do not become an employee, or agent, or contractor of such Associated Company, including its subsidiaries, affiliates, customers, subcontractors or any other individuals or companies having any kind of association or relationship with



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Northern. For all purposes, you shall remain an employee of Northern and shall share an employer-employee relationship with Northern.

Northern further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of Northern or as part of any restructuring or amalgamation or such other plan implemented by Northern or by which Northern is bound, on such terms and conditions as applicable to such a plan.

## **7. Location**

You shall work at Northern's offices based at **Pune** or such other place of business of Northern or any Associated Company as may be directed by management from time to time.

You may be required to work at any other location, as may be directed by Northern from time to time. In normal circumstances you will not be required to work outside of India, however, business requirements may necessitate short term visits outside of India.

## **8. Compliance with Applicable Law**

You agree to comply with all applicable laws, regulations, governmental orders of India and rules governing the business or businesses in which Northern operates including, but not limited to, other jurisdictions where relevant laws may apply from time to time that relate to your employment by Northern.

## **9. Salary**

Your Annual Fixed Pay will be **₹368,142**, inclusive of all hours worked. A detailed breakdown of your Annual Fixed Pay is set out in **Annexure 1**.

Salary will be payable on a monthly basis, in arrears in 12 equal instalments. This will be credited to your account on or before the last working day of each month, subject to statutory deductions.

In accordance with the Analyst salary framework , your next salary review will be in the quarterly review cycle following the completion of 12 months in the role. Any subsequent increase after this will be as per the company's Annual Review Cycle, as laid out below.

The annual performance appraisal cycle is from January to December. Your base salary will be reviewed by Northern in or about April each calendar year, or at any other time determined by Northern from time to time. Annual salary adjustments will normally be effective on 1 April each year, subject to the rules in this regard and at Northern's absolute discretion.. In undertaking this review Northern may have regard to any matter in its absolute discretion. This review will not necessarily lead to an increase in your base salary. There will be no review of salary after notice has been given by either party to terminate your employment.





You consent to the deduction of any sums you owe to Northern at any time from your salary or from any payment due from Northern to you. You also agree to make any payment to Northern of any sums owed by you to Northern upon demand by Northern at any time.

## **10. Benefits**

The benefits set out below are discretionary and may be varied or removed by Northern at any time without notice.

- (a) Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme;
- (b) Northern offers Private Health Insurance for all employees and their dependents (as defined by the insurers) from the first day of employment;
- (c) Personal Accident Insurance is provided for all Northern employees; and
- (d) Group Term Life Insurance is provided for all Northern employees.

The above-mentioned insurance benefits are subject to: (i) acceptance by the insurers; (ii) the terms and conditions of the insurance policy (which may change from time to time); (iii) the premium being at a rate which Northern considers reasonable; and (iv) the agreements with the insurers. Benefits may be restricted both on an individual and/or aggregate basis. If an insurance provider refuses for any reason to provide insurance for you, Northern shall not be liable to provide you with any benefit of the same or similar kind or to pay any compensation in lieu of such benefit. Please refer to the Northern Trust India Employee Handbook for further information.

## **11. Retirals**

You will be eligible to participate in the Provident Fund and Gratuity Scheme, subject to the terms and conditions of the Fund and Scheme from time to time in force as prescribed under law. You will be provided with the details and terms and conditions at the time of your joining. Subject to applicable law, Northern reserves the right to terminate or substitute another fund and scheme.

## **12. Hours**

Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Your initial login time will be **13:30 IST**. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40-hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. In working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will





be notified of, from time to time, in writing. Subject to the shift pattern you work, you may be eligible for a shift allowance which you will be notified about as well. You should note that your entitlement to paid holiday and shift allowance may increase or decrease in the event that your pattern of work is altered.

Work patterns vary and you may be required to work outside of these normal working hours should the needs of the business make it necessary. The position will, from time to time, require work on additional hours. You will be compensated for such hours worked according to Northern's overtime policy if you are an overtime eligible partner.

Where required by Northern, you must accurately record your start and finishing times, and also the hours which you work each day.

### **13. Leave**

#### **(a) Annual leave**

Northern's holiday year runs from 1st January to 31st December. Your Annual Leave entitlement of 22 days must be taken during the appropriate holiday year.

You are entitled to payment in lieu of any accrued but unutilised annual leave and termination of employment. If you have exceeded your leave entitlement and leaving Northern, a deduction will be needed from your salary in consultation with you.

#### **(b) Sick and casual leave**

12 days of sick leave and casual leave (together) for sickness, accident or situations of emergency.

#### **(c) Public / National Holidays**

Northern recognises 10 days of national and local Public holidays. Details are contained in the Northern Trust India Employee Handbook and as currently in place and amended by Northern from time to time.

Further details about holidays and leave entitlement are contained in the Northern Trust India Employee Handbook. Details of authorised leave other than leave entitlement will also be found in the Northern Trust India Employee Handbook.

### **14. Expenses**

Northern will reimburse you for all reasonable business expenses properly incurred by you in the course of the performance of your duties. Any reimbursement is conditional upon the presentation of expense statements, receipts or other supporting documentation that Northern





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may reasonably require. A request for an expense reimbursement may be denied if it is not accompanied by the required documentation.

You agree that expenses drawn on Northern's credit card (which may be available for your use), which you have not accounted for in accordance with Northern's expense reporting policy within one month of the due date of the credit card company's invoice, may be set off by Northern against your net salary.

### **15. Travel**

You may be required by Northern to travel from time to time in order to perform the duties of your position, without any additional remuneration.

### **16. Notice and Termination**

Following the successful completion of your probationary period, the length of notice to terminate your employment which you are obliged to give to Northern, or Northern is obliged to give to you, will be **60 Days**.

Northern reserves the right to make a payment of salary in lieu of notice. For the avoidance of doubt, a payment in lieu shall not include any element in respect of insured benefits (e.g. health, life and travel) or holiday entitlement which may otherwise have accrued during the period in respect of which the payment in lieu is made.

During any period of notice of termination, whether given by Northern or you, Northern shall be under no obligation to assign any duties to you or to provide any work and shall be entitled to exclude you from its premises and prevent your contacting any member of Northern's staff, clients or suppliers, provided that this shall not affect your entitlement to receive your normal contractual payments. For the avoidance of doubt, during any such period, you may not undertake work of any nature on behalf of or for the benefit of any third party and you remain obliged to comply with your confidentiality obligations.

If you have resigned from employment, Northern may, at its sole discretion waive all or part of the notice, or allow you to pay in lieu of the notice period (or any remaining part of the notice period). Any resignation would have to be accepted by Northern to become effective. However, in case any disciplinary proceedings are either contemplated or pending against you or if there are certain business exigencies, Northern will have the right not to accept your resignation. Once accepted, the resignation cannot be withdrawn without express consent of Northern.

Subject to earlier termination of this engagement, you shall retire on the last day of the month in which you complete the age of 60 years as per the organization's record.

Nothing in this Employment Agreement shall prevent the giving of a lesser period of notice by either Party where it is mutually agreed.





If you are prevented, at any time, by ill-health or accident or any physical or mental disability from performing your duties hereunder, you shall inform Northern and supply it with such details as may be required, and if you are unable by reason of ill-health or accident or disability, for a period of 9 months or more to perform your duties hereunder, Northern may forthwith terminate your employment.

You agree and accept that any statutory or other "last in first out" rule or any modifications thereof shall not apply in the event of the termination of your employment for any reason whatsoever.

Northern shall be entitled to dismiss you at any time without notice or payment in lieu of notice if you commit an act of misconduct or are otherwise in serious breach of this Employment Agreement or your obligations as an employee or if you fail to maintain a valid right to work and reside in India. An indicative list of acts which constitute misconduct is set out below (and also in the Northern Trust India Employee Handbook):

- (a) fraud, bribery, or conviction of a felony or unlawful offense involving dishonesty or breach of trust;
- (b) dishonesty, embezzlement, larceny or misappropriation of Northern or client funds or property;
- (c) possession, use, copying or reading of corporate records without appropriate authorization, or disclosure of confidential information concerning financial, business or work information concerning Northern or any Associated Company or if it's one of their clients;
- (d) refusal to cooperate in any investigation deemed necessary by Northern;
- (e) falsification, alteration, forgery or destruction of any records, history, data, instrument, attendance information or any other corporate records;;
- (f) removal of, damage to, or misuse of Northern's or any person's property;
- (g) improper or unauthorized use of funds property or services;
- (h) workplace violence or the commission of, or threat to commit injury or damage against any person or his/her property; and
- (i) illegal or unauthorized possession, selling, delivery or use of intoxicants, narcotics or controlled substances any time during employment or while on premises or on corporate business.
- (j) Breach of any clauses of the Company's regulations/policies.





These are not intended to be exhaustive, and may be supplemented by area work rules in particular units. Northern also reserves the right to issue discipline up to and including dismissal for any other action which in its sole discretion it deems unacceptable. Disregard of Northern's performance or conduct standards may result in disciplinary action up to and including termination.

### **17. Obligations on Termination**

On leaving employment you must return all property, documents and correspondence belonging to or relating to Northern, any Associated Company or its or their customers, subcontractors or any other individuals or companies having any kind of association or relationship with Northern.

Upon the termination of your employment, for whatever reason, you shall resign from all offices (if any) held by you in Northern and/or any Associated Company and in the event of failure to do so, Northern is hereby authorised to appoint a person in your name and on your behalf to execute all documents and to do all things requisite to that effect.

### **18. Suspension**

If Northern suspects that you have been involved in any improper conduct or involved in any misconduct or other conduct which in the reasonable opinion of Northern may impact upon your ability to carry out your duties and responsibilities under this Employment Agreement or may cause damage to Northern's business or reputation, Northern may do the following for the purposes of conducting an investigation:

- (a) suspend you from performing the duties and responsibilities of your position for a period determined by Northern;
- (b) direct you not to attend the workplace, communicate with fellow employees, customers, suppliers or clients of Northern or any other persons involved in the conduct which is being investigated, or otherwise interfere with the conduct of the investigation; and
- (c) appoint any person to conduct the investigation and direct you to provide any assistance and answer any questions required for the investigation.

During the period of suspension you will continue to receive the remuneration under this Employment Agreement.

Any suspension under this clause will not be treated as disciplinary action by Northern, but will be instituted solely for the purpose of conducting an investigation.





## **19. Disciplinary procedures**

You are subject to the disciplinary rules and procedures set out in the Northern Trust India Employee Handbook. In cases of misconduct you may be dismissed without notice or pay in lieu of notice.

## **20. Grievance procedure**

If you have a grievance or are dissatisfied with anything affecting your employment you have the right to raise the matter in accordance with the procedure set out in the Northern Trust India Employee Handbook.

## **21. Collective agreements**

As per the date of this Employment Agreement, no collective agreements directly affect your terms and conditions of employment.

## **22. Northern Trust India Employee Handbook**

The provisions of Northern Trust India Employee Handbook apply to your employment. The Northern Trust India Employee Handbook sets out additional terms of employment with which you are obliged to comply. These terms do not form a part of your Employment Agreement. For your information, Northern has a No Smoking Policy and smoking is not permitted anywhere on Northern's premises.

## **23. Compliance**

Various Associated Companies for which you may be asked to work are subject to additional legal and regulatory requirements of other countries. In addition, all Northern Trust activities are subject to supervision by the Federal Reserve Bank of Chicago and where relevant, by the Reserve Bank of India. You are therefore required to conduct your business and outside activities in accordance with all applicable legal and regulatory requirements, as set out in relevant Corporation Policies, and other written guidance. Failure to do so may result in disciplinary action being taken by Northern. In particular, your attention is drawn to the regulatory requirements described below, which may be applicable to your activities:

### **(a) Personal Investment Transactions**

Associated Companies' activities enable certain staff to have access to information concerning the purchase and sale of investments, which if misused, could involve a breach of the law, regulatory rules and have an adverse effect on clients. Therefore, you are required to adhere to Northern's rules concerning the authorization and notification of personal investment transactions.

### **(b) Anti - Money Laundering**







You are required to complete Anti-Money Laundering training on a periodic basis. You will be advised of your training requirements at the commencement of your employment.

(c) Dealing Rules

You are required at all times to abide by all applicable laws, regulations or rules governing the business or businesses in which Northern operates

(d) Standards of Conduct

The Northern Trust Corporation Code of Business Conduct and Ethics (Code of Conduct) is a statement of basic principles to be followed by all employees. The Standards of Conduct Policy supplements and provides further detail to the Code of Conduct concerning business ethics and standards. You will be required to acknowledge the Standards of Conduct Policy and all policies listed therein on an annual basis.

They can be found under Partner Passport > About Northern Trust > Corporate Ethics. You should read these policies carefully and comply with the guidelines at all times.

Upon joining Northern you will be provided with a copy of all relevant Corporation Policies and will be asked to confirm your acknowledgment of all of the terms contained therein.

You do not become an employee, or agent, or contractor of any other Associated Companies just by performing services, and/or by carrying out duties or responsibilities for such companies. For all purposes, you shall remain an employee of Northern and shall share an employer-employee relationship with Northern.

**24. Confidential information**

You are obliged to comply with the terms of the Non-Solicitation and Confidentiality Agreement during and after the termination of your employment with Northern. A copy of the Non-Solicitation and Confidentiality Agreement is enclosed with this Employment Agreement and forms part of the terms and conditions of your employment. In accepting the enclosed Non-Solicitation and Confidentiality Agreement, you confirm and acknowledge that you have received the document, that you have read and understood it and that you agree to abide by its contents.

You shall not disclose to Northern, or use for its benefit, any proprietary or trade secret information to which you may have had access while employed elsewhere. You shall not bring to Northern's facilities any materials or documents belonging to any other person or company, including but not limited to customer lists.



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## **25. Inventions**

Any work product, improvements, developments, discoveries, proprietary information, trademarks, trade names, logos, art work, slogans, know-how, processes, methods, trade secrets, source code, application development, drawings, plans, business plans or models, blue prints (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials thereof), inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), designs or copyright work and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages developed or created from time to time, made by you during the course of your employment by Northern whether or not in the course of your duties and whether for Northern or any Associated Company (“Intellectual Property”) shall be the exclusive property of Northern. All such Intellectual Property shall be regarded as having been created under a contract of service. In consideration of your employment with Northern, you hereby transfer and assign in favour of Northern, all rights, title and interest in and to all the Intellectual Property, together with the rights to sublicense or transfer any and all rights assigned hereunder to third parties, in perpetuity. You agree that such assignment shall be perpetual, worldwide and royalty free. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if Northern does not exercise the rights under the assignment within a period of one year from the date of assignment. You further acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. You also agree to assist and cooperate with Northern in perfecting Northern’s rights in the Intellectual Property. You undertake at the expense of Northern to execute any formal and additional assignment required by Northern to vest or confirm the vesting in it or its nominee of all rights in any such Intellectual Property.

The obligations set out in this section shall survive the termination of your employment. You hereby acknowledge that any violation, breach or other failure on your part to comply with these obligations could materially and irreparably injure Northern and its business in a manner inadequately compensable in damages and that Northern may seek and obtain injunctive relief against the breach or threatened breach of these obligations in addition to any other legal remedies that may be available.

## **26. Communication**

You shall keep Northern informed of your latest postal address at all times and inform Northern in writing of any change in address. Any communication sent to you by Northern on your last known address shall be deemed to be duly served notwithstanding the fact that you have changed your address if this change was not previously advised in writing to Northern.





## **27. Dual Employment**

You are not and will not be subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern.

## **28. Amendments**

Subject to applicable laws, Northern reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you in writing.

## **29. Acceptable Use**

Northern may provide you with access to certain facilities, including email and internet services, computer systems, telephone services (mobile and landline), facsimile machines and photocopying facilities. You must use these facilities in accordance with any applicable Code of Conduct or policy.

You shall have access to e-mail and the Internet, for the better performance of your duties. You agree to comply with Northern's policies regarding the use of Northern's computers, e-mail system, Internet services and other software programmes. You are aware that Northern has complete access to all material and e-mail correspondence and an overview of Internet usage that is saved in or performed via Northern's data system.

Northern reserves the right to monitor all e-mails/Internet activity by you for the purposes of managing your employment and to ensure compliance with Northern's applicable policies and procedures.

## **30. Employee's Representations and Warranties**

This Employment Agreement and your employment with Northern are at all times conditional upon:

- (a) your obtaining and retaining all necessary visas, work permits, licenses, registrations, or memberships to enable you to lawfully reside and work in India and fulfil the duties of your position;
- (b) your being competent to properly carry out the duties of your position and that any representations as to the qualifications, skills, experience, industry knowledge, business influence, client contacts, and employment history made by you or a person on your behalf are true and correct; and



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- (c) your not being subject to any direct or indirect restrictions on your ability to fully perform the duties of your position and your not breaching any obligation to a third party by entering into this contract.

You acknowledge that in entering into this Employment Agreement, you have not relied on any representations, assurances, warranties, or understandings about its subject matter, except as provided in this Employment Agreement.

### **31. Miscellaneous**

This Employment Agreement, the Non-Solicitation and Confidentiality Agreement and the other documents referred to herein constitute the entire agreement relating to your employment and supersedes all (if any) prior offers, subsisting agreements and undertakings (written or oral), with respect to your employment by Northern which such agreements, arrangements and understandings shall be deemed to have been terminated by mutual consent. You warrant that you have not entered into this Employment Agreement in reliance on any warranty representation or undertaking of any nature whatsoever which is not contained in or specifically incorporated in this Employment Agreement.

The expiration or determination of this Employment Agreement, howsoever arising, shall not affect such of the provisions hereof as are expressed to operate or have effect thereafter, and shall be without prejudice to any right of action already accrued to either party in respect of any breach of this Employment Agreement by the other party.

No delay, failure or omission on the part of Northern to exercise any of its powers, rights or remedies under this Employment Agreement will operate as a waiver of them nor will any single or partial exercise of any such powers, rights or remedies preclude any further exercise of them. If, at any time, any provision of this Employment Agreement is or becomes illegal, invalid or unenforceable in any respect, the legality, validity and enforceability of the remaining provisions shall not be impaired or affected.

### **32. Governing Law and Jurisdiction**

This Employment Agreement is governed and construed in accordance with Indian laws. The courts at Pune shall have the exclusive jurisdiction over all disputes or claims between you and Northern under this Employment Agreement. Any dispute, controversy or claim arising out of or in connection with the Employment Agreement shall be finally settled under the Rules of Arbitration and Conciliation Act, 1996. The seat of arbitration shall be Bangalore. The language of arbitration will be English. If any provision of this Employment Agreement is held to be invalid or unenforceable, then such provisions shall (so far as it is invalid or unenforceable) be given no effect and shall be deemed not to be included in this Employment Agreement but without invalidating any of the remaining provisions of this Employment Agreement.





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### **33. Third Party Rights**

Other than an Associated Company, any person who is not a party to this Employment Agreement has no right to enforce any term of this Employment Agreement.

### **34. Personal Data Protection**

Please note that any personal data, which have been provided by you to Northern, its agents (including Personnel Risk Management), recruitment agencies or other third parties, in connection with your application to Northern for employment, including any sensitive personal data and any subsequent personal data supplied by you, in connection with your employment with Northern, will be held on a confidential basis. Northern will process these personal data (and may disclose them) for the purposes of offering you employment with Northern and all other purposes for which Northern deems fit.

For the purposes set out above, Northern may also transmit personal data about you overseas to other countries. Northern will take all reasonable steps to ensure that your data will be treated with an acceptable level of confidentiality.

By accepting and acknowledging this Employment Agreement, you consent to personal data (and, in particular, sensitive personal data) relating to you being held, processed or disclosed for the purposes set out above. You also consent to the transfer overseas of any such personal data by Northern as set out above.

### **35. Acknowledgment and Acceptance**

If the terms and conditions of this Employment Agreement are acceptable to you, please confirm your acceptance by acknowledging (both electronically and in writing, where requested) and returning the enclosed copies of this Employment Agreement, the Non-Solicitation and Confidentiality Agreement and completing (and signifying your agreement to, where required) all of the documents listed on the enclosed checklist as indicated to Northern Trust within seven days from the date of this Employment Agreement. If we do not receive this in the form mentioned above by the mentioned date, we will assume you do not wish to accept the terms and the offer will lapse and be void. Prior to this date, the offer is valid subject to your joining on or before the date mentioned on the Employment Agreement. If your agreed start date is not detailed in your Employment Agreement at this stage, you will be required to mention this on your first day of employment.

The terms of this offer are strictly confidential between you and Northern and any breach of this confidence will be viewed with utmost seriousness.

## **Northern Operating Services Private Limited**

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## Annexure 1

### Salary Annexure

Salary Component	Amount
Basic	₹136,000
House Rent Allowance	₹54,400
Flexible Cash Component	₹149,600
Total Fixed Pay (TFP)	₹340,000
<b>Retirals</b>	
Employer's contribution to PF	₹21,600
Gratuity	₹6,542
<b>Sub Total</b>	₹28,142
<b>Annual Fixed Pay (TFP + Retirals)</b>	<b>₹368,142</b>
<b>Monthly Gross</b>	<b>₹28,333</b>

#### Additional Benefits:

- Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme;
- Private Health Insurance is provided to the employee and his/her dependants (as defined by the insurers);
- Life and Accident cover is provided for the employee only.

#### Note:

- Flexible cash component can be further used for claiming tax exemptions on LTA subject to limits.
- Shift allowance where applicable is paid as per prevalent policy.
- Employee State Insurance (ESI) is a statutory contribution towards government health insurance in addition to Northern provided Insurance (for eligible employees only).

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## **NON-SOLICITATION AND CONFIDENTIALITY AGREEMENT**

### **A. Confidential Information:**

1. I agree and acknowledge: (a) that in the course of and as a consequence of my employment with the Company and because of the nature of my responsibilities I will have access to and will be entrusted with Confidential Information (as defined below) concerning the Company's business; (b) that I will occupy a position of trust and confidence with respect to such Confidential Information; (c) that the Company entrusts me with Confidential Information in reliance on a confidential relationship arising out of my employment with the Company and my execution of this Agreement; and (d) that such Confidential Information that I may acquire or to which I may have access is of great value to the Company.
2. I will not, during my employment or thereafter, remove or transfer physically, electronically or in any other way any Confidential Information (or any copy thereof) from premises or property owned, used or leased by the Company, except: (a) as is required in the course of my duties for the Company and as is necessary for me to perform my duties; or (b) if I have received advance written consent from an authorized Executive Vice President of the Company. Upon any termination of my employment, all documents and electronic files containing Confidential Information (including all copies) and all Company property will be turned over immediately to my manager or other designee at the Company, and I shall retain no copies thereof.
3. I agree that, during the course of my employment with the Company and after I cease to be employed by the Company for any reason, I will not, directly or indirectly, for my own or another's benefit, use, make known or divulge any Confidential Information, except: (a) as is required in the course of my duties for the Company and as is necessary for me to perform my duties; or (b) if I have received advance written consent from an authorized Executive Vice President of the Company.

### **B. Competitive Restrictions:**

1. I agree that, during my employment with the Company, I will not directly or indirectly, nor will I assist anyone else to, engage in any activity that is competitive with the Company or any of its subsidiaries or affiliates.
2. I agree that, during my employment with the Company and for a period of six (6) months after I cease to be employed by the Company for any reason, I will not, directly or indirectly, except as authorized by the Company in the course of my duties for the Company: (a) provide, or directly assist in the provision of, any







Competitive Services or Products to any Client or Prospective Client (as defined below); (b) Solicit, or directly assist in the Solicitation of, any Client or Prospective Client; or (c) solicit, encourage, advise, induce or cause any Restricted Person (as defined below) to terminate his or her employment or engagement with the Company, nor provide any assistance, encouragement, information, or suggestion to any person or entity regarding the solicitation or hiring of any Restricted Person.

3. I acknowledge that my duties for the Company are not confined to any specific geographic area. Rather, my duties pertain to particular clients, and the identities and locations of these particular clients may change from time to time. I therefore agree that the restrictions in this Agreement attach to my conduct in any country where the Company has carried out business in which I have been materially involved or concerned and with respect to Clients and Prospective Clients wherever they may be located during the six (6) month period after I cease to be employed by the Company.
4. Nothing in this Agreement shall prohibit my Solicitation of or my providing Competitive Services or Products to any Client or Prospective Client with whom I can demonstrate that I had a business relationship prior to the start of my employment with the Company, provided that no Confidential Information is used, directly or indirectly, in connection with that Solicitation or provision of Competitive Services or Products.
5. If my employment with the Company lasts for less than six (6) months, the time period of the competitive restrictions provided for in this section shall be reduced to be equal to the number of months that I was employed by the Company.
6. Nothing in this Agreement is intended to prevent me from seeking or accepting employment with any other financial services institution, bank, trust company, brokerage firm, or other competing entity after the termination of my employment with the Company, so long as such employment does not violate the restrictions of this Section B.

C. Work Product:

1. Any work product, inventions, methods, processes, software, procedures, improvements, property, data, documentation, information or materials that are prepared, conceived, discovered, reduced to practice, developed or created by me, either jointly or severally, during, in connection with, for the purpose of, related to, or as a result of any work I performed for the Company, the business of the Company, or the Company's actual or demonstrably anticipated research or development (the "Work Product") shall be owned exclusively and perpetually by the Company. I agree to disclose promptly all Work Product to the Company. I hereby unconditionally and irrevocably transfer and assign to the Company all right,



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title and interest (including all patent, copyright, trade secret and any other intellectual property rights) that I currently have (or in the future may have) by operation of law or otherwise in or to any Work Product. I acknowledge that all Work Product that may be copyrighted shall be deemed, to the extent permitted by law, “works made for hire” as defined in the U.S. Copyright Act, 17 U.S.C.A. §101 et seq. (or equivalent local legislation as applicable), I agree to waive all rights (including “moral rights”) in all Work Product, and I further agree to and hereby assign to the Company all of my right, title and interest (including copyright) in the Work Product. Nothing in this Agreement shall be construed to grant the Company any interest in materials that I prepared, conceived, discovered, reduced to practice, developed and created entirely on my own time and for which no equipment, supplies, facilities, resources, or trade secret information of the Company was used, unless those materials relate to the Company’s business (including the Company’s actual or demonstrably anticipated research or development) or result from any work that I performed for the Company.

2. To the extent that any document or other filing can be prepared or filed in order to perfect, evidence or register any transfer as referenced in paragraph C.1 above, then I will, at the cost of the Company, sign and otherwise assist with any such document or filing (and any steps related thereto) as the Company considers desirable.

D. Definitions: For purposes of this Agreement:

1. “Company” means The Northern Trust Company, its successors, and any and all subsidiaries or other affiliates (or any of their successors) as to which I perform services, or have access to Confidential Information, during my employment. For purposes of this Agreement, the term “affiliate” means any entity that owns or controls, is owned or controlled by, or that is owned or under common control with The Northern Trust Company.
2. “Competitive Service or Product” means any service or product that satisfies both of the following criteria: (a) is the same or substantially similar to or competitive with any service or product that the Company provided to its clients during my employment by the Company, and (b) is one as to which I had material involvement or access to Confidential Information at any time during the period of twelve (12) months prior to the termination of my employment with the Company.
3. “Client” means any person or entity to which the Company provided Competitive Services or Products, and with which I had contact or about which I had access to Confidential Information, during the last twenty-four (24) months of my employment. “Prospective Client” means any person or entity to which the Company provided, or from which the Company received, a proposal, bid, or written inquiry (general advertising or promotional materials and mass mailings excepted) for the Company to provide Competitive Services or Products and with



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which I had contact, or about which I had access to Confidential Information, and with whom the Company has been engaged in negotiations, during the last twelve (12) months of my employment. “Client” shall not include any person or entity that acted only as a referral source for the Company during the last twelve (12) months of my employment.

4. “Solicit” and “Solicitation” (with respect to Clients or Prospective Clients) mean directly or indirectly, and without the Company’s written authorization, to invite, encourage, request, or induce (or to assist another to invite, encourage, request or induce) any Client or Prospective Client to: (a) surrender, redeem or terminate a product, service or relationship with the Company; (b) obtain any Competitive Service or Product from me or any third party; or (c) transfer a product, service or relationship from the Company to me or any third party.
5. “Confidential Information” means all information regarding the clients of the Company, or regarding the current or planned business of the Company, which has not been made generally known to the public by authorized representatives of the Company, whether created or supplied to me by the Company or compiled by me in the course of my duties for the Company, including but not limited to: (a) client information, such as client lists (in any form) and other non-public personal, business, financial, or other information regarding the clients or prospective clients of the Company, such as the identities of clients and prospective clients (including names, addresses, phone numbers, email addresses, and social security numbers or other government-issued identification numbers), information regarding clients’ accounts, their borrowings, their financial needs, their current or proposed transactions, their investment preferences and/or history, contract terms, client files, all internal analyses of clients and/or their accounts or investments, and all other information regarding clients that the client or applicable law designates as private or confidential; (b) financial information, such as financial plans, reports, and forecasts; earnings figures; and profitability information; (c) corporate strategies, and business, marketing and/or strategic plans; (d) business procedures and methods, computer data, software, and systems designs of the Company; (e) all personnel files and information and any lists of employees, vendors, or independent contractors of the Company; and (f) all information for which the Company has a legal or contractual obligation to treat as confidential. Confidential Information does not include information which has become available to the public generally (otherwise than as a result of any breach by me of any obligation owed by me to the Company).
6. “Restricted Person” means any person of Officer level or above who provided services to the Company (whether as an employee, agent, independent contractor, or otherwise) within the last six (6) months of my employment with the Company, and with whom I had material business-related contact, about whom I had access to





confidential personnel information, or for whom I had direct or indirect supervisory responsibility, during my employment with the Company.

E. Notice and Other Agreements:

1. If for any reason I decide to leave the Company, I agree that I will provide written notice of my intention to leave as provided in my contract of employment with the Company or (if no such notice period exists) of ten (10) business days (two (2) weeks), setting out the date I want to leave, and (as soon as I know it) the name of my next employer, with a description of what my expected position will be. I agree that the Company may contact my new employer regarding my obligations under this Agreement.
2. I recognize that the restrictions set forth in this Agreement are reasonable in scope, including as to time, geography, and the nature of the activities they prohibit, and that they are no more extensive than is necessary in order to protect the legitimate interests of the Company. I further recognize that the Company will suffer immediate and irreparable harm as the result of any breach of such restrictions and that monetary damages will not be adequate to compensate the Company for such breach. I understand that the Company may seek injunctive relief, in addition to monetary damages, to enforce those restrictions. I acknowledge that the period of the restrictions in this Agreement shall be reduced by any period of garden leave exclusion to which I may be subject under my contract of employment with the Company.
3. If any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, it shall be limited, modified and construed in accordance with applicable law as it then shall appear, and if such modification does not or cannot occur, then the provision in question shall be severed, this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein, and the remainder of this Agreement shall be enforceable and binding upon the parties.
4. I understand and acknowledge that if I transfer positions or locations between or among Northern Trust Corporation subsidiaries or affiliates, I may be required to sign another, substantially similar Non-Solicitation and Confidentiality Agreement. I agree that the Company may assign this Agreement, and I hereby consent to such assignment and to the enforcement of this Agreement by the Company's successors and assigns. This Agreement and the rights and obligations of the Company and I hereto shall bind and inure to the benefit of any successor or successors of the Company, but neither this Agreement nor any rights or benefits hereunder may be assigned by me.



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Maharashtra, India.  
Main - +91(20) 48538200



5. This Agreement is intended to supersede the provisions of any employment agreement or other agreement that I may have previously entered into with the Company regarding the subject matters described in this Agreement, but this Agreement will not supersede the terms and conditions of any agreement pertaining to any equity award that I may previously have received.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.







Date: 02.08.2023

Ref No: 00020261/A31/7059

Reenaz Ramzan Lakhani  
M.H.B Colony L-40 669/670

Pune 411006  
Maharashtra

Dear Reenaz Ramzan,

We are pleased to offer you a position as "**Analyst - P2P (Accounts Payable/Receivable)**" with AXA Business Services Pvt. Ltd (the "Company"). You will be required to report for work on or before **14 August , 2023** up to which date this offer is valid. Your total employment Cost to Company will be **Rs. 296720.00/-** per annum, effective from your date of joining the Company.

Based on performance, you will be eligible for annual incentives as per the Company norms. You are required to submit a copy of the relieving letter from your previous Organization (if any) mentioning the cause of separation on your date of joining. Your employment with the company and continuance thereof is subject to your successful reference check & medical fitness, which will be conducted at a future date, considering the current lockdown situation due to COVID-19 crisis. This will be informed separately and you will be expected to complete the same within specified time lines communicated to you. In case you fail to meet any of the above, this offer will be deemed as cancelled.

You will be governed by all the rules and regulations of the company in force and as applicable from time to time.

"You will be entitled to an annual increment in **April 2024**".

As per company policies in case your work entitles you to travel on-site you are required to sign an undertaking for one year.

Please signify your assent by signing the copy of this offer letter.

Wishing you a great career and growth options with AXA Business Services.  
Yours sincerely,

For **AXA Business Services Pvt. Ltd.**

**Sudarsan C**  
Lead - Talent Acquisition



**AXA GO Business Operations**

**AXA Business Services Pvt. Ltd.**

Telephone: Bangalore: 080 - 41830000 | Pune: 020 - 66079999/6999 | Website: [axabusinessservices.com](http://axabusinessservices.com)

CIN : U67200KA1995PTC018761

**Regd. Office:** 1st Floor, MFAR, Manyata Tech Park, Phase-IV, Rachenahalli Village, Nagawara, Bangalore, Karnataka-560 045, India.

**Ecopolis**, 2nd Floor, Block No-E3, Hinduja Realty Ventures Ltd, Co-Developer of Gulf Oil Corporation SEZ, Survey No. 155, 159, 164 (Part) 165 (Part) 166, 167 Kattigenahalli Village, Yalahanka Hobali, Bangalore, Karnataka-560063, India.

**Solitaire Business Hub:** E Core # 1st Floor, C&D Core - 1st, 2nd and 4th Floor, Survey No. 207/1A+33A, Lohegaon, Viman Nagar, Pune-411 014, India.

**Suzlon:** One Earth, Aqua Lounge, 2nd Floor Left & Right Wing, SadeSatra Naili, Hadapsar, Pune-411028, India.

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## ANNEXURE - 1

BREAKUP OF TOTAL COMPENSATION PACKAGE		
Name :	Reenaz Ramzan Lakhani	
Designation :	Analyst - P2P (Accounts Payable/Receivable)	
Level :	A1	
(A) FIXED COMPONENTS	<i>Rupees per Annum</i>	<i>Rupees per Month</i>
Basic	180000	15000
Company contribution to PF	21600	1800
HRA	13254	1105
Statutory Bonus	15000	
Sub Total	229854	17905
TOTAL (E)	208254	16105
TOTAL FIXED PAY (TFP) = (A)	229854	
(B) PERFORMANCE INCENTIVE		
Performance Bonus @5% of TFP	11493	
TOTAL (B)	11493	
(C) RETIRALS & OTHER BENEFITS		
Gratuity	8654	
TOTAL (C)	8654	
TOTAL SALARY (TS) = (A+B+C)	250001	
Medical Insurance Premium	9841	
Company Contribution to ESI (if applicable)	8078	674
Shift Allowance (If Applicable)	28800	
TOTAL (D)	46719	
TOTAL COST TO COMPANY (TCC) = (A+B+C+D)	296720	

For AXA Business Services Pvt Ltd.

**Sudarsan C**  
Lead - Talent Acquisition



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**Note:**

- 1) Total take home salary = E, subject to tax and employee contribution to PF.
- 2) Performance Bonus mentioned above is indicative and is paid out to all such employees who are on the active rolls of the company, as on the date of Performance Bonus payout.
- 3) All employees will be covered under Group Term Life insurance with additional critical and terminal illness for a principal amount limited to five times the TFP.
- 4) Employees (self, spouse and two children) are covered under Group Medical Insurance for a sum of Rs.400,000 per annum for any hospitalization expenses.
- 5) All employees will be covered against personal accident for a principal amount limited to five times the TFP.
- 6) All employees will also be covered under Employees Deposit Linked Insurance for a principal amount limited to Rs.7,01,000.
- 7) Employee State Insurance (ESIC) will be deducted if Monthly Gross salary is less than or equal to Rs. 21,000 which is as per ESIC Act.
- 8) **Shift Allowance:** If employee works in shifts the corresponding shift allowance to the timing worked is paid, if the employee moves to a normal shift then shift allowance is not applicable.

Any shift starting after 6:00 am and on or before 8:00 am - Rs.2000 per month	Any shift starting at or after 4:00 pm but before 8:00 pm - Rs.3200 per month
Any shift starting at or after 12:00 noon but before 4:00 pm & Any shift starting at or after 5:00 am but on or before 6:00 am - Rs.2400 per month	Any shift starting at or after 8:00 pm but before 5:00 am - Rs.4000 per month

For AXA Business Services Pvt Ltd.

**Sudarsan C**  
Lead - Talent Acquisition



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Date: 15 Jun 2023

MS TANAYA DATTATRAY SAKPAL  
8172 PMC COLONY HEALTH CAMP PANDAV  
NAGAR PUNE 16PUNE  
CITY 411016

Employee No: 3020629

Dear MS TANAYA DATTATRAY SAKPAL

**Engagement Letter - Trainee**

With reference to your application to be appointed as Trainee and the subsequent interviews you had with us, we are pleased to appoint you as a Trainee under the Standing Orders of our establishment from 15 Jun 2023 and expire on 15 Jun 2024 subject to the following terms and conditions:

1. Your training engagement shall conclude on the 15 Jun 2024 or it can be terminated earlier with a notice period of 15 days or compensation in lieu thereof.
2. You will be paid a stipend as per the below annexure per month subject to ESIC Contributions.
3. You shall be covered under the Group Medical claim and Group Accident Policies of the Company.
4. You will adhere to the instructions of your trainers / mentors and abide by the rules of discipline either existing or enforced from time-to-time.
5. Your candidature for appointment in the same department or any other department will be considered on successful completion of the training. There is no guarantee of employment to be given to you if you could not complete the training successfully.
6. Any breach or violation of the instructions / rules / will render you to terminate the training engagement.
7. You will adhere to punctuality and shall learn the trade/work diligently.
8. You will not be entitled to Bonus and other benefits as applicable to regular employees.
9. TeamLease reserves the right to conduct background verification through an external agency. For this purpose, TeamLease may share your personal details as voluntarily disclosed by you, with the external agencies. In the event it is found that the details furnished by you is incorrect or you have concealed any material information or your BGV report is negative, your services are liable to be terminated without notice.
10. The nature of your relationship with TeamLease will be that of contract of service from 15 Jun 2023 and expire on 15 Jun 2024. Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.
11. In the event of discrepancies in your educational documents or negative background verification, company shall have the right to immediately terminate your services without any notice period.
12. This Offer Letter is subject to your completion of training and successfully clearing the post training assessment. In the event you do not complete the training or fail the assessment, this Offer Letter shall stand null and void.



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Please return the copy of the Engagement Letter after affixing your signature at the appropriate place on the office copy in token of your having read, agreed, fully understood and accepted the terms and conditions of engagement. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your training assignment with TeamLease with the acceptance of your first stipend will be conclusive proof of your acceptance of the engagement in accordance with the terms and conditions of the Company's Standing Orders.

**ENDORSEMENT**

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed



(Authorized Signature)

Signature and date:

Name: TANAYA DATTATRAY SAKDAR



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### Salary Annexure

Employee No: 3020629

Particulars	Amount
ESIC - Employer	591
Stipend	18171
TotalAmount	18762
Amount In Words(Rs)	Eighteen Thousand Seven Hundred Sixty Two Rupees

### Net Pay Annexure

EARNINGS	Amount
Stipend	18171
<b>Gross Earnings</b>	<b>18171</b>
DEDUCTIONS *	Amount
Employee ESI	137
Professional Tax	200
<b>Total Deduction</b>	<b>337</b>
<b>Net Salary</b>	<b>17834</b>

\* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

\*\* Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

### **Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)**

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The **link** to undergo the programme and complete the evaluation is given below.

Link : <https://tconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.



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