

Ref: LTIMindtree/HR/10723623/OA-DK-05-18-2025-0003
May 23,2025

Akash Naresh Meshram

Pune-Blueridge Hinjewadi-IT 6-flr 2 & 3

Dear Colleague,

**Sub: Your Onsite Assignment for the execution of the order received from M/s. Nordea Pension EDB
Danmark II ApS, Copenhagen, Denmark**

We are pleased to inform you that the management has selected you for onsite assignment to **Copenhagen, Denmark** on an assignment received by LTIMindtree from: -

M/s. Nordea Pension EDB Danmark II ApS, Nordea Pension EDB Danmark II ApS, Christianbro, Standgade 3, on the terms and conditions set out below.

You will be deputed to **Denmark** on or after **May 31,2025**, and the duration of your deputation is intended to be until **Sep 27,2025** but may be changed in the Company's sole discretion based on your immigration status and project and business requirements.

Upon acceptance of this offer, this letter will record the terms and conditions of your contract of employment with us for the period of your onsite assignment (**the Contract**).

1. PLACE AND NATURE OF WORK:

You will be working and executing the contract in the office space provided by the LTIMindtree / Client, under the control and supervision of LTIMindtree's **Denmark** Office. Your responsibility during the period of onsite assignment shall be to execute assigned projects/activities and other allied work related to the Software engineering business/contract of the company. The completion of the assignment will be intimated to you.

2. IMMIGRATION COMPLIANCE:

- (a) The Employee's deputation is subject to compliance with **Denmark** Immigration laws and the terms and conditions of any visa the Employee may hold, allowing the employee to work for LTIMindtree **Denmark** / Client. LTIMindtree, to the extent permitted by law, will not be liable for any penalties/ liabilities arising in the event of non-compliance by the Employee or non-compliance by anyone covered by the Employee's visa with obligations imposed by such Immigration laws or visa.
- (b) The Employee must Immediately notify LTIMindtree Denmark, if the Employee becomes or is at risk of becoming legally unable to work in **Denmark**, for LTIMindtree **Denmark** / Client.
- (c) If the Employee becomes unable to legally work for LTIMindtree **Denmark**, the Company may terminate the Employee's deputation without notice or payment in lieu of notice.

LTIMindtree Limited

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3. WORKING HOURS & LEAVE POLICY

You will follow the normal working hours as applicable to your place of work. You will be eligible for leave as per the Leave Policy & Guidelines for Denmark and public holidays as per the published holiday list. A detailed leave policy as applicable to you is uploaded on HR Policies portal.

Employees assigned should apply leave in ULTIMA WORKS.

Link for applying the leave and attendance <https://ultimaworks.ltimindtree.com/home>

During the deputation period, the Employee is required to abide by the LTIMindtree policies and procedures as amended from time to time. These policies and procedures do not form part of this Agreement, nor do they constitute terms and conditions of the Employee's deputation with the LTIMindtree or give rise to contractual rights or entitlements enforceable by the Employee.

The Employee is required to read LTIMindtree's policies and take all necessary steps to ensure that they are properly observed. Failure to adhere to such policies will result in disciplinary action, which may include summary dismissal without payment in lieu of notice.

4. TOTAL PAY IN DENMARK:

You will be eligible for the salary as mentioned in Annexure 1, which is only applicable for the duration of the Assignment in Denmark (and any agreed extension thereof). At the commencement of the Assignment, the Annual Gross Salary is paid monthly.

When you return to India you will be eligible only for the salary determined by the salary structure prevailing in India.

For your extension/movement to any other location within the same project and same country, your Manager must amend the existing assignment request in iVizonnxt Assignment Module as per the new job location. This necessary step must be undertaken in order to trigger all transfer-related formalities and processes like travel tickets, the new pay/compensation structure as applicable in the new location, etc.

For movement to a different country within the same project or movement to a different project, the relevant project manager must create a new assignment.

Compensation revision and incentive payments, if any, will be awarded based on onsite country compensation guidelines. You will not receive any salary from the Home Entity during your onsite assignment.

5. TAXES & SOCIAL SECURITY

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The Company operates within strict compliance guidelines and you are obliged to be fully compliant with the regulations of the Host Country during the Assignment (and any period of time thereafter as a result of the Assignment to the Host Country). The taxes and Social Security employee contribution, if any, applicable to the above-stated income will be borne by you. You will also be required to file your own Income tax returns. The company will deduct such amounts from your compensation and pay these amounts to the appropriate taxation agencies. Where applicable, this may also include the tax levied on personal as well as employment-related income and benefits.

6. BENEFITS

You will be eligible for the relocation benefits as per Company's 'International Assignment Relocation Support Policy'.

7. INITIAL ADVANCE

At your request, LTIMindtree may provide you an advance of DKK 30000 which will be paid to you before you leave for your assignment. This will be recovered over a specified period of time as defined in the policy. For details, refer to the Company's policy on Initial Advance.

8. ALLOWANCE AND REIMBURSEMENT FOR BUSINESS TRAVEL

For any travel while on assignment, the allowances and reimbursements will be governed by the applicable policies of the Company. It is your personal responsibility to observe strictly all foreign exchange and other regulations prevalent in overseas locations in connection with this assignment. For more details, refer 'Global Travel Policy' of the Company.

9. SALARY IN INDIA

Contributions towards PF shall continue to be made in India and deductions towards the same shall be made from your Denmark Pay. Through your acceptance of this letter you are also authorizing the Company to make necessary deduction towards PF Contribution in India.

Gratuity will be payable as per prevailing Gratuity policy in India.

Other benefits like Group Medical Insurance Policy as well as Group Term Life Policy, etc will be regulated as per prevailing policy/scheme in India.

For example, Group Medical Insurance Policy for employees and dependents (including parents if opted) will continue till the existing policy end date. The employees may have an option to continue these benefits on payment of full premium as determined by the company from time to time prevalent in India.

The Group Term Life Policy will continue till the policy end date. Employees may have an option to opt out of the policy during the enrollment window. Any monthly/annual premium in this regard will need to be borne by employee and the same will be deducted from your Denmark salary.

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During your assignment, you will not be eligible for other India benefits as these will remain in the inactive mode and shall get reactivated upon your rejoining India back.

From the date of the assignment to overseas on work permit, your India compensation will be discontinued and remain in an inactive mode. Upon completion of your assignment in overseas, it will be reactivated from the date of your India rejoining.

10. HEALTH INSURANCE

LTIMindtree will provide suitable health insurance coverage as determined by the Host country's policy.

11. TO AND FRO AIR FARE

LTIMindtree shall arrange two-way airfare between India and Denmark for you. If the duration of your Onsite Assignment is for six months or more, LTIMindtree will provide two way air fares for your spouse and two children.

For more details, please refer to 'Global Travel Policy' of the Company.

12. OUR PROPERTY

We may require you to return any of our or our clients' property, which is in your possession, power or control, immediately on request or on termination of your employment, whichever occurs first.

Our or our clients' property includes but is not limited to Confidential Information, Intellectual Property, documents, equipment, telephones, software, computer information (wherever it is stored), keys and access cards.

Where any of our or our clients' Confidential Information or Intellectual Property is recorded in the form of videotape, computer information or software, we may require you to delete or erase this information so that it cannot be retrieved and verify this to our satisfaction.

You will take all reasonable steps to:

- (1) maintain our or our clients' property in good working order; and
- (2) ensure the security of, and protect all of our or our clients' property, including but not limited to Confidential Information and Intellectual Property, which is in your possession, power or control.

13. DISCIPLINARY ACTION

We may initiate disciplinary action against you for unsatisfactory performance or misconduct.

14. TERMINATION AND EXPIRY

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Employee or LTIMindtree may terminate the employment by giving notice in writing of the day of termination as applicable under Danish law.

This agreement can be terminated by the Employee by giving one month's notice.

The Company may terminate the employment by the following notice periods:

Your period of continuous service with LTIM Denmark/Period of Deputation	Period of Notice
Until 5 months	1 month
Until 2 years and 9 months	3 months
Until 5 years and 8 months	4 months
Until 8 years and 7 months	5 months
Hereinafter	6 months

Summary termination by us

- (1) During the Term, we may terminate your employment immediately for serious misconduct, without any obligation to provide notice or pay you compensation.
- (2) Serious misconduct includes but is not limited to:
 - (a) committing any serious or persistent breach of this Contract;
 - (b) breaching confidentiality or misusing our Intellectual Property;
 - (c) committing any act of dishonesty, fraud or assault in the course of your employment or which affects your suitability for employment with us;
 - (d) being intoxicated or under the influence of illegal drugs or drugs which have not been prescribed for you, while at work;
 - (e) neglecting your duties or incompetence;
 - (f) possessing dangerous, harmful or unauthorised materials in the workplace (including firearms, weapons, drugs and alcohol);
 - (g) being convicted of a criminal offence which affects your suitability for employment with us; and
 - (h) refusing to carry out a lawful and reasonable direction.

15. CONFIDENTIAL INFORMATION

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You must keep confidential and not use or disclose to any person any of our Confidential Information, except with our prior authorization, or in the proper performance of your duties for us, or as obliged by legislation.

Confidential Information means information (including any and all combinations of individual items of information) that LTIMindtree or our client has or will develop, acquire, create, compile, discover or own, that has value in or to the actual or anticipated business of the Company's or our client's, which is not generally known and which the entity wishes to maintain as confidential. Confidential Information includes both information disclosed to you, and information developed or learned by you during the course of your employment. Confidential Information also includes all information of which the unauthorized disclosure could be detrimental to the interests of the entity, whether or not such information is identified as Confidential Information.

When you disclose any Confidential Information as permitted above, you will ensure that whoever it is disclosed to is made aware of its confidential nature. You will do your utmost to ensure that those persons do not disclose that information, and do not use it for any purpose, other than the purpose for which it was disclosed to them.

Any reference to "us" or "our" in this clause includes our clients and our Related Bodies Corporate.

This provision continues to apply after this Contract comes to an end.

16. INTELLECTUAL PROPERTY

We own all Intellectual Property that you develop or conceive in the course of or arising out of your assignment with us, whether alone or in conjunction with someone else, and whether during or outside working hours:

- 1) in the course of, as a consequence of or in relation to the performance of your duties;
- 2) using our or any of our premises, resources or facilities;
- 3) directly or indirectly as a result of your or anybody else's access to our Confidential Information or other Intellectual Property;
- 4) in respect of or associated with any of our products or services and any alterations or additions or methods of making, using, marketing, selling or providing these products or services; or
- 5) relating to other Intellectual Property.

You will immediately disclose in writing to us any Intellectual Property you make or conceive of during the course of performing your duties.

You will do anything necessary, including executing any documents such as an assignment, for the purpose of effecting, perfecting and protecting our title or that of our nominee to our Intellectual Property, in Denmark or such other countries as we require.

You may not make use of or reproduce any Intellectual Property owned by us without our prior written approval, other than in the ordinary course of your assignment.

Any reference to "we", "our" or "us" above includes our clients and our Related Bodies Corporate.

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This provision continues to apply after this Contract comes to an end. For complete details, please refer to 'IP Lifecycle Management Charter & Process' in HR Policies portal.

17. MORAL RIGHTS

You consent to the doing of any acts or making of any omissions by us, our employees, our clients, servants, agents, licensees and assigns that infringe your Moral Rights in any Works made by you in the course of your employment with us, including:

- 1) not naming you as the author of a Work;
- 2) naming another person as the author of a Work;
- 3) amending or modifying (whether by changing, adding to or deleting/removing) any part of a Work;

whether those acts or omissions occur before, on or after the date of this Contract.

You acknowledge that your consent is genuinely given without duress of any kind and that you have been given the opportunity to seek legal advice on the effect of giving this consent.

This provision continues to apply after this Contract comes to an end.

18. RESTRAINT DURING ASSIGNMENT

During your assignment, you must not, without our prior written consent:

- (1) act as an officer or employee of, or as a consultant or adviser to any other corporation, firm, organization or person;
- (2) take up any other position with any other corporation, firm, or organisation (whether paid or unpaid);
- (3) hold any shares or securities which create or may create a conflict of interest.

19. MISCELLANEOUS

You shall devote your full time, energies and skill in the execution of the above-referred contract and to the promotion of LTIMindtree's interest.

Since LTIMindtree is executing this contract at the office space provided by the Client, you shall conduct yourself in a manner so as not to discredit the Client or LTIMindtree.

LTIMindtree will be at liberty at its discretion, to extend the period of onsite assignment, or to recall you back to India, or post you for another assignment abroad at any time.

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As per organizational requirements, your assignment may get amended resulting in extension or curtailment. Alternatively, your employment status may get transitioned to that of the Host Entity or you may be moved back to your Home Country by the end of assignment date. The Employee shall inform the Company immediately of all changes to his/her personal details in so far as such is significant for the employment

On completion of the assignment or early recall by LTIMindtree:

- You and your Manager would be notified about the End of assignment (EOA), basis on which there should be a confirmation done by you/Manager in the Assignment Management System. This necessary step must be undertaken to trigger return to the home country and all EOA related formalities and processes like travel tickets, foreign travel settlement, etc.
- In case of early recall your Manager must amend the current assignment in Assignment Module of iVizonnxt with the relevant details like new EOA date, etc. This necessary step must be undertaken in order to trigger all EOA related formalities and processes like travel tickets, future project allocations, foreign travel settlement, etc.

You shall return to India and immediately report for duty to your department/ RAMG/ HR.

You shall contact the Accounts Department at your base location for completing the Foreign Travel Settlement within seven days of your return.

In accordance with the standard practices of LTIMindtree, you are to treat the terms of your Onsite Assignment as confidential. You are also to treat as strictly confidential the affairs of LTIMindtree and its Clients of which you may be cognizant.

20. ARBITRATION:

Any dispute or difference whatsoever arising between parties out of or relating to the construction, meaning or operation or effect of this letter shall, unless resolved amicably, be referred to Arbitration of Sole Arbitrator to be appointed by LTIMindtree and such appointment as Sole Arbitrator is acceptable to you. All proceedings under such Arbitration shall be held in Mumbai and would be in accordance with the provisions of the Arbitration and Conciliation Act, 1996.

21. DISPUTE:

Any dispute between yourself and LTIMindtree concerning or relating to or arising out of your assignment to Nordea Pension EDB Danmark II ApS shall be subject to the jurisdiction of and be determined by a Court of competent jurisdiction in Greater Mumbai only.

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Yours truly,

LTIMindtree Limited,




June R Rodrigues
Director - HR Shared Services

**AGREED AND ACCEPTED
EMPLOYEE:**

Name: **Akash Naresh Meshram**

PSNumber: 10723623

Signature: 

Date: 23/05/2025

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Annexure 1

Salary Card

PS No	: 10723623	Name	: Akash Naresh Meshram
Grade	: P2	BU	: DL
Country	: Denmark		
Component Details	Currency	Per Annum	
Base	DKK	143500	
*Zone Allowance	DKK	31200	
Onsite Allowance	DKK	430500	
Total Compensation	DKK	605200	

- * Zone Allowance is subject to change in the event you are assigned to a different location in Denmark.

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Annexure 2

Employee Workplace Behavior - Client Location

Congratulations!! Since you are getting deputed to a client location and will represent LTIMindtree, (henceforth referred to as the “Company”/ “us”/ “our”) we trust that you will behave and conduct yourself as a good ambassador. While the guidelines for behavior set out in this document are common sense advice, we think these will help you. Do spare a few minutes to go through this document in order to understand the workplace behavior at the client location.

The below-mentioned list is only illustrative and not exhaustive. However, any other conduct, which threatens the security (physical as well as data security), safety, employee welfare and business, is prohibited.

1. **Proof of Identity:** If an onsite coordinator/manager is present, meet him/her and get yourself familiarized with the site. Find out if there is a separate id card that is issued at the client site and the on-site (client) policy for wearing the id. Make copies of any other identity proof such as a copy of your passport and WP, driving license, and retain them in a secure place. Those who have a personal identification number depending on the country of deputation (e.g. residence permit card/SSN/CPR etc.), should carry photocopies of the same. Also, such cards serve more than just proof of identity since it is also proof that you are legally registered with the public registration system in that country. Carry your original driving license always. It is essential to carry your original passport while traveling outstation within and outside a country (e.g. nearby countries within the EU where there are no specific emigration/border checks). When carrying the passport is not needed, keep it in a secure place.
2. **Conduct:** We believe that it is important for the Company to emphasize that you always need to conduct yourself in conformity with professional standards of personal integrity, honesty, and ethical conduct. As an LTIMindtree employee, you are required to comply with the code of conduct policy in all your interactions, both internal and external. You are expected to live up to the reputation of the Company, our vision, and core organizational values such as agility, dependability, innovation, integrity, meritocracy & fair play, and passion & teamwork. You will address any issues or grievances to the appropriate HR and reporting manager of the Company only. Value people and treat all colleagues and business associates with fairness, dignity, and respect, irrespective of caste, creed, gender, religion/region, nationality, appearance, or any disability. Respect the personal space of all individuals. Respect the culture of the country you are in. Demonstrate integrity in all your actions. Strive to exceed the needs of the client requirement where you work. Always take responsibility for the quality of work. If someone smiles at/greet you, smile/greet back. Be polite and helpful in your actions and deeds. Be respectful and make sure you use polite words such as “Thank you” and “Excuse me” wherever appropriate. Meet your colleagues in a warm and friendly (not overtly friendly) manner. Be aware and sensitive of the cultural gestures of the country you are in.
3. **Know the land (country) you are in:** Know and adhere to the local laws of the land/country you are in since you could be subjected to identity and spot checks. Keep the field HR updated with all your contact details and follow the mandatory processes communicated to you pertaining to your deputation. Depending on the country of deputation, it is mandatory for those holding a work permit to have some form of a personal identification number such as PIN/SSN/CPR/other identification number that should always be carried. However, before returning to India, it is also mandatory to unregister/cancel from such public registration

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system. For some countries however such cancellation from public registration system may be done immediately on return to India.

4. Dress Code: Adherence to the dress code guidelines of the Company and of the client is a must. Always be neatly dressed like a professional. Ensure that you always take care of your personal hygiene and grooming, (e.g. use of deodorant, mouth freshener whenever required, well-trimmed nails, well-groomed hair, men should be clean shaven, etc.).
 5. Punctuality, Time Booking: Adhere to the start time as per the office timings at the client location, and break time as per the location. Timings need to be matched based on work demands and according to the other team members of your project team. Submit your timesheet reports regularly every Friday. Please do not forget to complete your Splice M Timesheets and Client's Time Sheet. Work within the time provided to you.
 6. Work: always Keep the work area/desk allocated to you at the client location clean. If the client has provided you a laptop, carry it where required and ensure the safety of the same. Adhere to the processes/information specific to the client's location. Check with your onsite coordinator/manager for any specific client requirements or expectations and make a note of the same. When your assignment ends, ensure you return all related access cards, parking cards, and laptop cards to the concerned officials at the client site before you leave the country.
 7. Communication Etiquette: Speak clearly only in English and in a moderate tone/audible voice for the other party to hear properly. Use your Company email id to communicate with offshore/other colleagues outside the project. If you have not understood what the client is trying to communicate, please ask them to repeat it and mention clearly that you have not understood what they said. Follow appropriate email etiquette (reference <http://www.emailreplies.com/>); use proper salutations while addressing the individual in the email. Always spell-check before sending an email.
 8. Telephone Etiquette: Usage of phone (land line/mobile) – In the case where mobile phones are provided to you by the clients for work-related calls, the same must be used appropriately for official use only. For long duration or long-distance calls, ask the offshore location to call the number provided to them. Mobiles should be on silent mode/low ringtone while at work. Keep client provided mobiles safely and ensure you do not lose them. Ensure that you return all client provided mobiles when your assignment comes to an end. When entering a conference call with your team, announce the names/indicate presence of other team members.
 9. Society & Safety: Ensure that you and your family follow the rules and regulations within the residential complexes where you live in. During client and project parties, avoid alcoholic beverages or restrict them within limits. Always check for official information desks when seeking information especially at public places. Always check in advance the route to the destination that you are heading to. Have the route map with you for reference. Use the public transport systems where possible. Read about the culture and society of the country you are in.
- Do not use conveyance from unknown transporters when travelling late from work to home.
 - Do not touch unidentified objects.
 - Do not be clueless while travelling to an unknown destination.
 - Do not go uninvited to any one's house.

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Annexure 3

Declaration on Payment of Dues

I Akash Naresh Meshram, having PS no. 10723623, do hereby declare and confirm that I am being assigned to onsite location at Copenhagen, Denmark by the Company (LTIMindtree Limited). I understand that there are certain dues such as pending travel settlements, advances, excess payouts, voluntary benefits like parental insurance premium or any other amounts that are owed by me to the Company as part of the tenure of my employment in India.

I hereby guarantee and confirm that I shall pay the said amount owed to the Company within seven (7) days from the payment notification email from GFO_OverseasMovement@ltimindtree.com. I understand that if I fail to pay the said amount to the Company within said period, the Company is entitled to make deductions from my onsite salary, cancel/suspend my assignment and/or initiate disciplinary actions including any other legal proceedings for the recovery of the said amount along with interest at my costs and consequences.

I also understand, that apart from the above, the Company can identify further liabilities at a later stage as a part of their scrutiny and I will support in settling the dues, if any.

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