



Ref: FNFI/OFF/2023/0049

Date: 13-Jun-24

Sub: Letter of Internship with FNF India Private Limited

Dear **Ayush Aditya**,

Warm greetings from FNF India Private Limited.

We are pleased to inform you that you have been shortlisted as an paid Intern at FNF India Private Limited and your Internship will commence on **14-Jun-2024**

The purpose of this internship program is to provide you with relevant guidance and to equip you with experience that will be helpful in your future career. During the internship program you will be provided with an opportunity to gain practical experience and to obtain new knowledge and skills.

You will be paid a stipend of INR 15000/-per month, subject to applicable deductions. You will not be entitled to any other allowances or benefits given to the regular employees of FNF India Private Limited.

The Internship program will be governed by the terms and conditions detailed in Annexure- I.

We welcome you to FNF India family and look forward to a fruitful collaboration.

Thanking you,

Yours Sincerely,

For FNF India Pvt. Ltd

A handwritten signature in black ink, appearing to read "Varghese C O", with a horizontal line extending to the right.

Varghese C O

Chief Human Resource Officer- Vice President.

FNF INDIA PRIVATE LIMITED

SEZ Unit Block – B1, 4th Floor, Unit 401 & 402, Brigade Tech Garden, Brookefields Real Estates and Projects Private Limited
Brookefields, Kundalahalli, Marathahalli Post, Bengaluru, Karnataka – 560037

CIN:U72900KA2007PTC041356 Tel: +91 80 4558 6400 Web:www.fnfindia.co.in



Annexure I

TERMS AND CONDITIONS OF EMPLOYEMENT

- **Work location:** You will be deputed at our office which is located at Sez Unit Block –B1, 4th Floor, Unit 401 & 402, Brigade Tech Garden, Brookefields Real Estates and projects Private Limited, Kundalahalli, Marathahalli Post, Bengaluru, Karnataka – 560037.
- **Term:** The duration of the Internship program will be fixed for a period of six months from the internship commencement date as stated above.
- **Working Hours:** For the Company to be able to effectively equip you with the skills you would require in your future professional career, you would be required to be available for 9 hours from Monday to Friday during your internship except the declared holiday of the company.
- **Leave:** During your internship if you require to take leave for any personal emergencies, you would be required to take approval from your supervisor prior to taking such leave.
- **Benefits:**
 - o Night Shift allowance (as Applicable)
 - o TDS will be deducted as per the TDS policy.
 - o Medical insurance will be provided as per the Company Policy.
- **Relationship:** Nothing in this Agreement shall be construed to create an employer-employee or principal-agent relationship between the you and the Company. You will not have the authority to bind the Company in any manner whatsoever.
- **Permanent Role:** Upon successful completion of the internship, based on the business requirement and upon the discretion of the company, you may be offered a permanent role with FNF India Pvt Ltd. This opportunity will be discussed with you at the end of internship program. However, there is no guarantee that your internship will result in any type of employment with the Company.
- **Misconduct:** During the tenure of the internship, we can revoke the internship if you are found guilty of any kind of misconduct or any willful breach or continuous negligence in the terms of the internship or rules or duties or disobedience. The management may without any notice, put an end to your internship with the company.
- **Confidentiality:** You shall not disclose any confidential information, technical knowhow, any intellectual property or any trade secrets of the Company or its business to anyone outside the Company either during or after internship.

You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other confidential information related to the business of the Company which may be

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known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company.

You are being provided with a separate Confidential Information and Proprietary Rights Assignment Agreement, hereafter referred to as the "Confidentiality Agreement", which you are to agree and execute simultaneously with this Agreement. The Confidentiality Agreement shall be read in conjunction with this Agreement and shall form part of this agreement. All terms mentioned herein and not defined, shall mean the same as is defined in the Confidentiality Agreement.

If for any reason, by the nature of your job, you are privy to the information regarding the salaries and or perks of any other employees of the company, you shall hold such information in strict confidentiality and shall not share or disclose such information to any other person/s other than on need to know basis for the purpose of discharging their duties to the company. If you breach this condition, it shall be considered a serious violation of your duties, and you shall be liable to appropriate disciplinary action by the Company.

- Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged, or made public by you even thereafter.

Personal Data and privacy:

(a) **"Personal Data"** means any data about an individual who is identifiable by or in relation to such data.

(b) Personal Data includes both the "Company Personal Data" (any personal data controlled by the Company, any affiliate or subsidiary, that is held and processed by the Company for its own business purposes) and "Client Personal Data" (any personal data controlled by a client, that is held and processed by the Company during the provision of services to a client).

Employee Data Privacy. You hereby explicitly and unambiguously consent to the collection, use and transfer, in electronic or other form, of your personal data such as (but is not limited to) Government IDs (Aadhar Card, Pan card and Passport), Educational documents (Board and University results and degree certificates), Employment documents (UAN no./PF account, ESIC details, salary slips, relieving letters), Financial Information such bank account etc., by the Company, its affiliates and its Subsidiaries for the exclusive purpose of your employment and participation in any benefit plan provided by the Company and in compliance of with legal obligations. The Company may also collect personal data of third parties associated with you (such as your spouse or children). You understand that the Company holds certain personal information about you, including, but not limited to, your name, home address and telephone number, date of birth, email address, family size, marital status, sex, beneficiary information, emergency contacts, blood group, dependent details, disability details, passport/visa information, age, language skills, driving license information, nationality, C.V. (or resume), wage history, employment references, salary, job title, employment or severance contract, current wage and benefit information, personal bank account number, tax related information, insurance plan or benefit enrollment forms and elections, any shares of stock or directorships in the company, details of all options or any other entitlements to shares of stock awarded, canceled, purchased, vested, unvested or outstanding for purpose of managing and administering the employees benefit plans etc., ("Data"). You understand that Data may be transferred to any third parties

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(Data Processor) assisting in background screening or in the implementation, administration and management of employees benefit plans. You understand that you may request a list with the names and addresses of any potential recipients of the Data by contacting Business Human Resources Department. You understand that Data will be held only as long as is necessary in compliance with any law for the time being in force. You understand that you may, at any time, view Data, request additional information about the storage and processing of Data, require any necessary amendments to Data or refuse or withdraw the consents herein by notifying the Company in writing. You further understand that withdrawing consent may affect your employment or your eligibility to participate in any of the benefits plan provided by the Company.

- **Data Privacy:** As a part of your background check, as well as during your internship with Company, Company may collect personal information, including but not limited to, your bank details, credit history, medical records and history, and such other personal data or information as it may deem necessary, from time to time, as necessary for the purposes of your internship. You hereby acknowledge and grant your consent to Company collecting, using, processing, storing, disposing off, and transferring, whether to any other subsidiaries of the company, or to third party service providers, within or outside India, any such personal information relating to you.

General Conditions

- You shall demonstrate honesty, punctuality, availability, courtesy, cooperative attitude, proper grooming habits, and a willingness to learn.
- You shall be covered by the company's code of conduct and other policies, procedures and other rules and their amendments as applicable from time to time.
- You shall be required to comply with all such rules and regulations as the Company may frame from time to time.
- Upon termination of internship, you shall immediately hand over all papers, documents and other property of the Company as may be in your possession, custody, or control, including but not limited to any phones, computers etc. provided by the Company.
- The terms of the Internship shall be governed by the laws of India and courts in Bangalore shall have exclusive jurisdiction.



Acknowledgement

I hereby accept the internship assignment on the terms and conditions set out in the foregoing Agreement.

Signature: AYUSH

Name: AYUSH ADITYA

Address: 13-Jun-24

Date:

Place: Bangalore

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