

Offer Annexure

Dear Friend,

- I) On the day that you join, please make it convenient to report at **9.00 a.m.** The regular working hours will be intimated to you after you join.
- II) At the time of joining, you are requested to bring the following **original certificates along with two sets of photocopies (A4 size only)**. These documents are also essential to obtain a Visa when you may be required in the future to go abroad on business/ work. So it would be in your interest to ensure that they are all in place at the time of joining the organization.
1. Offer letter (signed photocopy as a token of acceptance of the offer)
 2. Degree / Provisional / Course completion Certificate of all College / University qualifications
 3. Mark sheets of all College / University qualifications (all semesters)
 4. Certificates & Mark sheets of 10th & 12th classes
 5. 5 passport size photographs
 6. Relieving letter from all previous employers (in case you have previous employment experience)
 7. Passport (if you don't have a passport, kindly apply immediately)
 8. PAN Card (PAN details are mandatory at the time of joining)
 9. Four wheeler driving license (where available)
 10. NSR Card else ITPIN Number
- III) Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Infosys Limited is mandatory. Please disclose your PAN to Infosys on the day of joining as this is required for the income tax calculation on your salary. Non Availability of PAN No. attracts an Income tax at high rates.
- IV) The Company provides shared accommodation for the initial one week from one day prior to the date of joining. In case you need to avail of this facility, please inform us by mail at the following addresses depending on your location of posting. Please indicate your date of joining, date of offer and offer letter reference number. Please note that the accommodation request needs to reach the contact person in the respective Development Centre at least a week prior to date of Joining. For requests coming in the late, we regret that the accommodation cannot be guaranteed and will be on a best effort basis. Since, this accommodation is only on a temporary basis, it is recommended that you carry a reasonable sum of money, which can be utilized towards rent deposit for permanent accommodation.
- | Location | Email ID |
|---|--|
| Bangalore, Pune (STP, SEZ), Chennai (Sholinganallur, Mahindra City), Bhubaneswar, Mangalore (STP, SEZ), Hyderabad (STP, SEZ), Chandigarh (SEZ), Mysore, Trivandrum, Jaipur (SEZ), Mumbai, Gurgaon, Nagpur (SEZ) | accommodation@infosys.com |
- V) Date of Joining: If the Date of your Joining the Company is revised and therefore is different from that mentioned in your Offer Letter, please note that, the company would issue to you a letter to this effect. This letter would be sent to you over e-mail and you are required to carry this letter at the time of joining the Company. Please get in touch with your hiring manager / recruiter in case your Date of Joining the Company has been revised and you have not received a letter from the Company to this effect.
- VI) You would have received a link to Launchpad, our onboarding portal. Please update your details and upload the required documents here. Ensure the details are accurate. Completion of forms on the portal would enable us to provide a smoother and faster onboarding. If you need assistance with Launchpad, please call +91-80-40670517 - Monday to Friday - 9 AM to 6 PM.

VII) Dress Code:

From Monday to Friday, you are free to wear:

- a. Western and Indian Business formals
- b. Smart casuals
- c. Jeans
- d. T-shirts (collared / round-collared)

Below is a list of what is not allowed, for both men and women:

- a. Shorts / bermudas
- b. Casual footwear / bathroom slippers / floaters / sandals for men
- c. Gym attire (during office hours)
- d. Professionally objectionable attire

*This policy is applicable only to employees located in India.

Please note: Business formals are no longer mandatory except for those employees who interact with clients on a regular basis. Other employees are requested to wear business formals on days they have client meetings. Ties are optional.

*Any clothing that has words, terms, or pictures that may be construed as offensive or objectionable is unacceptable.

With best wishes,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP and Head Human Resources – Infosys Limited