

HCL Technologies Ltd.

EMPLOYEE ADVANCE/LOAN TERMS AND RECOVERY CONSENT

EmployeeName: Mahendran Suruli
EmployeeCode: 51848933
Advance Amount Requested with currency: Rs : 150000

DateOf Application: 22/04/2020
Date OfJoining 27/11/2019

RECOVERY SCHEDULE

This advance may be deducted from my payroll in two equal instalments per pay period:

Salary Advance - Terms and Conditions

1. I hereby confirm that I have read and understood the following Policies available in, the HCL's PolicyPortal
 - a. Salary AdvancePolicy
 - b. International RelocationPolicy
2. I hereby express my consent to be bound by the terms and conditions of the respective policy.
3. The payback period shall be in accordance to the respectivepolicy
4. I hereby give my express consent for recovery of the Salary Advance from and out of my Salary in accordance with the respectivepolicy.
5. I hereby give my express consent for recovery for the Salary Advance from and out of full and final settlement in the event of my separation from theCompany.
6. In the event of any outstanding balance where recovery cannot be made from the full and final settlement, I hereby agree and undertake to settle the advance within 1 month from my last workingdate.
7. I agree that any notice for recovery sent over e-mailtothemailtothemahendran_raja2003@rediffmail.com
(alternate personal mail id of the employee) shall be a valid service and I shall be responsible for legal recoverycost.

I hereby agree to and shall abide by the terms and conditions as stated above.

Applicant's Name and Signature:



Date : 13/07/2020

Place : Bangalore.