

Certificate Completion Reimbursement Policy

1. Purpose

Maganti IT Solutions Pvt. Ltd. ("the Company") affirms its commitment to fostering the professional development of its employees. To ensure that learning initiatives directly benefit both the individual and the organization, this policy is limited to certifications that are directly aligned with business requirements, the employee's current role, or specific project needs. By providing support for such certifications, the Company ensures that employee growth is strategically aligned with organizational objectives and contributes to long-term business success.

2. Eligibility

- Employees must obtain prior written approval from their Reporting Manager and the HR Department before enrolling in any certification program.
- Only certifications relevant to the employee's current role, business need, or career path within Maganti IT Solutions Pvt. Ltd. will be considered for reimbursement.

3. Reimbursement Terms

- Reimbursement will be processed only after successful completion and achievement of the certification.
- Employees must submit proof of completion (certificate, official result, or confirmation from the certifying body) along with payment receipts to HR for reimbursement.

4. Commitment Requirement

- Employees receiving reimbursement must commit to remain employed with Maganti IT Solutions Pvt. Ltd. for at least one (1) year from the date of reimbursement.
- If the employee resigns before fulfilling this one-year commitment, they will be liable to repay the full reimbursed amount to the Company.

5. Repayment Terms

- The reimbursed cost will be deducted from the employee's final payroll if they resign before completing the one-year commitment.
- If the final payroll amount is insufficient to cover the repayment, the employee will be required to settle the balance directly with the Company.

6. Exceptions

Exceptions to this policy will be considered only under special circumstances and are subject to approval by Management.

Employee Acknowledgment Form

I, Madhav Sai Y, an employee of Maganti IT Solutions Pvt. Ltd., acknowledge that I have read, understood, and agree to abide by the Certificate Completion Reimbursement Policy. I understand that:

- Reimbursement will be provided only after successful completion and achievement of the certification.
- I am required to remain employed with the Company for at least one (1) year from the date of reimbursement.
- If I resign before completing this one-year commitment, I will be liable to repay the full reimbursed amount, which will be deducted from my final payroll or settled directly with the Company.

By signing below, I agree to the terms and conditions of the Certificate Completion Reimbursement Policy.

Approved by:
Gita Poudel
Director – Human Capital & Compliance
Date: 13-September-2025

Accepted By:

Madhav Sai Y
13-September-2025