

Tech Mahindra Limited

Infocity, Hitech City Layout Madhapur, Hyderabad 500081, India

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Registered Office:

Gateway Building, Apollo Bunder

Mumbai 400 001, India

CIN L64200MH1986PLC041370

Date: 28th May 2018

Name : Ritam Basu Associate ID : 127914 Sub Band : U3 City : NOIDA

Sub: Transfer within India

Dear Ritam Basu

Your location has been changed to Bengaluru effect from 25th May 2018

Type of Transfer : Permanent Transfer

Eligible for Relocation Allowance: No **Eligible for Deputation Allowance**: No

Please refer to <u>Relocation Policy (India)</u> in BMS for relocation claim procedure. The other terms and conditions of employment remain unchanged.

Also we request you to update your personal information, details with path provided below -

EASY Intranet Link EASY Internet Link

| Request Type | Where to Modify |
|--------------------|--|
| Address | Easy > Pace > PACE-HR > ESS > Home / Mailing Address |
| Emergency contacts | Easy > Pace > PACE-HR > ESS > Emergency Contacts |
| Mobile number | Easy > Pace > PACE-HR > ESS > Phone / Mobile Number |

We take this opportunity to wish you all the best.

For Tech Mahindra Limited,

SATPAL TALWAR

Group Manager - Human Resources.

(Authorized Signatory)