

December 06, 2018

Amit Kumar
D-3, RGCTP,
Chandigarh

Dear Amit Kumar,

We are delighted to offer you a position of **Senior Software Engineer** in the Technical department of bebo Technologies.

bebo will provide you with a total remuneration package that constitutes your base salary, bonuses, benefits and reimbursements.

(Annexure A)

The Total Cost to Company offered to you is **INR 7,96,824/-** which includes the following:

- An annualized base salary of **Fixed Components** (including house rent allowance).
- You are eligible for the Performance Bonus Plan of the company wherein your bonus payout will depend upon the annual performance ratings with quarterly rests. You will be paid Festival Bonus during Diwali week to celebrate the festival with your family members. Other than above you will be entitled for the bonus plans of the company which includes the Long Term Association bonus for being with the company for a longer period; longer the duration higher will be the bonus.
- Provident funds contributions will be matched by the company to the extent agreed with the members to be compliant under the Provident Funds provisions.
- While you are working with the company, bebo ensures your good health and accordingly you are enrolled for the mediclaim benefits of the company from day one. This benefit is also available for spouse and kids, in case you opt for it, as it is optional for family members.

Tax at the applicable rate shall be deducted at source from your salary.

Your anticipated start date will be **February 18 , 2018**. Your base office would be in **Chandigarh**, India.

We are looking forward to your joining us. Our top priority is to employ individuals, like you, who can use their business knowledge and creativity to add value to bebo and its clients. We are sure that you would find life with bebo to be motivating and challenging.

On your first day of employment, please report to our office at **Chandigarh** at **10:30 a.m.** along with the documents mentioned in Annexure 'C'. Should there be a change in your start date, it is mandatory for you to communicate the same to us a week in advance.

Kindly return a scanned copy of letter duly counter signed by you, when you receive through e-mail, in acceptance of the terms and conditions set out herein. Please refer to the Annexure "B" of this letter for details on the Terms of employment, which shall apply to your employment. By signing a copy of this letter, you agree to abide by all T&C contained in this letter and Annexure B, these terms and any other published terms in effect from time to time throughout the period of your employment. Company reserves its rights to change the T&C of the employment, at any point of time, if required as per law.

bebo Technologies Private Limited

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CIN: U72200PB2002PTCO25358

Best Regards

Human Resource Team

www.bebotechnologies.com

Phone Number: 0172-4948000

The CTC shown is subject to taxability as per the finance act.

I hereby accept and agree to this offer letter. I agree to abide by the policies, rules, regulations of the Company and it includes Annex-ure referred above and below.

Signature: _____

Name: Amit Kumar

Date: _____

Annexures

Annexure A - Compensation breakup

Annexure B - Terms of employment

Annexure C - Documents to be submitted on the date of joining

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Annexure 'A' - Compensation breakup

Annexure for Amit Kumar [9888140016]				
	Components	Per Month	Per Annum	Particulars
A	Fixed Components			
	Basic Pay	35,400	424,800	Basic will constitute 60% of the salary
	HRA	11,800	141,600	House rent allowance will constitute 20% of the salary
	Transport Allowance	1,600	19,200	Transportation allowance is based on the allowance exempt as per income tax
	Academic Allowance	500	6,000	Allowance fixed as per company policy
	Medical Reimbursements	1,250	15,000	Medical allowance is based on the allowance exempt as per income tax
	LTC	2,458	29,496	Allowance fixed as per company policy
	Other Allowances	5,992	71,904	Allowance fixed as per company policy
	Sub Total	59,000	708,000	
B	Bonus			
	Performance Bonus	1,770	21,240	Disbursed once a year and depends upon the performance of the individual on yearly ratings
	Festival Bonus	2,457	29,484	Disbursed once a year on the event of Diwali
	Sub Total	4,227	50,724	
C	Variables Components			
	Medicclaim	125	1,500	This policy provides cover for expenses relating to hospitalization of beneficiary members up to Rs. 1,00,000/ per registered family member per year
	Provident Fund (Employer Contribution)	1,800	21,600	Applicable as per the PF rules
	Sub Total	1,925	23,100	
D	Reimbursements			
	Education Benefit Reimbursement	1,250	15,000	Reimbursement of education benefit, increases with the tenure of the individual with the company
	Sub Total	1,250	15,000	
CTC = (A+B+C+D)		66,402	796,824	

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Annexure 'B' - Terms of Employment

We are detailing below some of the significant terms of employment and employment policies that will apply to you at bebo Technologies Pvt. Ltd. Please ensure that you read and fully understand all the policies.

This offer supersedes all prior understandings, negotiations and agreements, whether written or oral, between you and bebo as to the subject matter covered by this offer letter. During the term of your employment with the Company, you will be subject to all rules and regulations in accordance with Company policy as applicable, enforced, amended or altered from time to time.

REMUNERATION AND BENEFITS

Your annual remuneration will be as per the schedule annexed here to and will be subject to deduction of tax at source. It should be appreciated that salary structure is designed based on certain statutory/IT laws and keeping in line with industry norms/practices and employee feedback. Hence it is subject to change based on any of these inputs or on promotion.

Your total remuneration package is the sum total of Base salary, Bonuses, Variable, Reimbursement and Retirement mentioned below:

- A) Base salary** – It is the fixed component of the cost to the company what you get in hand on monthly basis.
- B) Bonuses** – This is the part of the fixed component of the monthly salary for taxable purposes with annual disbursal.
- C) Variable components** – These are the components of the salary which are provided to members based on the designation and level in the company and are subject to change as per the company policies.
- D) Reimbursements** – These are the components of the salary which are provided to members based on the designation and level in the company. The expenditure incurred by the members on these account is reimbursed on production of the receipts/bills and are tax free. These reimbursements limits are subject to change as per the company policies and the tax laws applicable in India.
- E) Retirement benefits** – We expect the member to retire by the age of 60 years from bebo and the balance accumulated in the provident fund account being maintained with the Regional Provident fund office, Chandigarh is withdrawable after the separation.

RELOCATION EXPENSES

You will be eligible for reimbursement of the expenses you incur while relocating from other cities as per the company policy. The relocation expenses reimbursed will be recovered as a part of your full and final settlement, in case you leave the company within 12 months of your joining.

NATURE OF EMPLOYMENT

Permanent

NOTICE PERIOD

Your services can be brought to an end by giving 60 days notice or by paying salary in lieu of notice period of 60 days subject to the terms and conditions of the employment service agreement.

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- The employment offered under this letter shall be valid until either party terminates it by giving to the other party the number of days of prior notice specified above. Such notice may be given at any time during the course of employment. You are employed by bebo as per terms and conditions detailed in the offer letter.
- bebo reserves the right, at its sole discretion, to terminate your employment without providing the required period of notice, by paying salary in lieu of notice.
- Where you notified bebo of your voluntary termination, bebo reserves the right to accept your resignation subject to the payment of dues if any, anytime during the notice period stipulated above. You will be required to mandatorily provide minimum notice period of 60 days which will not be allowed to be adjusted against the un-availed paid leave
- You shall not be entitled to any salary or any benefits after the effective date of termination of your employment with bebo.
- In the event you do not provide the required period of notice, before voluntarily terminating your employment, bebo reserves its right to forfeit your salary as per the requisite notice period duration. In addition, bebo will also be entitled to adjust any amounts outstanding against you from your salary, accrued vacation or expense reimbursements, as may be legally permissible.
- You acknowledge that if you fail to provide the minimum notice period of 60 days as stated above, bebo is bound to suffer substantial damages caused due to improper transition of work, delay in completion of project, hiring and training of your replacement as per our client's requirements. Therefore considering the gravity of damages that could be suffered by the company, the company reserves its right to assess and recover such damages from you as it deems fit besides damages explained in ESA etc..
- In case of breach of these Terms of Employment or misconduct (which includes amongst other things failure to return to work after vacation, absconding from work, taking actions injurious to bebo's business or reputation, undertaking fraudulent acts, obtaining a criminal conviction), bebo may terminate your employment without prior notice and without any payment in lieu of notice, and all benefits shall be withdrawn with immediate effect.
- There will be no waiver of the aforesaid notice period requirements unless otherwise specified in this letter or subsequently communicated to you.

CAUSE FOR TERMINATION

In case of breach of Employment Service Agreement/ Non-Disclosure Agreement, maliciously defaming the Organization name, non-performance, wilful damage to office property, verbal/physical altercation in office, insubordination, gross negligence, indiscipline, misconduct and the like acts or done against business interests of company, bebo may terminate your employment without prior notice and without any payment in lieu of notice, and all benefits shall be withdrawn with immediate effect.

COMPANY PROPERTY AND CONFIDENTIALITY

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.

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During your employment with bebo, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of bebo any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to bebo or any of our existing or prospective clients. Upon joining, you will be required to sign the standard bebo Non-Disclosure Agreement regarding these and other matters relating to your employment.

INTELLECTUAL PROPERTY

All rights, title, and interest in and to any and all inventions, original works of authorship, developments, concepts, improvements, designs, discoveries, and ideas developed or prepared by you during your employment with the company, will vest with the company absolutely.

COMPANY POLICY/CODE OF ETHICS

It is imperative for you to go through and fully comprehend bebo's Company Policy/Code of Ethics and abide by it. This shall require you to read the Company Policy/Code of Ethics and signifying your acceptance in writing or electronically or both.

NON DISCLOSURE AGREEMENT (NDA)

It is mandatory for you to go through bebo's NON DISCLOSURE AGREEMENT (NDA) and abide by it. This shall require you to read the NDA and signifying your acceptance in writing at the time of joining. Breach of NDA will lead to termination of services.

DISCLOSURE AGREEMENT

You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between you or any immediate relative, any such interests or circumstances which may arise during your employment.

INSIDER TRADING

Please note that during the period of your employment with bebo, you will be strictly required to follow guidelines regarding insider trading and that will require compliance with U.S. Securities laws, including but not limited to not sharing of non-public information about bebo or any of its Clients or affiliates that may trigger insider trading violations, with anybody, including spouse and family.

ABSCONDING CLAUSE

If you are absent without approved leave for 3 consecutive days or remain absent beyond the period of approved leaves or subsequently extended, the same shall be considered as you having voluntarily terminated the employment and have caused security threat which leading to initiation of action as per the terms and conditions of employment.

LEAVES

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You will be entitled to leave, holidays and other benefits as per the Personal Time Off policy of the company as amended from time to time.

TRAVEL

You may be required to travel on company work and you will be reimbursed expenses as per the company policy.

PLACE OF WORK

You may, during your employment with the Company, be considered for employment or assignment at any other work place/branch/division of the Company within India or in any other country where the affiliates of the Company do business. Decisions for such transfers, which may be for short duration or of a long-term or permanent nature, will depend on your suitability for the intended task and other relevant factors. In the event that such a transfer is requested by the Company, you will be required to report for duty at the new place of work from the effective date communicated to you in this regard.

WORK SHIFTS

Please note bebo may require you to work in shifts as determined by business needs. Reasonable effort will be made to give you advance notice of such shift changes to minimize any inconvenience to you. Your work timings may vary according to the shift assigned to you and you will be entitled for shift allowance as per the "Shift Working Policy".

EMPLOYMENT RESTRICTIONS

Your employment is conditional upon your not being employed simultaneously, whether full time or part time with any other organization, person or entity. In the event you opt to become a partner in a partnership firm or a Director on the Board of any Company, you are required to seek prior written approval from Management. bebo will have the sole discretion to approve or disapprove such a request based on NON DISCLOSURE AGREEMENT (NDA) and other internal guidelines for deciding such requests.

BACKGROUND CHECK

Your appointment is subject to the verification of your credentials and other particulars mentioned by you in your application at the time of your appointment. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically cancelled and your services will be terminated. If required, bebo may also conduct client specific background checks regarding you after the commencement of your employment, in the event that a bebo client requires background checks to be conducted as an eligibility condition for working on projects for such client and if you are staffed / are to be staffed to any such project. In the event any client prescribed background checks are to be conducted, you will be required to cooperate fully in the exercise and disclose the relevant information required from you for successfully completing such background check. Based on the results of such background check, bebo reserves the right to withdraw your staffing on such project, or to take disciplinary action against you as appropriate.

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DOCUMENT SUBMISSION

You are solely responsible for the settlement of any and all dues, financial obligations and notice periods (collectively, “Dues”) owed to your previous employer(s). In addition to the documents listed in Annexure C, you must submit the “relieving letters” from your previous employer(s) at the time of joining, or within 30 days of joining bebo. In case you fail to submit your “relieving letter(s)” to bebo, you must provide bebo with a written explanation, which may be accepted or rejected by bebo, in its sole discretion.

You further agree that, at all times during your employment with bebo and any time thereafter, you will indemnify and keep bebo indemnified against any judgement, loss, liability, damage, claim, or cost that may be incurred by bebo, whether directly or indirectly, arising out of or in connection with your non submission of the relieving letter(s) from your previous employer(s) or for non-payment of your Dues to your former employer(s). In the event any such claim is made against bebo, or if the explanation provided by you for non submission of the “relieving letter(s)” is found to be unsatisfactory, bebo reserves the right to take appropriate action against you including, but not limited to, termination of your employment.

CHANGE OF ADDRESS

You shall keep bebo informed of your latest postal address at all times and intimate in case of change of address. Any communication sent to you by bebo on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

ANNEXURE C - DOCUMENTS TO BE SUBMITTED ON THE DATE OF JOINING

Document Name	Number of copy (s)	Type
Duplicate copy of the offer letter duly accepted (if not submitted already)	1	Scan
Identification documents required: <ol style="list-style-type: none"> *Passport (mandatory) **Pan Card (mandatory) Aadhar card Driving License Voter Card 	2	Scan
Relieving and experience letter from last organizations	1 of each employer	Scan
Latest salary slip and bank statements (only from the last organization)	1	Scan
10th certificate	1 copy each	Scan
Your degree/s – Graduation or Post Graduation (last highest degree) certificate photocopy		

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Colored passport size photographs and stamp size photograph	Eight (8) passport 1 stamp	Hard/physical
<p>If you already have an account with Citibank, please carry your account details on day 1 of your joining</p> <p>Any of the following documents will suffice as your 'proof of identity' to open a Citibank salary account:</p> <ul style="list-style-type: none"> Valid Passport Pan Card Aadhar card Voter's ID Card 	1	Hard/physical
Provident Fund (PF) number and details from the previous organization, if available	1	Hard/physical

Please Note

- *If you "DO NOT" have the Passport card, immediately apply for it and submit acknowledgement number with Human Resources department.

- **If you "DO NOT" have the PAN card, immediately apply for it, by logging to the below link

<https://tin.tin.nsdl.com/pan/index.html>.

Any delays in submitting the PAN number will delay our Finance team in processing your salary.

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