

Date: July 22, 2022

Letter of Offer

Dear Kiran Kale,

Further to your interview dated July 13, 2022, we are pleased to offer you the position of **Sr. Production Support Engineer** in our organization.

Please refer to the attached Annexure-1 for your salary structure and an explanation of its components.

On joining, you will be subject to the employee policies and practices of Cybage Software Private Limited. A summary of the present policies is included as Annexure-2 to this offer letter for your reference. Also refer Annexure-3 for the list of documents to be submitted at the time of your joining.

You are required to join duties with effect from **August 01, 2022** at our **Pune** office for this offer to be valid.

You would be eligible for the appraisal in **April 2023**.

Kindly report at the following address, at 9:15 a.m. on your date of joining –

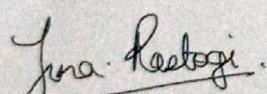
Cybage Software Pvt. Ltd.
Cybage Towers, Kalyani Nagar,
Behind Gold Adlabs,
Pune, India.

Cybage may defer and/or cancel this offer at any time before or after your joining in case any information furnished by you is found incorrect or misleading.

We look forward to your joining Cybage at the earliest and wish you a successful career with us.

Thanking you,

Sincerely,
For Cybage Software Pvt. Ltd.



Tina Rastogi
Vice President - Human Capital Management

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ANNEXURE-1

SALARY BREAK-UP

Name: Kiran Kale
Designation: Sr. Production Support Engineer
Date Of Joining: August 01, 2022
Department: Support Services
Primary Skill: Technical Support
Location: Pune

No.	Components of Salary	Amount Rs. (per annum)
A Monthly Salary components		
i	Basic	2,07,150
ii	HRA	1,65,720
iii	Children Education Allowance	82,860
iv	Bonus Ex-Gratia	82,860
v	LTA	1,24,290
vi	Conveyance Allowance	1,24,290
vii	Special Allowance	41,430
viii	EPF Employer's Contribution	23,400
ANNUAL GROSS FIXED SALARY		8,52,000
B Major benefits		
ix	Gratuity	9,964
x	Insurance-Mediclaim	6,600
xi	Insurance-Term Life	3,871
TOTAL COMPENSATION (A+B)		8,72,435
C	Variable Pay	85,200
D	COST TO COMPANY (A+B+C)	9,57,635

*Details mentioned in the "Explanation of terms used" section in the next page.

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Explanation of terms used:

- i. **Basic:** This is the base component of the salary to which many other components are linked. This amount is fully taxable.
- ii. **HRA:** This amount will not be taxable if you submit appropriate rent agreement and rent receipts. Tax benefit calculation will be done on the basis of provisions of Income Tax Act, 1961.
- iii. **Children Education Allowance:** This amount can be claimed as non-taxable by producing school fee receipts of your children to a maximum of Rs. 1200/- per child per year, for two children. (This can be claimed over & above deduction U/s 80 C of Rs. 150000/-)
- iv. **Bonus & Ex-Gratia:**
As per the statutory regulation, if you are covered under the payment of Bonus act, this component will be paid as "Bonus" if not this will be paid as "Ex-Gratia"
- v. **LTA:** Leave Travel Allowance is a part of your monthly gross salary. You will receive this component monthly. On submission of required travel proofs, the total amount of the bills produced or the maximum amount of LTA, whichever is less will be considered as non-taxable. In case you have not travelled, you will still receive this amount, as a taxable component of your salary. Tax benefit calculations will be done on the basis of provision and guidance under the Income Tax Act, 1961. LTA claim can be submitted for a maximum of 2 trips within India, in a block of 4 calendar years. Proof of travel viz. air/rail/bus ticket, boarding pass, toll tax receipts (in case of taxi travel), etc. should be submitted to the Finance department if the amount is not desired to be taxed. The proofs should be submitted to the Finance department within 15 days of your return from leave.
- vi. **Conveyance allowance:** To meet the expenditure of commute between the place of residence and office/place of duty. In cases when there is no commute to work place this allowance shall not be applicable.
- vii. **Special Allowance:** This will vary as it is based on the difference between your gross salary and other components that make up the entire salary. It is a fully taxable component.
- viii. **Company's contribution to Provident Fund:** This is calculated as 13.16% of all the above mentioned components (excluding HRA) or Rs. 1,80,000, whichever is lesser.
- ix. **Gratuity:** This provides you a lump sum benefit upon separation after completion of 5 years of continuous service or on retirement or when deceased. The gratuity is computed as per the Payment of Gratuity Act, 1972, as: Last drawn basic salary * no. of years served * 15/26. This amount is subject to a maximum limit as may be prescribed by the Payment of Gratuity Act 1972.
- x. **Mediclaim Insurance:** As per the company policy, you are eligible for Insurance. At present the insurance cover available for Cybage employees is:
 - a. **Medical cover** of Rs. 2,50,000/- for employee, spouse and two dependent children. Includes maternity benefit limited to Rs. 40,000 /- for up to two children.
 - b. **Accident cover** of Rs. 10,00,000/-, payable to beneficiary in case of death of employee. Covers payment for medical leaves taken by employee after accident at the rate of 1% of sum insured or Rs. 10000/-, whichever lower. Does not include hospitalization cover.The insurance aforesaid are subject to review as per Cybage policy on an annual basis.
- xi. **Term Life Insurance:** As per the company policy, you are eligible for Term life Insurance.
At present the insurance cover available for Cybage employees is 7 times of Annual Gross Fixed salary.
The insurance aforesaid are subject to review as per the Cybage policy on an annual basis.
- xii. **Variable Salary:**
The eligibility and payment criteria of Variable pay shall be as follows:

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- a. Only employees of Cybage India software Pvt. Ltd ('Cybage') shall be eligible for Variable pay, provided it is part of the salary structure of respective employee.
- b. Payment of variable pay is contingent upon the Cybage's annual revenue growth for Software Services and individual's performance. It is capped up to 10% of the employee's annual gross salary.
- c. Cybage's annual revenue growth for Software Services shall exclude any revenue generated through inorganic merger and acquisition.
- d. Variable pay shall be prorated for the salary remitted to the employee's during the preceding financial year, ending March 31st.
- e. Variable pay shall be paid to all employees who are on the payroll of Cybage and not serving notice period as of March 31st.

Income Tax: Income tax and Professional tax will be deducted at source as per the rules applicable.

The information pertaining to compensation and benefits is personal and confidential in nature. You should maintain confidentiality of your compensation details and any increment.

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ANNEXURE-2

Additional Terms and Conditions of Offer

1. Date of joining:

This offer for employment is subject to your joining and reporting to the designated Cybage on **August 01, 2022**, failing which this offer will stand withdrawn. In case of such withdrawal of offer, Cybage reserves the right to re-consider or reject your employment with Cybage.

2. Work location and transfer:

Your initial location after joining will be at **Cybage Pune** office. This offer is subject to your preparedness to work in any of the locations of Cybage or its affiliates. Your services are transferable and you may be assigned to any office of Cybage or an associate company.

3. Working hours:

Working hours depend upon your project and the geography that you have been tagged to. On an average employee needs to work for 8 hours a day.

4. Mandatory tenure of employment:

On joining Cybage, you will continue to be employed with Cybage for a minimum period of one year. If you resign before expiry of the mandatory term of employment of one year, you shall be liable to pay to Cybage damages equivalent to three times of your monthly gross salary. On joining, you will be required to sign a service agreement to this effect.

Further, if you resign or are terminated by Cybage for cause prior to completion of the said one year, any special expenses incurred by Cybage on your joining such as joining bonus, hiring allowance, notice buy-out etc. will be recovered from you, in addition to the damages mentioned above.

5. Background verification:

This offer for employment is subject to the satisfactory completion of your background reference check, which includes verification of your past employment details based on the documents and information furnished by you at the time of joining Cybage and verification of all other documents submitted by you as a reference for your educational qualifications or any other credentials.

In case you are unable to furnish necessary documents and information for completing your background reference check or in case you furnish any misleading information or false documents, Cybage reserves the right to terminate your employment irrespective of anything to the contrary in the Company's Policies.

6. Travel and passport:

You should possess a valid passport during your employment with Cybage. In case you do not have a valid passport at the time of joining, you should get one issued within three months from the date of joining.

7. Confidentiality and return of materials:

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You will be required to maintain organizational secrecy and confidentiality with respect to information and procedures followed in Cybage. You should not disclose any information/materials that are an intellectual property of Cybage, its associate companies, or clients.

Upon resignation or termination of your employment, you will return to Cybage all papers and documents which may at that time be in your possession. This includes all type of material related to the business of Cybage or any of its associates or branches and you will not retain any copies or extracts therefrom.

8. Non-competition:

During the term of your employment with Cybage, you will not engage in any other employment, occupation, consulting, or other business activity related to the business in which Cybage is now involved or becomes involved during the term of your employment. You will not engage in any other activity that conflicts with your obligations to Cybage during the term of your employment and for one year thereafter without the prior written consent of Cybage.

9. No-Dual Employment:

You shall devote your full time and attention to the performance of the duties incident to Cybage's position with internal and external stakeholders, Parent, affiliates and the Clients, and shall not have any other employment or engagement (whether permanent or temporary, full time or part time, advisory or consulting) with any other individual, company, enterprise, organization which will confer any responsibility which would be inconsistent with your duty to devote your full time and attention to Cybage expectations from you, provided that, the foregoing shall not prevent you from participating in any charitable or civic organization that does not interfere with your performance of the duties and responsibilities to be performed by you under your employment with Cybage.

10. Leaves and holidays:

You will be entitled to 13 planned leaves and 8 unplanned (pro-rata) leaves in every calendar year. The planned leaves will be credited semi-annually at the rate of 6.5 leaves. Unplanned leaves will be credited as per Company policy. The list of national holidays is declared by the HR department at the beginning of each year. Based on your date of joining, your leaves will be prorated.

11. Appraisal:

Your performance shall be assessed at regular time intervals and you shall be eligible for salary revision based on your performance and your capability as well as company's performance. Your designation may change at the discretion of the Company.

12. Dress code:

Work dress code ranges from Formal to Business Casual to Casual. Cybage's objective in establishing a dress code is to allow our employees to work comfortably in the workplace, while projecting a professional image not only to our customers, potential employees, community, and visitors but also within the organization. Since all casual clothing is not suitable for office, the dress code is specified in the employee manual to help you determine what is appropriate to wear to work. You should adhere to the dress code published in the employee manual on intranet.

You are required to wear formals on your date of joining, which is:

- **For Gentlemen:** Formal full sleeve shirts and trousers with a tie and polished formal shoes.
- **For Ladies:** Western formals, salwar-kameez or formal saris with sandals.

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13. Termination and resignation:

A. Termination: Cybage reserves the right to terminate the services of an employee:

- a) With or without cause by providing one month's notice or one month's salary instead of the notice.
- b) Without notice in the following cases:

- i. If the employee is absent or on unauthorized leave without notice in writing or without sufficient reasons for seven days or more
- ii. If the employee goes on a strike or supports a strike in contravention of any law for the time being in force or
- iii. The employee causes damage to the physical or intellectual property of Cybage or any of its clients/associates.

B. Resignation: For resigning from Cybage, you are required to serve a notice period as per the policy of resignation and as applicable at the time of departure. In case of a shortfall of notice period, the relieving date shall be the prerogative of the company, and shall be within the notice period. Further, the company reserves the right to recover an amount equivalent to the consolidated salary for the number of days of shortfall.

14. Rules and regulations:

You will be subject to all rules and regulations of Cybage that are in force and shall abide by them until in employment with the organization. Cybage policies are available on its intranet, which is accessible to every Cybagian, and are updated from time to time. You are expected to be aware of the company's policies and abide by them.

Cybage reserves the right to modify any or all of the above terms and conditions that shall be binding on you, from time to time.

You will be governed by the code of conduct, discipline, rules, and regulations as laid down by the Company. These can be modified and updated from time to time, and these will be deemed to form an integral part of this offer of employment.

15. Acceptance:

If the terms and conditions of this offer are acceptable to you, kindly return a duplicate of this letter of offer duly signed with your acceptance.

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ANNEXURE-3

JOINING TIME: DOCUMENT CHECKLIST

Originals and photocopies of the following documents need to be submitted on the day of joining. Non-submission of any of the documents will lead to deferment of joining formalities. Original documents will be returned after verification.

A. Educational documents:

1. 10thand 12th/Diploma mark sheets
2. Degree certificate and mark sheet (all semesters/years)
3. PG certificate and mark sheet (if applicable – for all semesters/years)
4. Any Certification mark sheet/certificate

B. Employment documents:

1. Relieving letter/resignation acceptance email/document from previous employer (Prior to Cybage)
2. Relieving and Experience letter from all past employers
3. Last 3 salary slips
4. Salary proof of fixed and variable components (appointment/increment letter)
5. Bank statement for last 3 months (if working on contract)

C. Personal documents:

1. Marriage certificate (if applicable)
1. 3 passport size photographs (with white background)
2. Passport
3. PAN (Permanent Account Number) Card
4. Aadhar Card

Before the date of joining, kindly forward the copy of your resignation letter and the acceptance of the same by your previous Employer HR to talent2join@cybage.com. You can also mail us on talent2join@cybage.com if you have any queries.

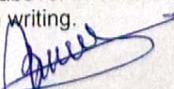
ACCEPTANCE OF OFFER

I have read the offer letter and the annexed policies. I hereby accept the offer on the aforesaid terms.

I solemnly affirm that I am not under any medication on account of any medical condition, which may adversely affect the performance of my duties in the event of my appointment pursuant to my acceptance of this offer.

I shall join duties with effect from the date mentioned hereinabove. In case of delays in joining, I shall inform the concerned authority one week in advance in writing.

Name: **Kiran Kale**

Signature: 

Date: **26 Jul 2022**

Place: **Pune**

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