

TERMS AND CONDITIONS OF EMPLOYMENT

Employer: RBS Services India Private Limited (Formerly known as RBS Business Services Private Limited) ("the Company", "we" or "our"), having its Registered Office at Building No. 7B, DLF Cyber City Phase-III, Gurugram-122002, Haryana, India a subsidiary undertaking of The Royal Bank of Scotland Group of companies.

Employee: Himanshu Mittal, 781 RK Puram Sector 3, New Delhi, Delhi, 110022

Throughout this contract The Royal Bank of Scotland Group is referred to as the "Group", a company in the Group is referred to as "Group Company" and includes The Royal Bank of Scotland Plc, The Royal Bank of Scotland N.V. and their subsidiaries and associated companies.

Date of Issue: 23 May 2018

SDS01 - Start Date: Your employment will begin no later than 04 July 2018.

SDS01.1 - Please note that your employment with RBS Services India Private Limited is subject to and conditional on :

- SDS01.1.1 - your clearing of Graduation in Bachelor of Technology from Delhi Technology University successfully and presenting the Final Mark sheets / Certificates to that effect latest by 31 October 2018

SDC01.2 - In the event of your failure to complete the course or failure to submit the mark sheet and passing certificate by the above specified date / before your joining; the employment with RBS Services India Private Limited shall stand terminated without any notice or payment in lieu of notice with effect from the date when your failure to complete the course is confirmed or the date when you were due to submit your mark sheet and failed to do so, which ever is earlier / the employment offer with RBS Services India Private Limited shall stand withdrawn with effect from the date when your failure to complete the course is confirmed or the date when you were due to submit your mark sheet and failed to do so, which ever is earlier. And the Company / Group shall not be responsible for any liability arising thereof.

JTS01 - Job Title: Within TI Graduates Gurugram, your **Job Title** is **Graduate Analyst**. The Company reserves the right to unilaterally amend/ revise these titles for any business purposes, at its sole discretion.

JTS01.1 - For benefit purposes, this is a Benefit Band 3 role.

JTS01.2 - You may be required to undertake other reasonable duties from time to time, for the Company and any Group Company. The Group reserves the right to transfer you to any suitable alternative position reasonably within your capabilities, according to the requirements of the Group. You will not refuse to carry out any assignment solely on the grounds that it has not been part of your usual duties during your employment. You will also not be entitled to any

additional compensation for carrying out any job which, in the opinion of the management, is equivalent to the job you have been assigned earlier.

JTS01.3 - Whilst you are employed by the Company, you must not undertake any other employment, whether paid or unpaid, or engage or be involved or interested, whether directly or indirectly, in any other business or organisation (either during or outside your working hours), unless you have obtained our prior written consent.

LNS01 - Location:

LNS01.1 - Your Work Location will be Gurugram. We may, at our discretion, require you to (temporarily or permanently) work at or transfer to different work premises.

LNS01.2 - You acknowledge and agree that your employment with the Company may be transferred to another company within the Group (as may be determined by the Company) in accordance with applicable policies.

PPS01 - Probationary Period:

PPS01.1 - The first six months of your employment shall be a probationary period. Details of the arrangements which apply during probation are on the Group's intranet. If your standard of performance, attendance or conduct is unsatisfactory at any time during this period, you may be dismissed without reference to our disciplinary procedure. We may, at our discretion, extend your probationary period.

IPS01 - Integrity and Professionalism:

IPS01.1 - This offer of employment is contingent upon the successful completion of the Pre Employment Screening (PES) process which is part of the background screening conducted by the Group. PES includes but is not limited to verification of your employment history and qualifications.

IPS01.2 - The Group may withdraw this offer of employment (if applicable) or terminate your employment if the result of any background screening check (which may be conducted at any time prior to or during your employment) or act on your part demonstrates (at the discretion of the Group) that you will not be able to carry out the inherent requirements of your employment to the Group's standards of integrity and professionalism.

HWS01 - Hours of Work:

HWS01.1 - Your normal hours will be **45** hours each week. Our working week runs Monday to Sunday. Your manager will allocate your working days and times.

HWS01.2 - We have the right to vary the number of hours, days and times which you work to meet the needs of the business. If this happens you will be given reasonable notice.

HWS01.3 - You will be required to work the hours necessary to fulfil the responsibilities of your role.

RMS01 – Remuneration :

RMS01.1 - The entitlements of your total reward are subject to any Company policy, procedure or guideline that may be issued from time to time. All perquisites and benefits including reimbursements are subject to income tax provisions which may be applicable including taxation on perquisite value.

- RMS01.2 - Your remuneration package includes the Total Fixed Pay of INR.800000 broken down into components mentioned below
 - Basic** - INR 240000
 - Supplementary Allowance** - INR 502064
 - Statutory Bonus** - INR 29136
 - Provident Fund (Employer Contribution)** - INR 28800
- RMS01.2.1 - Under the Group's Flexible Benefits programme, called RBSelect, you can elect to take your Total Fixed Pay as a combination of cash and benefits. The elections are subject to applicable limits as per the company policy. Amount for elected benefits under RBSelect will be adjusted from the supplementary allowance.
- RMS01.3 - Other Benefits (in addition to the Total Fixed Pay) provided by the company are Hospitalization Insurance Cover, Life Insurance Cover, ESIC Contribution, Gratuity and such other benefits as per applicable law. These benefits are applicable as per law & company policy. You will find more information on the Group's intranet.

PAS01 - Performance Award:

PAS01.1 - The Company may in its absolute discretion pay you a performance award of such amount, at such intervals and subject to such conditions as the Company may in our absolute discretion determine from time to time.

PAS01.2 - Any performance award may be paid in cash, shares or any other form, may be deferred in full or in part, and may be forfeited or reduced in such circumstances and on such terms as the Company, acting in good faith, determine appropriate.

PAS01.3 - The exercise of discretion to pay a performance award in one financial year shall not bind the Company or act as a precedent for the exercise of discretion in any other financial year.

PAS01.4 - If, on or before the date when a performance award might otherwise have been payable your employment has terminated or either party has given notice under these terms and conditions to terminate your employment, you will not be entitled to receive any such performance award (whether in cash, shares or any other form).

PAS01.5 - The Company reserves the right to change the rules of any performance award scheme, or to cancel such scheme, at any time without prior notice. In the event of any conflict, the rules of any relevant performance award scheme (as amended from time to time) shall take precedence over these terms and conditions.

RTS01 - Retirement:

RTS01.1 - Subject to any applicable law, the normal retirement age is 60.

LVS01 - Annual Leave and Public Holidays:

LVS 01.1 - Our leave year runs from 1 January to 31 December. Your annual leave entitlement will be 30 days. You may require to take part of your annual leave as compliance leave, in accordance with applicable local policy.

LVS 01.2 - Additional days are given each year for public holidays and we will let you know when they are. We reserve the right to ask you to work on a public holiday.

LVS 01.3 - If you join or leave during a leave year, your annual leave entitlement in respect of that year will be adjusted accordingly. When your employment ends, any accrued annual leave pay due to you for that leave year will be calculated based on your Total Fixed Pay.

LVS 01.4 - Full details of the policy regarding annual leave and holidays are available on the Group's intranet or from your line manager.

CNS01 - Confidentiality:

CNS01.1 - "Confidential Information" is knowledge about the commercial affairs and business transactions of the Company and the Group, including, but not limited to, information about the customers, clients, employees, suppliers (whether former, actual or potential), Group contracts, pricing structures, financial and marketing details, terms of business, proposed transactions, premises, assets, internal communications, Intellectual Property, technical systems, data, designs, formulae, product lines, projects, operational procedures, research activities, negotiating position, forward planning, technical and product developments, accounts, finances, computer software and general know-how of the Company or any Group Company.

CNS01.2 - Confidential Information also includes, without limitation:

- CNS01.2.1 - information relating directly or indirectly to particular securities or issuers thereof (both Group companies and third parties) and which would, if generally available, be likely to have an effect on the price of such securities or related investments ("Price-Sensitive Information");
- CNS01.2.2 - any information contained in documents marked "confidential" or documents of a higher security classification and other information which, because of its nature or the circumstances in which you receive it, you should reasonably consider to be confidential; and
- CNS01.2.3 - confidential information (howsoever obtained) about or provided by any third party received during the course of or as a result of your employment by the Group.

CNS01.3 - All such Confidential Information is the property of the Company or the Group, as the case may be.

CNS01.4 - You acknowledge that, during your employment with the Company, you will acquire access to Confidential Information.

CNS01.5 - You agree you shall at all times observe secrecy in respect of all the affairs of the Group of which you become aware as a result of your employment and in particular you will keep confidential:

- CNS01.5.1 - all information relating to the Group's customers including their identity, their accounts and the details of all Group products or policies held by them;
- CNS01.5.2 - all the actual or proposed transactions of the Group with its customers, suppliers, advisers, regulators and other business connections; and
- CNS01.5.3 - all data belonging to, or held by, the Group whether stored electronically or otherwise and all Confidential Information of the Group.

CNS01.6 - Subject to the need to use or disclose Confidential Information in the proper performance of your duties to the Group, you agree that you will not at any time, whether on your own behalf or in any capacity on behalf of any other person, firm, company or organisation, disclose, reveal, cause the publication of or otherwise make use of any such Confidential Information whether for your personal gain or otherwise and you will not make any direct or indirect detrimental or derogatory references to the Group, its directors or employees in any form, including on the internet (for example making any such references in any on-line diary, typically known as "blogging").

CNS01.7 - You will use your best endeavours to prevent the disclosure of any such confidential information and will inform the Company immediately of any instances of disclosure of which you become aware. For the avoidance of doubt, 'disclosure' includes (but is not limited to) disclosure on the internet or through similar means or media including any social media. In relation to Price-Sensitive Information, you will also ensure that any disclosure, if required in the proper performance of your duties, is made in a manner that is compliant with applicable laws and regulations and Group procedures relating to the disclosure of such information.

CNS01.8 - You acknowledge and understand that:

- CNS01.8.1 - maintaining absolute confidentiality is crucial to the Group whose business depends upon the discretion of employees;
- CNS01.8.2 - a breach of this undertaking of confidentiality will be regarded as a serious disciplinary matter and may if committed while you are employed by the Company result in disciplinary action being taken against you up to and including dismissal without notice and/or criminal proceedings;
- CNS01.8.3 - this obligation of secrecy will apply to all the Group's business and will remain in full force and effect even after you have left the service of, or ceased working within, the Group;
- CNS01.8.4 - the obligation of secrecy will apply unless you have express written consent from the Group to disclose the Confidential Information or you are required to do so by law or the information is already in the public domain, other than by way

of unauthorised use or disclosure.

CNS01.9 - The restrictions outlined in this clause do not apply to any disclosure which you are required to make by law, or to the use or disclosure of information which is already within the public domain through no fault of your own or action on your part, or to a disclosure which constitutes a protected disclosure within the meaning of applicable public interest disclosure legislation.

CNS01.10 - You agree that the undertakings comprised in this clause are reasonable and necessary to protect the legitimate business interests of the Group both during and after the termination of your employment

CNS01.11 - Without prejudice to the foregoing, any disclosure by you of information relating to your pay and remuneration and any and all increments, bonuses and other fringe benefits incidental thereto provided to you by the Company, to any person, including another employee of the Company, will be viewed as a serious breach of your terms of employment and will be dealt with accordingly. Disclosure of such confidential information to your immediate family, tax and legal advisors on a need to know basis will not be a violation of this clause.

DPS01 - Data Protection:

DPS01.1 - The Group may be required to process, transfer and store your personal and sensitive data in any of the other Group locations that may not be your home location (including amongst others, transfers of your health information to a Group Company in the UK) for inclusion in our central HR system.

DPS01.2 - By signing this contract, you acknowledge and agree that we are permitted to collect and hold personal data about you as part of our personnel and other business records and that the Group may use such information for the purpose of conducting background checks, administering your employment and other purposes directly related to your employment.

DPS01.3 - You agree that we may disclose such data to third parties in the event that such disclosure is in our view required for the proper administration of employment and other matters directly related to your employment. This clause applies to information held, used or disclosed in any medium.

DPS01.4 - For further information, please refer to the Data Protection policy, which is available on the Group's intranet or from your line manager.

PNS01 - Periods of Notice:

PNS01.1 - You or the Company may terminate your employment by giving the other party written notice as follows:

- PNS01.1.1 - At any time during your probationary period: 30 calendar days;
- PNS01.1.2 - After completion of your probationary period: 90 calendar days.

PNS01.2 - The Company reserves the right to make a payment in lieu of notice (prorated

monthly equivalent of Total Fixed Pay)

PNS01.3 - The Company may terminate your employment summarily without notice (or payment in lieu of notice) in the event of gross misconduct or a serious breach of your employment obligations.

PNS01.4 - We may, at any time during your notice period (whether notice is given by you or by us), and in our absolute discretion, (i) alter your duties or (ii) instruct you to remain away from work on garden leave ("Garden Leave").

PNS01.5 - While you are on Garden Leave:

- PNS01.5.1 - you must be available for work, although we are not obliged to provide you with any work;
- PNS01.5.2 - you will continue to receive your reference salary and any benefits (where payable) under this contract, but no discretionary and performance related awards or incentive payments will accrue during this period as you will not be carrying out your normal duties;
- PNS01.5.3 - you must not, without the Company's prior consent:
 - (a) attend the office premises of the Company or any Group Company;
 - (b) remove any documents or property from the Company or any Group Company;
 - (c) work for any other person or entity other than the Company or undertake any other business;
- PNS01.5.4 - you may not contact or attempt to contact without our prior written consent, any client, customer, agent, professional adviser, broker or other employee of the Company or the Group (except your line manager); and
- PNS01.5.5 - you remain an employee and continue to be bound by all duties as an employee of the Company (including but not limited to your duty of fidelity and good faith to the Company, which will apply in full and to the same extent as existed prior to the Garden Leave), as well as all employment terms and conditions, subject to the above.

RPS01 - Return of Property:

RPS01.1 - When your employment ends (or earlier on demand by the Company) you are required to return all Confidential Information, and all Group property and equipment in an acceptable condition.

RCS01 - Restrictive Covenants:

RCS01.1 - For the purposes of this clause:

RCS01.1.1 - "Restricted Period" means the period of six months commencing with the date upon which your employment with the Company terminates or, in the event that you are placed on garden leave, the date on which your garden leave begins.

RCS01.1.2 - "Customer" means any person, firm, company or organisation who or which:

- RCS01.1.2.1 - was a customer of, an investor with or an exclusive supplier of services to the Group; or

- RCS01.1.2.2 - at the date of the termination of your employment was negotiating with or contemplating doing business with the Group and, in each case was a Customer with whom or which you had personal dealings, responsibility for or material knowledge of within the period of 12 months immediately preceding the termination of your employment and was not, at the date of your subsequent employment by another firm, company or organisation, already a customer, investor or supplier of such firm, company or organisation in the same product or service as in its dealing with the Company.

RCS01.1.3 - 'Relevant Third Party' means any person, firm, company, organisation or other entity who or which, at any time in the Relevant Period, was an investor with or an exclusive supplier to the Company or any Group Company and:

(a) with whom or which, during the Relevant Period, you had business dealings in the course of your employment; or

(b) in relation to whom or which you are, by reason of your employment, in possession of any trade secrets or Confidential Information;

RCS01.1.4 - "Relevant Employee" means any employee of the Group with whom you have worked closely within a team, branch or business unit in the 12 months prior to the termination of your employment.

RCS01.2 - During your employment and for the Restricted Period you agree, as separate and independent obligations, that you will not without the written consent of the Company:

- RCS01.2.1 - solicit or canvas for (or facilitate the soliciting or canvassing of) business or orders from any Customer;
- RCS01.2.2 - take action that results in or is likely to result in damage or disruption to the business relations between any Customer and the Company;
- RCS01.2.3 - endeavour to cause any Relevant Third Party to either reduce or cease investing in or doing business with the Company or any Group Company or to materially alter the terms of its investment in or business with the Company or any Group Company in a manner detrimental to the Company or any Group Company;
- RCS01.2.4 - either on your own behalf or on behalf of any other person, firm or company;
- RCS01.2.4.1 - solicit or entice away from the Group or endeavour to solicit or entice away from the Group any Relevant Employee for the purpose of being employed in any business which competes with that part of the Company in which you worked during the last 12 months of your employment; or
- RCS01.2.4.2 - employ in a capacity reporting directly to you in any such business, any Relevant Employee of the Group.

RCS01.3 - The restrictions above shall apply whether you act directly or indirectly, and whether on your own behalf or for any other person, company or organisation.

RCS01.4 - You shall not, following the termination of your employment represent yourself or hold yourself out as being in any way connected with the business of the Company.

RCS01.5 - If any restriction contained in this clause is unenforceable for any reason, but would be enforceable if some of its wording were deleted, it shall apply with such deletions as are necessary to make it enforceable.

RBS01 - Receipt of Payments and Benefits from Third Parties

RBS01.1 - Subject to any written regulations issued by the Group which may be applicable, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Group or any associated company and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Group or the relevant associated company for the amount received or the value of the benefit so obtained.

POS01 - Policies and Procedures:

POS01.1 - The Group has adopted a number of employment and business policies and procedures. You must comply with the Group's policies and procedures (as amended, removed or replaced from time to time), including the Code of Conduct.

POS01.2 - You will have access to all of the Group policies and procedures including the Code of Conduct, on the Group's intranet site or from your line manager. You must familiarise yourself with them and you agree to be bound by them.

POS01.3 - We reserve the right to change existing policies and procedures or introduce new ones from time to time. Information about new policies and procedures or changes to existing ones including the Code of Conduct will be communicated through the Group's intranet and/or employee communications.

POS01.4 - Disciplinary procedures or any other applicable procedures in the circumstances may be implemented for failure to comply with the Group's policies and procedures up to and including dismissal.

RNS01 - Regulatory Requirements:

RNS01.1 - It is a condition of your appointment and your continued employment that you satisfy (and continue to satisfy) all relevant requirements, qualifications, recommendations, rules and regulations, as amended from time to time (including any such requirements, recommendations, rules and regulations regarding handover arrangements), of (i) any regulatory body whose consent or approval is required for you to undertake (or continue to undertake) your duties; (ii) the UK Listing Authority; (iii) all other regulatory authorities relevant to the Company and / or the Group; and (iv) any internal policies and procedures of the Company and / or the Group to the extent these are issued or implemented pursuant to regulatory requirements.

SNS01 - Standards, Qualifications and Assessments:

SNS01.1 - You are required to attain any standards and qualifications and / or pass any assessments and / or training (whether internal or external) considered necessary by the Company and / or the Group to meet any requirements imposed on it / them including those imposed by a regulatory authority from time to time. You will be provided with details of such standards and requirements separately at the relevant time. Failure to meet these standards may result in disciplinary action being taken against you, up to and including dismissal.

SRS01 - Staff Dealing Rules:

SRS01.1 - You must comply with the Staff Dealing Rules and should familiarise yourself with them by reading the Personal Account Dealing Policy. Full details can also be obtained from your country Compliance Department.

INS01 - Intellectual Property:

INS01.1 - For the purposes of this clause, "IPR" means intellectual property rights of all kinds including, in particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including copyright in computer software), confidential information and know-how, database rights, applications for any of the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in any part of the world.

INS01.2 - Subject to the provisions of applicable local legislation, all IPR generated by you during your employment will be owned by the Group. You will co-operate fully, and do all acts required (at the Group's expense), to assign IPR with full title guarantee to the Group. You shall also assist the Company to the best of your ability to enforce all IPR in all jurisdictions. You agree to appoint the Group to act as your attorney for the purposes of securing grant and ownership of the IPR. You also agree to do nothing, during or after your employment, to affect the validity of any IPR. You agree to waive all moral rights in any IPR, whether conferred by statute or otherwise.

INS01.3 - The Group may delegate its rights and/or obligations under this clause to a Group Company or other nominee. Rights and obligations in this clause shall survive termination of your employment for any reason.

IAS01 - Information, Assets and Systems

IAS01.1 - When you join us you may have access to phones, e-mail, the Group's intranet, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the policies relating to them. We may implement our disciplinary procedure if you fail to comply with them and in certain circumstances, this could amount to gross misconduct leading to dismissal. You should refer to the Code of Conduct and the Group Policy Standards for further information on these policies.

DRS01 - Deductions from Remuneration:

DRS01.1 - The Group may deduct from your remuneration any overpayment made to you, any

benefits including leave overtaken by you or amounts owed by you to the Group, to the extent permitted by law.

DRS01.2 - You also hereby agree, by signing this contract, that the Group may debit your bank account, if necessary, after the effective date of the termination of your employment, for any overpayment in the final Annual Gross Remuneration Package payment that may occur, to which you are not entitled. You will be advised of the amount debited.

TXS01 - Taxes:

TXS01.1 - You will be solely responsible for declaring and paying all taxes to the income tax authorities due on payments made and benefits provided to you by the Group. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

TES01 - Changes to your Terms of Employment:

TES01.1 - We reserve the right to make reasonable changes to any of your terms and conditions of employment. We will inform you of changes by way of a general notice to all employees through the Group's intranet or by other means of employee communication.

TES01.2 - In relation to the benefits (not being a statutory benefit) referred to in this contract, we reserve the right to withdraw or alter their terms without notice at any time. We will exercise reasonable discretion if we change the benefits or exclude you from them.

TES01.3 - You acknowledge and agree that your employment with the Company may be transferred to another company within the Group (as may be determined by the Company). You shall execute all documents necessary or desirable to effect such transfer.

WRS01 - Warranty:

WRS01.1 - You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this contract.

GLS01 - Governing Law:

GLDS01.1 - The interpretation and enforcement of this contract shall be governed by and construed in all respects in accordance with the laws of India and the parties submit themselves to the exclusive jurisdiction of the courts located in the state in which you render your services to the Company.

WAS01 - Whole Agreement:

WAS01.1 - These terms and conditions supersede any previous agreement, whether oral or in writing, between you and the Company or any other Group Company in relation to the matters dealt herein and represent the entire agreement between you and the Company.

JIS01 - Joining Instruction



JIS01.1 - You need to submit all the desired documents as enumerated by the recruiter, at the time of joining. However, if for some reason you are unable to submit it on the day of joining, a self-declaration shall be required in this regard. You will indicate the timeframe by when these documents can be submitted.

This contract is valid subject to you reporting to work on or before 04 July 2018 at 9:30 AM, failing which your appointment stands withdrawn.

Please indicate your acceptance of these terms and conditions by signing the duplicate copy of this contract and returning it to the Company by **02 June 2018**.

I, the undersigned, have read and agree to be bound by the terms and conditions of employment specified or referred to in this contract. I understand that the Company may vary the terms and conditions of employment from time to time.

Himanshu

Signature

4/7/2018

Date

Signature
Signed for and on behalf of
RBS Services India Private Limited
on 23 May 2018
by **Vasantham Kulai**

Service Delivery Manager - Customer Delivery
HR People Services India

.....
Signature
Signed for and on behalf of
RBS Services India Private Limited

on 23 May 2018
by **Vineet Verma**

Assistant Manager
HR People Services India

This document is digitally signed by the authorized signatories of RBS Services India Private Limited.

This document is classified as Private and Confidential.

Digitally signed by
VASANTHA RAMA
KULAI
Date: 2018.05.24
17:36:58 +05:30

Digitally signed
by **VINEET**
VERMA
Date: 2018.05.25
16:46:27 +05:30

- Both the employer and the employee contribute towards the employee provident fund. Employer contribution of provident fund is part of the TFP. Employee contribution of provident fund will be deducted from employees monthly take home salary.
- ESIC benefit is applicable to the employee as per the Employee's State Insurance Act, 1948. The ESIC rules are applicable to all employees with Gross Salary¹ up to INR 21,000 per month (Subject to current legislation). Further details on ESIC are available on HR Portal.
- Supplementary Allowance is a component of the TFP that could be either taken as cash or as benefits (via the flexible benefit program – RBSelect). Please refer to the RBSelect Benefit Eligibility Matrix to know your benefit eligibility.

Annexure A

RBSelect Benefit Eligibility Matrix

Benefit Name	Benefit Band 3
Voluntary – Medical Insurance Top-Up	<ul style="list-style-type: none"> Family: Employee, Spouse & Children or Partner INR 200,000 or INR 500,000 floater top-up cover. Deduction for this benefit is as per the latest premium rates updated on the HR Portal.
Voluntary – Parental Cover	<ul style="list-style-type: none"> An employee can buy insurance cover for up to INR 200,000 or INR 300,000 or INR 400,000 for dependent parents. Deduction for this benefit is as per the latest premium rates updated on the HR Portal. Top up plan of INR 200,000 is available on the insurance cover of INR 400,000. The plan shall offer individual sum insured i.e., per parent cover – non floater policy Since the policy is individual sum insured, employees can avail cross-combination. There is no compulsion to cover either parents or parents-in-law. Employee can make their choice between all four
Voluntary – Life Insurance Top-Up	<ul style="list-style-type: none"> Employees can choose to top up their Life Insurance cover by paying for the additional premium from their Supplementary Allowance. This cover is being offered in multiples of 0.25, 0.50, 0.75, 1 & 5 times annual total fixed pay Deduction for this benefit is as per the latest premium rates updated on the HR Portal.
Conveyance Allowance	<ul style="list-style-type: none"> Differently abled colleagues can avail this benefit maximum up to INR 38,400 per annum
House Rent Allowance	<ul style="list-style-type: none"> Up to 50% of Basic Salary
Meal Card	<ul style="list-style-type: none"> Meal card worth INR 6,000 or INR 12,000 or INR 18,000 or INR 24,000 or INR 26,400 per annum
National Pension System	<ul style="list-style-type: none"> Minimum Contribution per year : INR 1000 per annum Minimum Contribution per transaction : INR 500 (per transaction) Maximum Contribution : up to 10% of Basic Salary (As per Corporate Model)
Leave Travel Allowance (Figures are Up to)	<ul style="list-style-type: none"> INR 100,000 per annum
Telephone Reimbursement (Figures are Up to)	<ul style="list-style-type: none"> INR 60,000 per annum

¹ Gross Salary is defined as wages under the ESIC Act:

- Basic (Dearness Allowance / Personal Allowance if applicable)
- Supplementary Allowance
- Housing Rent Allowance
- Conveyance Allowance
- Statutory Bonus

Please Note:

- Further details on the policies for the above benefits are available in the HR Portal.
- Management reserves the right to change the eligibility criteria and the policy at its discretion