

Internship Letter

December 20, 2020

Ishank Sharma

NRI 14, Aryabhatta Boys Hostel,
Bangalore-110003

Dear **Ishank**,

We are delighted to offer you "**Internship**" with Publicis Sapient, a division of TLG India Pvt. Ltd. ("Publicis Sapient").

The Total Cost to Company per month offered to you is INR **23632/-** which includes

- Provident Fund contributions (as per the applicable provisions)

Labor Welfare Fund contribution and professional and other taxes (as applicable) shall be deducted from the amount payable to you.

Additionally, you will be entitled to avail the Company transport for which an amount of INR 2500 per month would be deducted from the amount payable to you.

Your Internship start date will be **January 11, 2021** at Publicis Sapient's **Gurgaon** office.

Your Internship would be for a period of **5 Months from the start date of Internship**.

In addition to your salary, you will be entitled to:-

- Receive Relocation expenses up to a maximum of amount Rs 10,000. (subject to submission of receipts)

We are looking forward to your joining us for the Internship program. We see this program as an opportunity for you to experience a truly amazing work-place, work on Publicis Sapient projects, and contribute to shaping our future!

TLG India Private Limited
GIL SEZ, Candor Techspace,
Building No. 1, Tower B, Ground – 3rd Floor,
Building No. 2, Tower A, Ground & First Floor,
Building No. 5, Ground & First Floor,
SEZ Sector 21, Village Dundahera,
Gurgaon - 122016 Haryana, India

TEL +91 (124) 672 4000

FAX +91 (124) 672 4027

TLG India Private Limited
Oxygen Business Park Private Limited SEZ,
Tower C, 2nd - 4th Floor, Plot No. 7,
Sector 144, Expressway,
Noida – 201301
Uttar Pradesh, India

TEL +91 (120) 479 5000

FAX +91 (120) 479 5001

TLG India Private Limited
Bagmane Constellation Business Park,
2870, Building Virgo, Outer Ring Road,
Doddanekundi Circle, Marathahalli Post,
Bengaluru - 560037 Karnataka, India

TEL +91 (80) 6128 0000

FAX +91 (80) 6128 0001

Registered Office: TLG India Private Limited

15th Floor, Urmi Estate, Tower A, 95, Ganpatrao Kadam Marg, Lower Parel (West), Mumbai-400013.

Tel: +91 (22) 6804 3600 Fax: +91 (22) 6804 3601 CIN: U74110MH1972FTC015798

www.publicissapient.com



On your first day of Internship, please report to Publicis Sapient **Gurgaon** office at 8:30 am along with the documents as mentioned in Annexure 'B'. Should there be a change in your start date, it is mandatory for you to communicate the same to us a week in advance as this impacts your experience with Publicis Sapient.

Kindly return a copy of this letter, duly counter signed by you, within a week.

Best Regards

Kameshwari Rao
GVP, People Strategy | Publicis Sapient

I hereby accept and agree to the terms and conditions of Internship. I agree to abide by the policies, rules and regulations of the Company in effect from time to time throughout the period of my Internship with the Company.

Signature : _____
Name : **Ishank Sharma**
Date : _____

Fill this section ONLY upon joining, in case there is a change in the Internship start date.

I hereby confirm my Internship start date as below:

(Revised Internship start date)

Signature : _____

TLG India Private Limited
GIL SEZ, Candor Techspace,
Building No. 1, Tower B, Ground – 3rd Floor,
Building No. 2, Tower A, Ground & First Floor,
Building No. 5, Ground & First Floor,
SEZ Sector 21, Village Dundahera,
Gurgaon - 122016 Haryana, India

TEL +91 (124) 672 4000
FAX +91 (124) 672 4027

Registered Office: TLG India Private Limited
15th Floor, Urmi Estate, Tower A, 95, Ganpatrao Kadam Marg, Lower Parel (West), Mumbai-400013.
Tel: +91 (22) 6804 3600 **Fax:** +91 (22) 6804 3601 **CIN:** U74110MH1972FTC015798

www.publicissapient.com

TLG India Private Limited
Oxygen Business Park Private Limited SEZ,
Tower C, 2nd - 4th Floor, Plot No. 7,
Sector 144, Expressway,
Noida – 201301
Uttar Pradesh, India

TEL +91 (120) 479 5000
FAX +91 (120) 479 5001

TLG India Private Limited
Bagmane Constellation Business Park,
2870, Building Virgo, Outer Ring Road,
Doddanekundi Circle, Marathahalli Post,
Bengaluru - 560037 Karnataka, India

TEL +91 (80) 6128 0000
FAX +91 (80) 6128 0001

Employee Name	Ishank Sharma	Level/Designation	Engineering Intern
			Compensation Structure
S.No.	Components	Components Details	Monthly
A	Fixed		
1	Basic Amount		21100
B	Base Amount = Basic Amount		21100
2	Provident Fund	12% of Basic Amount	2532
C	Retiral Benefits		2532
	**Total Cost to the Company (Before Tax Deduction) = (B+C)		23632
***The above stated elements of compensation are taxable as per applicable Income Tax Laws. All the figures are in INR (India Rupees) only.			
**Additionally, Labor Welfare Fund contribution and Professional Tax (as applicable) shall also be deducted from the amount payable to you. As per applicable laws, you will also be required to contribute 12% of your monthly basic payout towards your Provident Fund and the Company will contribute an equivalent amount.			
*Note: The Program may be amended or withdrawn at any time and plan guidelines may be adjusted at the Company's discretion			

TLG India Private Limited
GIL SEZ, Candor Techspace,
Building No. 1, Tower B, Ground – 3rd Floor,
Building No. 2, Tower A, Ground & First Floor,
Building No. 5, Ground & First Floor,
SEZ Sector 21, Village Dundahera,
Gurgaon - 122016 Haryana, India

TEL +91 (124) 672 4000
FAX +91 (124) 672 4027

Registered Office: TLG India Private Limited
15th Floor, Urmi Estate, Tower A, 95, Ganpatrao Kadam Marg, Lower Parel (West), Mumbai-400013.
Tel: +91 (22) 6804 3600 Fax: +91 (22) 6804 3601 CIN: U74110MH1972FTC015798

www.publicissapient.com

TLG India Private Limited
Oxygen Business Park Private Limited SEZ,
Tower C, 2nd - 4th Floor, Plot No. 7,
Sector 144, Expressway,
Noida – 201301
Uttar Pradesh, India

TEL +91 (120) 479 5000
FAX +91 (120) 479 5001

TLG India Private Limited
Bagmane Constellation Business Park,
2870, Building Virgo, Outer Ring Road,
Doddanekundi Circle, Marathahalli Post,
Bengaluru - 560037 Karnataka, India

TEL +91 (80) 6128 0000
FAX +91 (80) 6128 0001

Annexure "A" to Internship Offer Letter

TERMS OF INTERNSHIP

We are detailing below some of the significant terms of **Internship** and policies that will apply to you at Publicis Sapient, a division of TLG India Pvt. Ltd. ("Publicis Sapient"). Please ensure that you read and fully understand all the terms and policies.

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

INTERNSHIP

You will be on Internship for **5 Months** from the start date of your Internship. During the Internship, your performance will be assessed by Publicis Sapient as per the performance parameters set forth by the Company. In the event your conduct/performance is found to be unsatisfactory, Publicis Sapient would reserve the right to terminate your Internship. Upon successful completion of your Internship and subject to your good conduct and completion of your educational degree, Publicis Sapient may at its sole discretion offer you employment. Expiry of your Internship period should not be considered as confirmation of an offer of employment from Publicis Sapient unless an offer letter of employment is issued to you in this regard.

TERMINATION

In case of breach of the terms of Internship or misconduct (which includes amongst other things failure to return to work after vacation, absconding from work, taking actions injurious to Publicis Sapient's business or reputation, undertaking fraudulent acts, obtaining a criminal conviction), Publicis Sapient may terminate your Internship without prior notice and without any payment in lieu of notice, and all benefits shall be withdrawn with immediate effect.

During the Internship period, either party may terminate the Internship by providing 7 days prior notice in writing to the other party.

PROPRIETARY INFORMATION AND CONFIDENTIALITY

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

TLG India Private Limited
GIL SEZ, Candor Techspace,
Building No. 1, Tower B, Ground – 3rd Floor,
Building No. 2, Tower A, Ground & First Floor,
Building No. 5, Ground & First Floor,
SEZ Sector 21, Village Dundahera,
Gurgaon - 122016 Haryana, India

TEL +91 (124) 672 4000
FAX +91 (124) 672 4027

TLG India Private Limited
Oxygen Business Park Private Limited SEZ,
Tower C, 2nd - 4th Floor, Plot No. 7,
Sector 144, Expressway,
Noida – 201301
Uttar Pradesh, India

TEL +91 (120) 479 5000
FAX +91 (120) 479 5001

TLG India Private Limited
Bagmane Constellation Business Park,
2870, Building Virgo, Outer Ring Road,
Doddanekundi Circle, Marathahalli Post,
Bengaluru - 560037 Karnataka, India

TEL +91 (80) 6128 0000
FAX +91 (80) 6128 0001

Registered Office: TLG India Private Limited

15th Floor, Urmi Estate, Tower A, 95, Ganpatrao Kadam Marg, Lower Parel (West), Mumbai-400013.
Tel: +91 (22) 6804 3600 Fax: +91 (22) 6804 3601 CIN: U74110MH1972FTC015798

www.publicissapient.com

During your Internship with Publicis Sapient, 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 Publicis Sapient any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Publicis Sapient or any of our existing or prospective clients. Upon joining, you will be required to sign the standard Publicis Sapient Non-Disclosure Agreement and other documents relating to your Internship.

INTELLECTUAL PROPERTY

All the proprietary rights title and interests in any and all intellectual properties, such as ideas, inventions, or works which are conceived, developed or prepared by you during your Internship with the Company, shall vest with the Company absolutely.

COMPLIANCE WITH POLICIES

You acknowledge that being an employee of Publicis Sapient you must comply with the corporate policies and procedures ("Janus") of the Publicis Groupe. You also understand and acknowledge that these policies and procedures are continually evaluated and these may be amended or altered from time to time and as applicable and enforced shall be binding upon you.

PERSONAL INFORMATION

You acknowledge and understand that Publicis Sapient will process your personal information including your sensitive personal data or information ("Personal Information") for Internship related purposes. By accepting the terms of Internship, you hereby consent to the collection and disclosure of your Personal Information by Publicis Sapient to and from third parties and for the transfer of your Personal Information by Publicis Sapient to Publicis Sapient group companies, suppliers and customers within and outside India, where it is necessary for purposes related to your Internship or where it is legally required. The reference to "sensitive personal data" above is to the categories of personal data identified by data privacy laws as requiring special protection.

You also agree to comply with the Personal Information Protection Policy ('Policy') which is available on the Company's intranet in all the data processing activities which you may perform on Publicis Sapient's behalf. In particular, you agree not to use any Personal Information other than in connection with and to the extent necessary for meeting the business requirements of Publicis Sapient.

TLG India Private Limited
GIL SEZ, Candor Techspace,
Building No. 1, Tower B, Ground – 3rd Floor,
Building No. 2, Tower A, Ground & First Floor,
Building No. 5, Ground & First Floor,
SEZ Sector 21, Village Dundahera,
Gurgaon - 122016 Haryana, India

TEL +91 (124) 672 4000
FAX +91 (124) 672 4027

TLG India Private Limited
Oxygen Business Park Private Limited SEZ,
Tower C, 2nd - 4th Floor, Plot No. 7,
Sector 144, Expressway,
Noida – 201301
Uttar Pradesh, India

TEL +91 (120) 479 5000
FAX +91 (120) 479 5001

TLG India Private Limited
Bagmane Constellation Business Park,
2870, Building Virgo, Outer Ring Road,
Doddanekundi Circle, Marathahalli Post,
Bengaluru - 560037 Karnataka, India

TEL +91 (80) 6128 0000
FAX +91 (80) 6128 0001

Registered Office: TLG India Private Limited

15th Floor, Urmi Estate, Tower A, 95, Ganpatrao Kadam Marg, Lower Parel (West), Mumbai-400013.
Tel: +91 (22) 6804 3600 **Fax:** +91 (22) 6804 3601 **CIN:** U74110MH1972FTC015798

www.publicissapient.com

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 Internship.

INSIDER TRADING

Please note that during the period of your Internship with Publicis Sapient and for a reasonable period thereafter, 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 Publicis Sapient or any of its Clients or affiliates that may trigger insider trading violations, with anybody, including spouse and family.

ABSCONDING CLAUSE

If you absent yourself without approved leave or remain absent beyond the period of leave originally approved or subsequently extended, the same shall be considered as you having voluntarily terminated the Internship without giving notice unless you

- Return to work within three days of the commencement of such absence, and
- Give an explanation to the satisfaction of the Company regarding such absence.

LEAVE

Leaves will be accrued at the rate of 1.5 days per month. For the avoidance of doubt, you shall be entitled to prorated leaves in the event you join in the middle of the month. If un-availed, the same can be carried forward to the next month. At the end of your Internship, all un-availed leaves will be encashed by Publicis Sapient.

PROVIDENT FUND & OTHER BENEFITS

As per applicable laws, you will be required to contribute 12% of your monthly payout towards your Provident Fund and the Company will contribute an equivalent amount. For the avoidance of doubt, in case you relocate to your home office location at the start of your Internship, you shall not be entitled to the new hire relocation benefits.

TLG India Private Limited
GIL SEZ, Candor Techspace,
Building No. 1, Tower B, Ground – 3rd Floor,
Building No. 2, Tower A, Ground & First Floor,
Building No. 5, Ground & First Floor,
SEZ Sector 21, Village Dundahera,
Gurgaon - 122016 Haryana, India

TEL +91 (124) 672 4000

FAX +91 (124) 672 4027

TLG India Private Limited
Oxygen Business Park Private Limited SEZ,
Tower C, 2nd - 4th Floor, Plot No. 7,
Sector 144, Expressway,
Noida – 201301
Uttar Pradesh, India

TEL +91 (120) 479 5000

FAX +91 (120) 479 5001

TLG India Private Limited
Bagmane Constellation Business Park,
2870, Building Virgo, Outer Ring Road,
Doddanekundi Circle, Marathahalli Post,
Bengaluru - 560037 Karnataka, India

TEL +91 (80) 6128 0000

FAX +91 (80) 6128 0001

Registered Office: TLG India Private Limited

15th Floor, Urmi Estate, Tower A, 95, Ganpatrao Kadam Marg, Lower Parel (West), Mumbai-400013.
Tel: +91 (22) 6804 3600 Fax: +91 (22) 6804 3601 CIN: U74110MH1972FTC015798

www.publicissapient.com

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 Internship with the Company, be considered for Internship 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 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 that Publicis Sapient 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.

INTERNSHIP RESTRICTIONS

Your Internship with Publicis Sapient is conditional upon your not being employed simultaneously, whether full time or part time or as a contractor, with any other organization, person or entity or being a partner in a partnership firm or a Director on the Board of any Company, or having any other affiliation that will detract from your Internship with Publicis Sapient.

CHANGE OF ADDRESS

You shall keep Publicis Sapient informed of your latest postal address at all times and intimate in case of change of address. Any communication sent to you by Publicis Sapient 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.

TLG India Private Limited
GIL SEZ, Candor Techspace,
Building No. 1, Tower B, Ground – 3rd Floor,
Building No. 2, Tower A, Ground & First Floor,
Building No. 5, Ground & First Floor,
SEZ Sector 21, Village Dundahera,
Gurgaon - 122016 Haryana, India

TEL +91 (124) 672 4000
FAX +91 (124) 672 4027

TLG India Private Limited
Oxygen Business Park Private Limited SEZ,
Tower C, 2nd - 4th Floor, Plot No. 7,
Sector 144, Expressway,
Noida – 201301
Uttar Pradesh, India

TEL +91 (120) 479 5000
FAX +91 (120) 479 5001

TLG India Private Limited
Bagmane Constellation Business Park,
2870, Building Virgo, Outer Ring Road,
Doddanekundi Circle, Marathahalli Post,
Bengaluru - 560037 Karnataka, India

TEL +91 (80) 6128 0000
FAX +91 (80) 6128 0001

Registered Office: TLG India Private Limited
15th Floor, Urmi Estate, Tower A, 95, Ganpatrao Kadam Marg, Lower Parel (West), Mumbai-400013.
Tel: +91 (22) 6804 3600 **Fax:** +91 (22) 6804 3601 **CIN:** U74110MH1972FTC015798

www.publicissapient.com

Annexure "B" to Internship Letter

Documents to be submitted on the start date of Internship

1. Duplicate copy of the internship letter duly accepted (if not submitted already)
2. Photocopy of your graduation certificate/degree/final/last semester mark sheet
3. Relieving letter from the company (if you were working earlier)
4. Self-attested copy of your PAN card
5. Provident Fund (PF) number, Universal Account Number (UAN) and other details from the previous organization {For PF Transfer}, if applicable
6. **For new Citibank account -**
 - 1 colored passport size photograph
 - Proof of Identity : (PAN / PASSPORT / VOTER ID CARD / RATION CARD)**For existing Citibank account holders -**
 - Account details
7. Self-attested copy of Aadhar Card as your 'proof of identity & address'

TLG India Private Limited
GIL SEZ, Candor Techspace,
Building No. 1, Tower B, Ground – 3rd Floor,
Building No. 2, Tower A, Ground & First Floor,
Building No. 5, Ground & First Floor,
SEZ Sector 21, Village Dundahera,
Gurgaon - 122016 Haryana, India

TEL +91 (124) 672 4000
FAX +91 (124) 672 4027

Registered Office: TLG India Private Limited

15th Floor, Urmi Estate, Tower A, 95, Ganpatrao Kadam Marg, Lower Parel (West), Mumbai-400013.
Tel: +91 (22) 6804 3600 **Fax:** +91 (22) 6804 3601 **CIN:** U74110MH1972FTC015798

www.publicissapient.com

TLG India Private Limited
Oxygen Business Park Private Limited SEZ,
Tower C, 2nd - 4th Floor, Plot No. 7,
Sector 144, Expressway,
Noida – 201301
Uttar Pradesh, India

TEL +91 (120) 479 5000
FAX +91 (120) 479 5001

TLG India Private Limited
Bagmane Constellation Business Park,
2870, Building Virgo, Outer Ring Road,
Doddanekundi Circle, Marathahalli Post,
Bengaluru - 560037 Karnataka, India

TEL +91 (80) 6128 0000
FAX +91 (80) 6128 0001