



*Lloyds Offshore Global Services Private Limited
10th Floor, Unit 3, Plot No.2, Survery No. 83/1, Octave
Block, Phase 1 of Cyberabad Knowledge City, Serilingampalli
Mandal, Raidurg, Panmaktha Village, Hyderabad,
Rangareddy, Telangana, 500081*
Goods and Services Tax Identification Number: 36AAACL9321N1Z7

30th September 2023

To,

Uday Kumar saw

Meyatu, Hazaribhag,
Sultana,
Jharkhand - 825319

Subject: Offer of Employment

Dear **Uday Kumar**

Congratulations and welcome to Lloyds Technology Centre, India.

With reference to your application and subsequent discussions, we are pleased to offer you the role of **Senior Java Engineer** with Lloyds Offshore Global Services Private Limited (the "Company"), which will also be known as the Lloyds Technology Centre*. Lloyds Technology Centre is part of the wider Lloyds Banking Group.

Here's what you can expect from us:

Opportunity to be a part of a mission; shaping finance as a force for good –

Lloyds Banking Group's mission is to create a sustainable and inclusive future for people and businesses, shaping finance as a force for good. At Lloyds Technology Centre, we play a key part in delivering this. We are also guided by our values in shaping the way we work and how we make decisions, in turn constantly endeavouring towards creating an environment where colleagues love to work and can make a positive impact.

Range of exclusive benefits and rewards –

We value our colleagues' contributions, and we endeavour that our colleagues'

total reward experience reflects the expertise they bring and impact they create. We leverage Lloyds Banking Group's best practices to strive to support colleagues' emotional well-being needs and to allow colleagues to thrive both personally and professionally. We offer flexi-pay options with benefits tailored to colleague preferences and evolving needs. Our renowned safety and wellbeing practices are at the heart of our policies. This includes access to a comprehensive leave package, medical insurance coverage, health check-up programs and OPD benefits.

Career elevating opportunities –

We're not just offering jobs; we endeavour to provide colleagues with a launchpad for their careers. Through career mentorship, cross-functional job shadowing opportunities, and participation in social impact projects, we aim to help colleagues gain valuable insights and broaden their skills while making a meaningful impact in their role. Embrace the opportunities, take charge of your career journey, and be a part of our growth story in India.

Future skill building opportunities –

As a part of Lloyds Banking Group, who are known for their market leading practices in learning and development, Lloyds Technology Centre is committed to extending help to colleagues to achieve their personal and professional aspirations. We offer educational assistance to help empower colleagues to attain professional certifications and qualifications. Our comprehensive induction and role-specific learning pathways, extending up to 60+ hours, focuses on future skills to help equip colleagues for success and engage in targeted accelerated development programs that align with industry trends.

Inclusive and diverse workplace –

We are guided by strong values to create an inclusive and diverse workplace for our customers, colleagues, and communities. Colleagues will be part of an inclusive workplace where we aim that everyone feels valued, respected, and empowered. We are committed to colleague well-being and growth, providing a robust HR and people support network, striving to ensure colleagues have the resources needed to thrive. Flexibility is reflected in our inclusive policies supporting the unique needs of our colleagues. We embrace and celebrate diversity at every level of our workforce.

Join us and grow with purpose.

This letter ("Offer Letter") has the following provisions:

1. Date of Joining

Your employment with the Company will commence on **4th December 2023** ("Date of Joining"). If you fail to join the Company on the Date of Joining, the Company reserves the right to revoke this offer of employment, without payment of any compensation to you. Alternatively, the Company may, at its sole discretion, allow you to join at a later date as mutually agreed between the parties, and such date shall be treated as your Date of Joining.

2. Location of Joining

You will be initially based out of **Hyderabad, Knowledge City** ("Location of Joining"), though you may be required to undertake work-related travel or be transferred or work remotely, as per the requirements of the Company.

3. Job Title

Your job title will be **Senior Java Engineer**.

4. Annual Compensation

On commencement of your employment with the Company, your total annual compensation including benefits, allowances, and perquisites, if any, payable by the Company will be **INR 1,965,835/- (Nineteen Lakh Sixty Five Thousand Eight Hundred And Thirty Five Rupees Only)** less any deductions of statutory amounts and income tax, as applicable from time to time.

The detailed breakdown of your annual compensation is provided in **Annexure A** to this Offer Letter.

5. Relocation Benefits

If you accept this offer and commence employment with the Company, you will receive a one-time lump sum payment towards expenses incurred by you to facilitate your relocation to the Location of Joining.

Further details are provided in **Annexure D** of this Offer Letter.

6. Probation

You will be on probation for a period of **6 months** from your Date of Joining, which may be further extended at the discretion of the Company. Subject to successful completion of your probation, your employment with the Company

will be confirmed.

7. Working Hours & Weekly Time Off

Your daily and weekly hours of work shall be as prescribed under applicable laws.

8. Ways of Working

The Company will take consideration of your personal circumstances whilst recognising that the priority is to establish working patterns that meet customer and business needs.

9. Leaves & Public Holidays

You will be entitled to 27 days annual leaves (inclusive of statutory entitlements to earned and casual leaves), 12 days sick leave and 10 days public holidays as per the Leaves & Public Holidays policy. Additionally, as per the Parental Leave policy, you will be eligible to receive maternity leave, adoption/surrogacy leave, paternity leave and bereavement leave.

10. Termination Notice

In the event you resign from the Company during the probation period, you will be required to give the Company 1 (one) month prior written notice or salary in lieu thereof. However, the Company may at its discretion accept such payment in lieu of notice period from you or require you to serve such notice period. Similarly, the Company can terminate the employment during the probation period by giving you 1 (one) month prior written notice, or payment in lieu of notice.

At any time after completion of the probation period, the Company may serve notice to terminate your employment by serving **2 months** prior notice in writing or pay gross salary in lieu thereof.

Further, at any time after completion of the probation period, you may resign from your employment with the Company by serving **2 months** prior notice to the Company in writing. In exceptional situations, the Company may at its discretion also accept gross salary in lieu of the notice period.

In any event, you must ensure a smooth handover of your job responsibilities.

11. Simultaneous Employment

During your employment, you will be required to devote your full time, attention, and abilities to your job duties during working hours, and to act in the best interest of the Company at all times. You will not, without the written consent of the Company, be in any way directly or indirectly engaged or concerned in any other business or undertaking. Further, you are prohibited from engaging in double employment on a holiday or during leave.

12. Background Verification

Your appointment is subject to the successful completion of your background check to the satisfaction of the Company (including criminal, identity, education, prior employment history, social media, and reference checks) in accordance with the Company policies. The Company reserves the right to withdraw this offer of employment based on the outcome of such background checks. By accepting this offer of employment, you consent to the Company sharing your personal information (including any sensitive personal data or information) with the Company's third-party partners for conduct of the above-mentioned background checks. Please refer to the Personnel, Information, Records and Data Protection Policy, in force from time to time, for further information on the manner in which the Company processes your information.

13. List of Documents

Please bring along with you the **original documents** and **self-attested copies** specified as per the list mentioned in **Annexure B** on your Date of Joining, to enable our talent team representative to complete the joining formalities. If you fail to produce the required documents, or if any information provided by you is found to be false or incorrect, then this offer of employment by the Company may be withdrawn without payment of any compensation to you and if you have commenced employment, your employment may be terminated with immediate effect and no notice or payment in lieu of notice will be applicable.

Please confirm your acceptance to the above provisions in this Offer Letter by clicking on the "Accept" check-box in the email, no later than **3 working days** from the date of this Offer Letter. If we do not receive your acceptance within this period, this offer will be withdrawn without payment of any compensation to you.

The detailed terms and conditions of your employment with the Company will be provided in the appointment letter (the "Appointment Letter"), which will be issued to you separately upon your joining.

Your appointment with the Company is subject to you accepting the provisions of this Offer Letter, the Appointment Letter and any other documents/policies that will be provided to you by the Company on the Date of Joining.

We look forward to your joining our Lloyds Technology Centre team. If you wish to discuss any detail of this offer, please feel free to contact us on **Srividya.jakkani@weareams.com**

We look forward to you having a great career with Lloyds Technology Centre, India.



R. Ramasubramanian – Head of Talent Acquisition

I understand and agree to the terms of this Offer Letter and accept this offer of employment. I will report to the **Hyderabad, KnowledgeCity** office of the Company on **4th December 2023** to commence my employment with the Company. Further, I agree to execute the Appointment Letter and any other documents as required by the Company.

Name: **Uday Kumar**

Signature:

Date of Signature:

Annexure A – Annual Compensation

Compensation Structure

(All figures are in INR)

Grade	Uday Kumar saw
Employee Name	E
City	Hyderabad
Monthly Components	
Basic Salary	73,719
Conveyance Allowance	1,600
Flexible Allowance**	79,655
TOTAL: Monthly	154,973
TOTAL: Monthly Components: Annualised	1,859,680
Annual Retirals & Other Benefits	
Provident Fund	106,155
Gratuity (Cost borne by the Company)	42,530
TOTAL: Retirals & Other Benefits	148,685
Annual Variable Component	
Discretionary Performance Bonus (Guideline)	98,292
TOTAL: Variable Component	98,292
Annual Fixed Compensation (excl. Variable, gratuity & insurance)	1,965,835
Cost To Company (CTC) (On Zero Discretionary Performance Bonus Achievement)	2,008,365
Cost To Company (CTC) (Guideline Discretionary Performance Bonus Achievement)	2,106,657

**You have the option of availing all, some or none of the Flexible Allowance split across various components as per annual limits and entitlements mentioned below. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid (less the usual deductions for tax) to the individual.

Flexible Allowance – Options	
Category	Limit
National Pension Scheme (Applicable in both New and Old Tax Regime)	10% of monthly Basic Salary
Leave Travel Allowance (LTA) (Applicable in Old Regime Only)	10% of monthly Basic Salary (Twice exempt on reimbursement in 4 yrs.)
Special Allowance (taxable)	Balancing Amount
Telephone/ Internet Reimbursement	INR 1,200 per month
Children Education Allowance (Applicable in Old Regime Only)	INR 100/ month per child for max 2 children
Books & Periodicals (Applicable in both New and Old Tax regime)	INR 1,000 per month
Housing Rent Allowance (Applicable in Old Regime Only)	40% of monthly Basic Salary for Tier 2 cities

Benefits

You will be covered under such comprehensive medical insurance coverage and personal accident insurance coverage for self as the Company may from time to time have in place, subject always to the terms of the Compensation and Benefits policy as amended from time to time. We may replace or withdraw such benefits, or amend the terms of such benefits, at any time on reasonable notice to you.

General Terms & Conditions for Annual Compensation

- All salary components are governed by the Company policies and statutory guidelines.
- Any personal tax liability arising out of any compensation components will be borne solely by you.
- Gratuity to be paid as per the Payment of Gratuity Act 1972 and is only payable on separation/ retirement post completion of 5 years (as defined by the Gratuity Act) with the Company.
- You will be eligible to be considered for a discretionary performance bonus as driven by the Company's Compensation and Benefits policy and any related policies. The policies are subject to replacement, withdrawal and/or revision at the discretion of the Company.
- Compensation payable as per this Offer Letter (including, for the avoidance of doubt, its structure, or components or any of the benefits) are subject to the

Company policy applicable at the relevant time(s). Any of these may from time to time be revised, modified, or replaced in their entirety by the Company, subject to applicable laws.

Annexure B – List of Documents

Your employment is subject to you providing the **original documents** and **self-attested copies** specified as per the list below on or before your Date of Joining:

- Class 10 (or equivalent) Marks Sheet(s)
- Class 12 (or equivalent) Marks Sheet(s)
- Graduation Marks Sheet(s)
- Final Graduation Degree Certificate
- Post-Graduation Marks Sheet(s)/Certificate (as applicable)
- Experience Certificates (as applicable)
- Relieving Letter from Previous Employer (as applicable)
- Last Drawn Salary Slip (as applicable)
- Copy of Aadhar Card
- Passport Size Photo (digital copy)
- Copy of Permanent Account Number (PAN) Card
- Form 11
- Form F
- Any other documents to support the information provided by you in the resume.

Note – If you are not a citizen of India, please also supply your Passport, Visa, along with any other identity and address proof, such as birth certificate, driving license (*if available*).

Annexure D – Relocation Benefits

26th September 2023

Meyatu, Hazaribhag,
Sultana,
Jharkhand – 825319

Dear **Uday Kumar**

In addition to the provisions mentioned in the Offer Letter, you are also eligible for benefits related to expenses incurred towards your movement to the Location of Joining, as per our New Hire Relocation Policy.

The Company, at its own discretion, will pay a one-time lumpsum amount of **INR 200,000/- (Two Lakhs Rupees Only)** (the “Relocation Benefit”) towards your expenses to facilitate your movement to the Location of Joining.

The Relocation Benefit may be utilised towards:

- Booking travel tickets (air/train) to your Location of Joining,
 - Booking temporary accommodation (hotel/serviced apartment) at your Location of Joining until you find permanent accommodation.
 - Movement of personal goods and vehicles
 - Expenses incurred on cab/taxi fares.
 - Brokerage fees and society move in charges (as applicable)
 - Any other expenses incurred during relocation.
- The Company will not be liable to pay you any additional sum(s) where your expenses in relocating have exceeded the Relocation Benefit.
 - In the event of you deciding to leave before completion of 1 year with the Company, the Relocation Benefit paid hereunder will be recovered in full (Inclusive of Income Tax deducted at source wherever applicable). In these circumstances, the value of the Relocation Benefit would become automatically repayable by you to the Company on demand. For the purposes of this clause, the duration will be calculated from your Date of Joining to date of you ‘deciding to leave’ (which shall mean the date of your resignation letter). Please note that recovery will not be applicable in case of an involuntary exit without cause such as redundancy.

For Lloyds Offshore Global Services Private Limited



Ram Ramasubramanian – Head of Talent Acquisition

Hyderabad

26th September 2023