



Capgemini Egypt LLC
Plot 202-Sector 2 Fifth Settlement,
New Cairo, Cairo, Egypt
Zip Code: 12477
www.capgemini.com

LETTER OF INTENT

Dear Mostafa Abdelhamid Atwa,

At Capgemini, we are driven by human-centric innovation, purposeful technology, and an unwavering commitment to sustainability. We believe that people are at the heart of progress, and we empower our teams to reimagine the future for our clients and the world.

With reference to your interview conducted by us, we are pleased to inform that your candidature has been shortlisted for the position with Capgemini Egypt LLC (hereinafter referred to as "Capgemini") details as below:

Position	Manager
Grade	C2
Business Unit	CIS
Joining date	25th August 2025

Compensation and Benefits:

Base Monthly EGP	EGP 138,938
Variable Pay (paid annually)	EGP 7,313
Travel Allowance Monthly	EGP 3,750
Total Remuneration	EGP 150,000

Note:

- All the above cash payments are in Gross EGP and will be subject to income tax deductions and according to the Egyptian income tax laws.
- N.B. The Variable pay plan is contingent upon company policy and is not guaranteed; it depends on both company and individual performance.
- You will be eligible to Social , Life insurance and Medical Insurance which provided for both you and your family.
- Please read the above carefully and if it meets with your approval & satisfaction, please sign it digitally not later than: **July, 24th, 2025.**
- N.B. Post the above date the offer is not valid. Also, should you not join on the agreed date this offer will not be valid.

Terms & Conditions

A. We request you to carefully read and understand the Terms and Conditions of this Letter of Intent (LoI).

1. Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.
2. In this regard, we are proposing compensation package and benefits, the details of which are set forth in this letter.
3. Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 1**.

B. Onboarding Terms & Conditions of the LOI

1. Pre-onboarding Background Verification ("BGV"): Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore you are subject to a detailed background verification as per the Company process of the document set submitted by you as per Annexure-1.

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

C. You agree and acknowledge that the final Employment Offer ("Offer") Letter shall be subject to your successful completion of the eligibility requirements laid down by Capgemini as mentioned during the recruitment process, the business and skill requirement of the Company.

D. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.

Note:1 Your employment with Capgemini will be conclusive on you executing the employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.

Note:2 After commencement of employment You will be on probation for a period of three months from your date of joining and subject to the probation policy of the Company your employment will be confirmed (vide written confirmation). During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

E. The Company reserves the rights to withdraw and/or cancel your candidature, at pre-onboarding stage in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment. Including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of verification or clarification as required by the Company within the stipulated timelines
4. For any operational or business reason of the Company.
5. Disobedience by you to any of the mentioned Terms and Conditions in the 'Letter of Intent' by giving any personal reasons/ preferences
6. Any act or omission which is in violation of any Company policy.

This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this LOI are not shared with anyone.


You agree and acknowledge that this LOI should neither be construed as an offer of employment from Capgemini. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this Letter of Intent.


Should you have any query, please to contact: passant.wael@capgemini.com, please ensure you mention your name, registered email id and details of the query.

For **Capgemini Egypt LLC**

Mahmoud ElGhadban

Director, Talent Acquisition of Capgemini Egypt LLC

Signed by:

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DocuSigned by:

6909E410195F4AF...

Annexure- 1

Documents Required

Documents	Copy / Original
National Id	2 Copies
Valid Passport	1 Copy
Syndicate Card	1 Copy
Birth Certificate	Original & 1 Copy
Graduation Certificate	Original & 1 Copy
Valid Criminal Status Report addressed to Capgemini Egypt	Original
Personal color photos	2 Photos
Resume, at time of hiring	Copy
Work Experience / Reliving Letter for all past employments, as mentioned in your resume	1 Copy
Last employment pay slip/ salary certificate	1 Copy
Government medical form 111, will be stamped by CG	Original
Social Insurance Form 6	1 Copy
Military Certificate	Original
Bank account details (Bank Name, Account number, SWIFT, IBAN)	1 copy
Filled, printed Joining Form set attached	Filled and Printed
Offer letter print	
كعب العمل من مكتب العمل	Original
Printout of social insurance work history	Original

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