



# Development Centre (India) Private Limited

## NATIONAL RELOCATION BENEFITS SUMMARY FOR SAI CHAITANYA MANCHIKATLA DATED 4th MAY, 2015

Upon acceptance of your offer for employment with Amazon, you will be contacted by our Mobility specialist who will coordinate all the details of your move to your new location and will be the primary point of contact throughout the entire process.

### **FINAL MOVE**

Economy Air fare for Self & Dependents (Spouse, Children & Parents, up to 5 members) to your work location will be provided by the company. This includes airport pick-up and drop from the date of arrival into destination.

### **HOUSEHOLD GOODS/PERSONAL EFFECTS**

Movement of personal belongings from the place of relocation to the location of Amazon Development Centre India Pvt. Ltd is facilitated. Available limit will be 14' feet container through our vendor. It also includes movement of 1 vehicle from place of relocation to location of Amazon Development Centre India Pvt. Ltd through surface transport by shortest route with road tax / octroi incase payable. This facility should be used within the 3 months from your Date of Joining.

### **STORAGE OF GOODS**

Storage of household goods in your work location is available for up to 15 DAYS through the company associated vendor. This facility should be used within the 3 months from your Date of Joining.

### **TRANSIT ACCOMMODATION**

Company arranged accommodation will be provided starting from the date of arrival into destination for 15 days period. This applies to Self, Spouse, Children and Dependent Parents.

#### **Note:**

Laundry, 'Lunch & Dinner' and 'Telephone & Internet' charges to be borne and directly paid by the employee. Incase of official calls and official usage of internet; the expense incurred can be reimbursed using the official expense claim form on submission of original bills as per our reimbursement policy & process.

As per Income Tax rules, any relocation stay beyond 15 days will attract Income Tax on the entire duration of the stay. In such cases rent paid for the accommodation shall be treated as employee's income and taxed as per Income Tax guidelines. In other words tax liability arising out of the payment of rent on behalf of employee shall be deducted from employee's salary.

### **RENTAL CAR WHILE IN TRANSIT STAY**

Upon request company will provide local conveyance for 15 days period from the date of arrival into destination and upto maximum total of 1200 km.

If for any reason you terminate employment with Amazon within 12 months from your start date, all the relocation expenses as mentioned above will be repayable on a prorated basis.

If you wish to transfer on the terms set out in this Offer, please acknowledge your acceptance by signing this letter. If you reject this Offer, your Offer of Assignment and all benefits discussed will be terminated and null and void.

### **CONGRATULATIONS ON ACCEPTING THE OFFER WITH AMAZON**

Upon receiving a communication from Amazon regarding your work location, please sign and return this letter to us, clearly stating your relocation details and acknowledging your acceptance.

For and on behalf of Amazon Development Centre (India) Pvt. Ltd.

Printed Name: Deepthi Varma

Title: Director, Human Resources

Date: 4th May, 2015

### **ACCEPTANCE**

I acknowledge receipt of a copy of this Statement and acceptance Amazon India's Relocation benefits on the terms set out in this document.

Relocation required From (City): Chennai To (City): Hyderabad

Relocation required for Dependents:  Yes  No

By (Sign):

Printed Name: Sai Chaitanya Manchikatla

Date: 06/05/15