

11th May, 2022

Appointment Letter

Dear **Palacharla Nooka Praveen,**

We are delighted with your decision to join Life Tree It soft Pvt. Ltd (the "Company"). This employment agreement shall confirm our understanding of the terms and conditions applying to your employment from the date of you joining the services of the Company.

Date to join: 22nd June, 2022

Position: Cloud Engineer

Location: Bangalore

Visit our website: <http://www.ltd9.com>

Compensation: Your cost to the company (CTC) will be **Rs.7,50,000/- (Rupees Seven Lakh Fifty Thousand Only)** in a year, consistent with the Company's payroll practices. Please find the components of the CTC mentioned below.

Employee Liability: Any Bonus and relocation expenses paid / reimbursed by the company to you, or incurred by the company on your behalf whether for travel, shipping, lodging etc., will be fully refunded to the company should you resign from the company's service for any reason whatsoever before completion of 1 year from your date of joining. The company is free to deduct this amount from any money due to you.

Hours of Work: Our regular work week is a minimum of 40 hours (excluding break timings). As a professional it is understood that the regular hours of work involved with your employment will vary and may include extra time as necessary in order to meet the objectives of your assignment. You may be required to work on a shift basis. Your annual basic salary encompasses all regular and extra time.

Leave:

You shall be entitled to avail paid leaves for each year of full employment as applicable under the 'Leave Policy'.

Retirement Benefits:

You shall be entitled to Gratuity in accordance with the rules of the Company.

Retirement Age:

The age of retirement of an employee from the services of the Company is 58 years. You shall however, during your employment, be required to be medically fit for the work for which you have been employed. As to whether an employee is medically fit, is an issue, which shall be professionally determined by the company, and the employee shall be bound by such determination. You shall accordingly undergo periodic medical examination as and when intimated to you by the Company. The date of retirement shall be the last working day of the calendar month in which you attain the age of 58 years.

Notice Period / Termination:

In the event you desire to leave the services of the Company, you are required to give a formal resignation to the company. You will be relieved from the services of the company on completion serving one month of notice period. LifeTree It soft may, at its discretion, relieve you from such date it may deem fit even prior to the expiry of the notice period. However, if LifeTree It soft desires you to continue your employment through a date up to the expiry of the notice period, you shall do so. LifeTree It Soft at its discretion may allow you to buy notice period.

LifeTree It soft may terminate your employment by giving you one month written notice or by paying you one month basic salary in lieu of notice. Further, In this Agreement, the word "termination" includes voluntary or involuntary separation.

Company may terminate your employment immediately, with or without notice and without compensation in lieu of notice period on the occurrence of your involvement in:

- (a) Embezzlement, intoxication or illegal drug abuse, unauthorized absence, unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, bribe or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;
- (b) Misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceedings that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or
- (c) Any act of moral turpitude.

If you have not followed a proper norm of getting relieved from company and is absent from workplace (LifeTree It Soft office OR Client location) without informing company/client and/or not serving notice period and if not reachable to communicate and not answering companies phone calls / emails etc., and not intended to return to work and abandoned your job, then the company will terminate you from the employment and send you legal notice for claims against the damages caused by you for the company and client.

Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company:

- Any property belonging to the Company, such as a laptop, computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; and
- All Confidential Information and any Work Product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents.
- Amounts due or payable, from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing.

- Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training, relocation, travel etc. Further, Company shall be entitled to, at its sole discretion withhold the relieving letter and all other documents regarding your employment hereunder.
- In the event of you taking up an alternate employment, it is obligatory on your part, not to join any of Life Tree It soft Client/Customer organizations, without a written consent from Life Tree It soft for a period of one year from the date of your separation.

Anti-Sexual Harassment Policy:

The Company is committed to maintaining a collegial work environment in which all individuals are treated with respect and dignity and which is free of sexual harassment. In keeping with this commitment, the Company has a strict zero tolerance policy towards sexual harassment of employees by anyone, including any supervisor, co- worker, vendor, client or customer, whether in the workplace, at assignments outside the workplace or at company- sponsored social functions.

You are encouraged to bring any problem, complaint or concern regarding any alleged employment discrimination or other discriminatory conduct to the attention of the Company's Director of Human Resources or the Company's info committee immediately, for complaints to be registered please send mail to info@ltd9.com also info committee contact details has been displayed in HRMS portal /notice board for your perusal.

Transfer:

During your employment with the Company, you may be transferred or deputed by the Company, at its sole discretion, to any other department of the Company or to any affiliate of the Company in India or to any location in the world depending on the business / project exigency. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer or those applicable to employees of the affiliate as the case may be.

Confidentiality:

You shall be required to enter into an Employee Confidentiality and Intellectual Property Agreement with the Company. This agreement shall be given to you on commencement of your employment. You are requested to sign and return it to the Company. You may also be required to execute similar Agreements with clients of the Company where the clients so desire.

General Provisions:

As an employee in the full time employment of the Company, you are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in your own and the Company's mutual interest. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or monetary position other than that of the Company.

You shall not, during the term of your employment or for a period of twelve (12) months following the termination of your employment with LifeTree It Soft , directly or indirectly, as a principal, partner, associate, officer, employee, independent contractor, or otherwise, on your own or on behalf of another, engage in any business that is directly competitive with LifeTree It soft specifically where such engagement would be with any company that you are exposed to during your employment with LifeTree It Soft.

Your employment has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, we may have the option to revise your offer. The company also reserves the right to terminate your service forthwith (not withstanding any other provision) on the grounds of misrepresentation of facts. You shall keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.

Upon joining and at any point thereafter LifeTree It soft may, directly or through a third party, carry out a detailed background verification to validate the references, information and credentials submitted by you. LifeTree It soft reserves the right to terminate without notice, your employment contract, at any point during the course of employment, if the background verification report is found incongruent with the references, information

and credentials provided by you. Additionally, in such an eventuality, LifeTree It soft shall require you to refund all salary amounts paid including employee benefits availed, if any, up to such date.

You understand and agree to complete timesheets weekly as required by LifeTree It soft and in a form or forms as required by LifeTree It soft or a client of LifeTree It Soft. Where required, you understand and agree to seek the appropriate authorization by the client representative responsible for technical direction and/or supervision of your work.

The Company shall deduct taxes as appropriate and consistent with the Indian tax regulations. You shall be responsible for your tax liabilities under all applicable tax laws and regulations.

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the company. You are expected to maintain such information appropriately. Discussion of this contract with other employees and / or any third parties is strictly prohibited and can be grounds for disciplinary action and / or termination.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.



You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

As the employee of the Company, you shall accept and be governed by Company's rules and regulations as in-force now and as updated from time to time. The policies or revisions thereof defined by the Company or communicated in the form of 'Office Order' by itself shall supersede previous policies available in any format.

Please read the above terms and conditions carefully. This employment contract is valid for a period of 45 days from its date of issue and shall lapse automatically unless you confirm your acceptance of it by signing the duplicate copy and returning it to us in token of your acceptance. Your signature constitutes agreement to all the information contained herein.

We are certain that you will find challenge, satisfaction and opportunity in your career with the Company. Congratulations! We wish you the very best in your new assignment.

Yours Truly,

A blue circular stamp with the text 'LIFE TREE IT SOFT PRIVATE LIMITED' around the perimeter and 'Bengaluru' in the center. Overlaid on the stamp is a handwritten signature in blue ink that reads 'Pavan Kumar . S'.

Pavan Kumar . S

Co-Founder & COO

Salary structure effective date of joining:

BREAK UP OF SALARY

Name	Palacharla Nooka Praveen	
Designation	Cloud Engineer	
Location	Bangalore	
Particulars	Monthly Gross (INR)	Annual Gross (INR)
Basic	24180	290160
House Rent Allowance	12090	145080
Special Allowance	10881	130572
Medical	1250	15000
CCA	13299	159588
Conveyance Allowance	800	9600
Cost to Company	62500	750000

Yours Truly,



Pavan Kumar S

Co-Founder & COO

I have carefully read and understood the terms and conditions of my confirmation letter outlined here in above. I agree to abide by the same and affix my signature here to signify my acceptance.

Place:

Signature:

Date: