

**DATED**

**Private and Confidential**

**1203, Antrikash, Sector 77  
Noida, UP, 201301  
India**

Dear Mrs. Aadi:

This Letter of Assignment confirms our mutual understanding of the terms and conditions of your appointment as TITLE reporting to MANAGER and located in CITY, COUNTRY. While on assignment you will be performing services for HOST LEGAL ENTITY NAME. The terms of your assignment will be in accordance with the Company's Human Resources Management Policy for Long-Term International Assignments, HRMP 250. This letter highlights key points of your assignment.

If you accept this assignment, the effective date of your assignment will be DATE. Your initial assignment will be for a period of two years, through DATE. The terms and conditions outlined in this letter will be in effect only for the duration of this assignment. When you return to the HOME COUNTRY, you will stop receiving the differentials provided under MOBILITY SQR's international assignment program. Should the term of your assignment in HOST COUNTRY extend beyond 24 months or the assignment end date of DATE, your long term assignment will become a permanent transfer and the localization process will be initiated immediately, if no plans have been made to repatriate you back to your home location. At such time, all elements of assignment allowances will cease and you will be eligible for a HOST COUNTRY local package. Nothing in this Letter of Assignment alters the "At Will" nature of your status with MOBILITY SQR, which may terminate your employment at any time for any legal reason or no reason at all, as long as it is acceptable within the legally applicable jurisdiction.

Your compensation and benefits package is designed to provide you with a level of income and benefits comparable to those you would have received in the HOME COUNTRY. It also takes into consideration the additional living costs that you may reasonably anticipate as a result of living in your new country of assignment.

At the conclusion of this assignment, MOBILITY SQR HR will engage with you to discuss the various options available to you, to secure a role for you which will make the fullest use of your experience and skills. Six months prior to the end of your assignment, you will be contacted to discuss the options available to you as the next step in your career with MOBILITY SQR.

**Base Salary and Incentives:**

On the effective date of your assignment, your annual base salary will be SALARY. Your other assignment compensation will be based on your salary.

You will be entitled to participate in the MOBILITY SQR Incentive Compensation Plan (ICP). This program provides an incentive payment of up to XX% of your annual salary based on your contribution to the attainment of MOBILITY SQR financial targets, combined with the achievement of mutually agreed performance objectives. (Additional wording may be required for sales Commission plans.)

Refer to your total compensation summary for further details.

**UK Only**

On the effective date of your assignment, your MOBILITY SQR flex fund will be GBP xxxxx.xx, of which your reference base salary is GBP xxxxx.xx per annum. Your other assignment compensation will be based on your reference base salary.

**Transportation: If applicable**

You will be entitled to a leased car while on assignment in HOST COUNTRY.UK Only – In Lieu of this you will receive a deduction from your UK Flex Fund of £xxxxx.xx.

**Cost-of-Living:**

A bi-weekly/monthly cost-of-living allowance in the amount of XXX will be paid effective upon your move into long-term housing to offset for the higher cost of goods and services your host country. This allowance will be subject to quarterly review, based on data from a Company-designated independent consultant.

**Hardship Allowance – If applicable:**

As an incentive for living in HOST COUNTRY, you will receive a hardship allowance of XX% of your current base salary for the length of your assignment.

**Housing/Utilities:**

MOBILITY SQR's contribution to your housing cost in HOST COUNTRY is XX. The actual housing cost will be agreed with you once you find suitable accommodation and may be paid directly by the Company. Additionally, you will be paid a weekly/bi-weekly/monthly utility allowance, in the amount of XX, to be applied towards your utility expenses in HOST COUNTRY, which is based on average costs in the host country.

**Dependent Education:**

You will be reimbursed for the actual and reasonable costs of adequate kindergarten through secondary education, annually, up to USD 10,000 per dependent in HOST COUNTRY to cover expenses such as tuition, fees, books, and uniforms while you are on assignment. Please note that host country management must approve all education costs in advance.

**Tax Reimbursement:**

MOBILITY SQR's tax equalization program is designed to ensure you pay an amount of income tax that is comparable to what you would pay if you resided and worked in the HOME COUNTRY. To accomplish this, HOME COUNTRY hypothetical taxes will be subtracted from your salary, bonus payments and other employment-related income (but not from your assignment allowances) while on assignment. MOBILITY SQR will pay any HOST COUNTRY taxes or prepayments of estimated taxes on your behalf.

Under MOBILITY SQR's program, the following income is tax equalized: employment-related income (base salary, bonus, stock options, assignment allowances, etc.) and a portion of your outside income up to 15 percent of your earned-income from employment (i.e. excluding assignment related compensation). If your outside income exceeds the amount for which MOBILITY SQR provides tax equalization, the actual tax on such outside income is your responsibility and will be charged to you as part of the annual hypothetical tax adjustment mentioned below.

Tax preparation services will be available to you, at MOBILITY SQR's expense, through the Company's authorized tax service provider. The tax advisor will advise you and MOBILITY SQR of any adjustment to your hypothetical tax liability, based on your HOME COUNTRY tax returns as filed, or as prepared on a hypothetical basis. Your hypothetical tax will be subject to annual review, based on data from a Company-designated tax provider.

**Employee Benefits:**

The Company will maintain your current participation in your home country benefit plans where possible. Both you and the Company will continue contributions to the HOME COUNTRY social security programs, while permitted by law.

Please contact your home country benefit helpdesk (if applicable) for information on how your benefits will work whilst on assignment.

**US OUTBOUND ONLY**-Please contact the US Service Center at (877) 612-2211 before the departure of your assignment to understand how Cigna International and other benefit plans will work overseas. Should you need to contact the US Service Center while on assignment, you may call +1(703) 318-2800.

**UK OUTBOUND ONLY**- You will be eligible to participate in home country (U.K.) benefit plans where possible, including the "My Choices" benefits program. Your expatriation is a Lifestyle Event under My Choices and a fact sheet will be provided which explains the benefits that operate differently under My Choices for expatriates. Please contact the My Choices Helpdesk on 0844 414 1288 or via email on [Mobility.SQRmychoices@mobilitysqr.com](mailto:Mobility.SQRmychoices@mobilitysqr.com) within one month of your expatriation if you wish to take advantage of the Lifestyle Event.

**Emergency Assistance:**

National Center for Crisis and Continuity Coordination (NC4) assistance will be provided to all employees and dependents on an international assignment.

This will be discussed at your orientation. In the event of an emergency or crisis situation while travelling, please save and use any one of these crisis hotlines to report your status and request assistance:

Americas

0121 408 916 9756

Europe, Middle East, Africa

0121 203 450 6163

Asia Pacific

0121 3 6207 4581

Please ensure you identify yourself as a MOBILITY SQR employee.

**Relocation:**

The Company will provide you and your eligible dependants with economy-class airfare and will reimburse travel expenses to your new location. If your long-term housing arrangements are not confirmed by the time you reach your location of assignment, you will be given a budget of XX to apply towards the cost of temporary accommodations. These reimbursements will cease when you move into long-term housing and begin to receive cost-of-living and housing differentials.

The Company will pay the cost of shipping a size D container (approximately 400 lbs) of personal effects via airfreight and a 20 foot container via sea for you and your eligible dependants

An unaccountable taxable relocation allowance of XX will be paid to cover miscellaneous expenses not specifically covered by the Policy. This allowance will be paid to you through payroll following the signature of this letter and start of your assignment.

Upon completion of your assignment, you will be eligible for relocation benefits in connection with your transfer back to the HOME COUNTRY in accordance with MOBILITY SQR's Long Term Expatriate Policy. You will be entitled to the same allowable air shipment, and your unaccountable repatriation allowance will be XX

#### **Home Leave Expense Reimbursement:**

On an annual basis, the Company will reimburse certain expenses if your accrued vacation is used to travel back to the HOME COUNTRY. MOBILITY SQR will reimburse the cost of (number of approved flights)XX round-trip, economy class tickets and ground transportation expenses for you and your eligible dependants. Expenses are reimbursed only for travel to your city of origin. If possible, home leave should be scheduled to coincide with a business trip to the HOME COUNTRY to minimize overall travel costs.

#### **Work Schedules/Holidays/Vacation:**

You will observe the work schedule in effect at your place of assignment. Public holidays will be observed in accordance with the customary business practices in HOST COUNTRY. You will accrue vacation based on the HOME COUNTRY vacation schedule.

#### **Termination:**

If the Company should terminate your employment for any reason other than for cause, you will be reimbursed for economy class airfare back to your HOME COUNTRY for you and your eligible dependants. In addition, the Company will pay for a size D container (approximately 400 lbs) of personal effects via airfreight and a 20 foot container via sea.

#### **Documentation:**

The terms and conditions of this assignment are subject to the proper legal documents being obtained from the relevant immigration authorities (i.e., work permit, visas), which authorize you to work and reside in HOST COUNTRY. The company will reimburse you for costs associated with obtaining documentation required for this assignment. You will not commence work in the assignment country until proper visas or work permits have been received.

All other terms and conditions of your assignment not specifically covered by this Letter of Assignment shall be governed by the MOBILITY SQR Long Term International Assignment Policy and by the general terms and conditions, which govern the employment of other employees.

At the end of this assignment, MOBILITY SQR will repatriate you to your HOME COUNTRY and make every effort to find suitable alternative employment with MOBILITY SQR in your HOME COUNTRY.

Signature of this letter constitutes agreement with, and acceptance of the assignment terms as outlined above. Please let us know if you have questions regarding the terms and conditions of this assignment.

Signature: \_\_\_\_\_

Date:\_\_\_\_\_

Assignee Name

Assignee Legal Entity

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Assignee Manager Name

Assignee Manger Legal Entity

cc: KPMG