



WELCOME TO WIPRO

07 Jul, 2020

Dear Karthik Rajendran

Welcome to Wipro Limited and congratulations on your appointment as **Technical Lead**.

For us at Wipro, success is the outcome of choice and expectations, more than a matter of circumstances, and we are delighted that you have chosen us. Your terms of appointment are elucidated in detail in the Appointment Letter. Please go through and confirm your acceptance by selecting "Accept" on the Embark application.

We have an introductory session on your day of joining, which will provide you with a brief overview of Wipro, its policies and practices. This would come in handy to help you settle in at work. Also, we have especially designed an interactive session to introduce you to something close to our heart and our way of life - the Spirit of Wipro.

The induction session would begin at 8:30 a.m. at:

Wipro Limited
105, Annasalai,
Guindy

Chennai - 600032

In the next few weeks, you will meet your colleagues and managers. Feel free to let them know what you intend to accomplish with your new responsibilities.

We are confident that you will add value through your role and strengthen Wipro's values by living the Wipro way of life every day. Looking forward to a long-term relationship and wishing you all the success at Wipro.

Best regards,
For Wipro Limited,

A handwritten signature in black ink, appearing to read "Srishti Lal", is positioned above the printed name and title.

Srishti Lal
Head- Talent Acquisition

(We would like to emphasize that the offer of appointment is subject to completion of your reference check.)

In case you need any clarifications regarding your job, salary, or any policy, please contact **Malaravan Mahalingam** At **Malaravan.mahalingam@wipro.com**.

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800

Sensitivity: Internal & Restricted





YOUR FIRST DAY AT WIPRO

Location: Chennai

Monday and Thursday Joining

Wipro Limited

105, Annasalai,

Guindy

Chennai - 600032

Contact Person: **Karthik Krishnamoorthy, Hairsh Bharathi**

Candidates who are not based in **Chennai** are advised to reach **Chennai** a day earlier.

See you at the induction session!

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APPOINTMENT LETTER

Chennai

Dear **Karthik Rajendran**

It is our pleasure to appoint you as **Technical Lead** in Wipro Limited ("Company") at **Chennai**, in **Project Stream** or in any such capacity as the management shall from time to time determine. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. APPOINTMENT

- a. The date of appointment is effective from the date of joining which is **17 Aug, 2020**, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of six (6) months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

2. COMPENSATION

You will be eligible for:

- a. Compensation and benefits in accordance with **Annexure I_Salary Offer Sheet**.
- b. Variable Pay - The details of this component are listed in **Annexure III**. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

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3. OTHER BENEFITS

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act. Contributory Medical Insurance for your band and stream.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com.

4. RESPONSIBILITIES

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

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5. CONFLICT OF INTEREST

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii Any existing employee to become associated with, or perform services of any type for any third party.
- c. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. CONFIDENTIALITY

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

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7. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the company's business or that results from work that you perform for the company or using the company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.

8. NON-COMPETE

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to information of key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. GENERAL

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

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10. NOTICE PERIOD & TERMINATION:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

Best regards,
For Wipro Limited,

Srishti Lal
Head- Talent Acquisition

By selecting the "Accept" on the Embark application I hereby expressly confirm that I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on ____/____/____

Name: _____

Signature: _____

Date: ____/____/____

Place: _____

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ANNEXURE-I

SALARY OFFER SHEET

Name **Karthik Rajendran** Location **Chennai**
Position **Technical Lead** Career Group **GROUP B3**
Career Stream **Project Stream**

Monthly Gross Salary Offered by Wipro: Rs. **150,000**

You shall receive salary as detailed below.

Components	Figures (in INR per Month)
BASIC	52,500
HOUSE RENT ALLOWANCE	26,250
FIXED BONUS	3,500
WIPRO BENEFITS PLAN	22,025
ADDITIONAL ALLOWANCE	20,837
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	6,300
GRATUITY	2,788
HEALTH BENEFIT (NOTIONAL AMOUNT)	800
VARIABLE PAY	15,000
TARGET COST TO COMPANY (TCTC)	150,000
TCTC (PER ANNUM)	1,800,000

*Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

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ADDITIONAL INFORMATION ON THE SALARY OFFER

Applicable limits for Career Group GROUP B3:

Basic, Additional Allowance and Bonus:

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of telephone/mobile phone, non-transferable Meal Cards can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, the portion of allowances that is not exempt will be subjected to tax. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges.

Following are your WBP Entitlements:

A. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs.50,000.

B. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs.19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

C. Non-transferable Meal Cards:

An amount of Rs. 1,100 / 2,750 per month towards purchase of Non-Transferable Meal Cards is eligible for IT exemption under WBP.

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D. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

E. National Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of :

- a. 12% of your Basic towards Provident Fund.
- b. Notional sum indicating contribution of 5.31% of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

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ANNEXURE-II

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro. Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Name: _____

Date: _____

Signature: _____

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COMPLIANCE TO COMPANY'S CODE OF CONDUCT TO REGULATE, MONITOR AND REPORT TRADING (CODE) BY INSIDERS

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. **Trading when in possession of UPSI:** Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polycycleclearinghouse@wipro.com.
2. **Communication or procurement of Unpublished Price Sensitive Information (UPSI):** Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
 - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c) Unauthorized disclosure or communication of UPSI.
 - d) Procuring any UPSI from others
3. **Individual and Personal Responsibility:** As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. **Disclosure requirements:** Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to polycycleclearinghouse@wipro.com.

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SUMMARY - SOCIAL SECURITY & OTHER BENEFITS

MEDICAL

1. Medical Assistance Program (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs. 20,000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit is prorated based on the joining and remaining months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates the outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim and submitting relevant proofs.

"MAS Benefit" is subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

2. ESI (Employee State Insurance Act): Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons.

3. Mediclaim: You are eligible for a floater coverage of Rs. 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a monthly deduction from your payroll towards this base sum insured premium. The premium will vary based on your family status. The floater sum insured is as per your band and any top-up plan opted by you. 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

4. Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

"Gratuity Benefit" is subject to the terms and conditions of the company policy and cannot be converted to fixed cash

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Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows:

Basic * No of years to Retirement * Grade

Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific pre-defined pension Accrual rate.

"Survivor Benefit" is subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules

Voluntary Superannuation Scheme (VSS):

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company. We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC and ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite and transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window is open from the 1st to 18th of every month.

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Your Life and Accident Cover:

A. Group Life Insurance Program + EDLI : Rs. 25,00,000

In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. The sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

B. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000

Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. You also have an option to increase your Group Personal Accident Insurance cover by opting for a top-up for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in myWipro which is accessible on joining. You can access through myWipro > My Policies> My Financials

The policies mentioned here are policies of the Company as on date, and this is subject to change in future as per policies of the Company from time to time.

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ANNEXURE – III

VARIABLE PAY- A BRIEF OVERVIEW

VARIABLE PAY Policy Summary & Computation:

VARIABLE PAY is a variable component in your salary stack which would be paid out on a quarterly basis.

It would be linked to individual, group/function and organization level achievement parameters. The VARIABLE PAY payout amount is liable to vary as per the performance on the these parameters. The VARIABLE PAY program may be changed/alterd or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the VARIABLE PAY applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

Registered Office:

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Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800

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ANNEXURE – IV

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Karthik Rajendran** , confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

- a. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
- b. Processing my job application including background verification checks
- c. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: _____

Signature: _____

Date: ____/____/____

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Dear **Karthik Rajendran**,

To facilitate your transition to the city of **Chennai**, we have put down a few points that would be of interest to you.

1. **Reimbursement of travel costs:** You can claim travel expenses from your current work location in India to your joining location as per the company policy.

In case you opt to visit your home town before joining us, you may still claim the amount as would be applicable for travelling to your joining location directly from your work location.

Please retain all your tickets/ bills to claim the same.

2. **Initial Accommodation:** The company provides you, your spouse and children accommodation at your joining location as per the company policy.

Please inform us a week before your scheduled arrival to help us make the necessary arrangements and inform you of the same.

Please feel free revert to us for any clarification or further information.

Best regards,
For Wipro Limited,

A handwritten signature in black ink, appearing to read "Srishti Lal", is positioned below the text "For Wipro Limited,".

Srishti Lal
Head- Talent Acquisition

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RELOCATION ENTITLEMENTS

An out station candidate selected and offered to join Wipro is entitled to the benefits specified in this policy on his/ her joining the organization, only if the candidate is working at a location outside the location of posting.

ENTITLEMENTS UNDER THE POLICY

1.1. Travel Expenses

1.1.1. Travel expenses upto 2nd Class A/C or equivalent with family can be claimed.

1.1.2. If travel by rail/ road is 14 hrs & above then Economy class Air travel with family can be claimed.

1.1.3. If the candidate is desirous of travelling to his/ her residence from the place of work before joining us (if location of work of the previous organization is not the same as place of residence) travel expenses can be claimed upto a limit of travel from your work location of the previous organization to the location of posting in Wipro.

1.1.4. Candidate can claim for excess baggage through air travel upto a limit of INR 6,500. However, if candidate is availing excess baggage then candidate will not be eligible to avail goods transfer facility and will need to provide a self-declaration.

1.2. Boarding and Lodging

1.2.1. The candidate is eligible for lodging with family for a period of 7 days at the Wipro Guest House/ Approved Wipro Hotels/ Hotel of Candidates choice based up to a limit of Rs. 2000 per day for joining at the following locations: Mumbai/ Delhi/ Kolkata/ Bangalore/ Pune/ Hyderabad/ Chennai. And Rs. 1500 per day for joining at other locations.

1.2.2. The Candidate is also eligible for Food/ Intracity travel expenses up to a limit of Rs. 350 per person per day.

1.2.3. The candidate will not eligible to reimburse the Food/Conveyance for extended accommodation period.

1.3. Reimbursement for Goods Movement

1.3.1. Packing and transportation costs as well as service vary between service providers. To smoothen the transfer process, Wipro has designated six relocation service providers (listed in following pages) to facilitate the movement of personal household goods including vehicle movement. Candidates are advised to use the services of any one of these service providers only.

1.3.2. If a candidate uses a service provider other than the once mentioned below - reimbursement will not be made towards the goods movement expenses.

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1.3.3. Reimbursement for goods transportation/ packing/ unpacking/ loading/ unloading would be as per actuals.

1.3.4. Candidates can reach out to the service providers by using the below contact details. Reimbursement will be done at reasonable actuals subject to providing consignor copy/ payment receipt.

Service Provider	Contact Details
Royal International	Nalina: Ph-080- 9742212399, Email id – gijo@royalintl.in
	Anoop: Ph-080- 9739250709, Email id - anoop@royalintl.in
	Saneesh: Ph- 9320212399, Email id – saneesh@royalintl.in
PM relocation	Sandhya: Ph- 8197318855, Email id– salesblr@pmrelocations.com
	Himanshu: Ph- 9845288865, Email id- himanshu.m@pmrelo.com

1.4. All expenses will have to be cleared by you and then reimbursed by the Company on production of all original receipts/ bills, within two months of the date of joining.

1.5. The definition of a family for the purpose of this policy limits itself to the candidate, spouse and two dependent children.

1.6. Dependent parents/ brothers/ sisters are not included in the definition of a family.

1.7. The management reserves the right to make any changes to the policy at any time. In the event of an exceptional circumstance in a business situation, or when in doubt on the interpretation of the policy, the decision of HR Head and/ or Head-Talent Acquisition would be final and binding.

1.8. In the event of resignation within 6 months from the date of joining, all payments processed under joining/ relocation entitlement shall be liable to be recovered.

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