

Lockdown Letter - 51623764.pdf

HCL TECHNOLOGIES LTD.

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March 25, 2020

TO WHOMSOEVER IT MAY CONCERN

HCL Technologies (HCL) Limited is a global information technology company that provides a variety of information technology (IT) solutions and related services, including IT application development and support, IT infrastructure services, IT hardware, and distribution of information and communications technology products to wide range of industries and clients throughout the globe.

Often HCL's role is to ensure that its client's IT operations, or some part of the IT operations, run without any interruption. These IT services allow HCL's clients to continue to perform their services or provide their products to their end customers. HCL's IT services are essential to the operations of our client's business including critical functions such as network operations, emails and supply chain.

In order to ensure that our client can continue to run its life sustaining business, HCL must continue to provide its services, which also supports our clients' employees who are social distancing and performing virtual or telework operations. Without HCL's services, our clients' operations risks failure.

Therefore, HCL's employee **Sabaridass M [51623764]** has been identified as essential and critical personnel, whose work cannot be performed remotely and is required to travel to HCL's offices at **Elcot Chennai** to ensure HCL's IT services and its clients' life sustaining services continue.

To the greatest extent feasible, HCL and its employees will continue to follow social distancing requirements and shall comply with the mitigation measures provided by Government of India. As a company, we have implemented a COVID-19 task force, provide regular communications to our employees on mitigation measures, and have implemented work from home requirements to the greatest extent feasible.

Should there be any questions or concerns, please contact the employee's manager, **Senthil Thiyagarajan** at **+91 8056157575**. Thank you