



June 06, 2018

Shivalingam Narsanolla
Employee ID: 71425_FS
Project code: 100440941
Designation: Associate consultant
Capgemini Technology Services India Limited
Hyderabad, India

Letter of Assignment (LOA) to Netherlands for Shivalingam Narsanolla

Dear Shivalingam Narsanolla ,

I am pleased to confirm your assignment on **AAB-Mobile Internet & Design** to Netherlands on Work Permit. This Letter of Assignment (LOA) details the terms and conditions of your said assignment which is in conformity with the company's Global Mobility Program (GMP).

I. ASSIGNMENT

I.1 Terms of Assignment

Your assignment in Netherlands, which commences on Jun 10, 2018, and is expected up to duration of 62 Days (i.e. until August 10, 2018). You shall operate out of Capgemini Netherlands or client location as applicable. However, Capgemini Technology Services India Limited ("Capgemini India") reserve the right to shorten/extend or terminate your assignment and/or modify the terms and conditions of the PACS at any time and at its sole discretion based on changing business needs.

During your assignment, you will at all times remain an employee of Capgemini India exclusively and will continue the same terms and conditions of employment as though you were in India, except as modified by this assignment letter. The period in the Netherlands will be treated as a period of continuous employment with Capgemini India and will count towards any service related entitlements, including employee benefits / retirals. Any work that may be done during the assignment for Capgemini Netherlands shall be considered work done as a contractor on behalf of Capgemini India only.

During the assignment, you shall abide by all laws in the Capgemini Netherlands. You are also expected to conduct yourself in a professional manner at all times and carry out your duties and responsibilities to the high standard achieved throughout Capgemini worldwide.

I.2 Career Management

Performance Management and Review Process

Capgemini India is committed to your ongoing career management. While on your temporary assignment, your current Manager, will continue to coordinate engagement updates, performance reviews, and roundtable discussions. Capgemini India will manage your personal development and the performance review process throughout the assignment.



II. COMPENSATION / BENEFITS

II.1 Salary

You will continue to get your current Indian salary in India after deduction of tax at source as applicable.

II.2 Capgemini India Benefits

You will continue as a member of the Capgemini India Provident and Gratuity Funds, accruing service and benefits, where applicable, in accordance with your annual compensation.

During the period of your assignment you will continue to be covered under Capgemini India's Medical Insurance and Accident Insurance plan and you will also be covered under Capgemini India's Overseas Medical Insurance Policy. Your insurance policy will be sent to you separately.

Please ensure that you inform Global Deployment Team immediately on your return to India, in order to stop the Overseas Medical Insurance premium. Non-compliance will result in additional cost of insurance till the date of your intimation of return which will be recovered through your salary.

For the avoidance of doubt, in no event will you be entitled to any of the benefits applicable to an employee of Capgemini Netherlands.

II.3 Vacation/Holidays/Hours of Work

While on assignment in the Netherlands you will continue to be subject to the vacation policy of Capgemini India and will follow the local Netherlands public holiday schedule. Should there be any difference between India and the Netherlands public holiday schedules, you will not be eligible for any additional compensation.

III. SCHEDULE OF ALLOWANCES/ASSIGNMENT SUPPORT

III.1 Pre-departure

III.1.1 Visa Acquisition Assistance

Capgemini India will provide support in securing your immigration documentation. Agreed costs with respect to the above will be paid directly by the company.

III.2 Relocation

III.2.1 Travel to the Netherlands

At the start of the Assignment, Capgemini India will bear cost of one round trip economy class airfare for you.

III.3 On Assignment

III.3.1 Goods and Services Allowance (COLA)

You will receive a monthly goods and services allowance to provide for the difference in the cost of living (Excluding housing and utilities) between India and Netherlands. The expat allowance will be credited to your Axis Bank Forex card. Cash withdrawals need to be done using Axis bank Forex Card as per the company policy. The break of the allowance is as follows

	Components	Amount in Euros (per month)
A	Living Allowance	1450
B	Accommodation Allowance	800
C	Total allowance (A+B)	2250
D	Minimum wage (Taxable)	120
E	Insurance deduction	00
	Allowance paid through FOREX card (C+D)-E	2370

IV. TAX

During your assignment, your income will be tax equalized to ensure that you pay no more or no less income tax than if you remained in India.

You are expected to comply fully with income tax regulations in both India and the Netherlands. You will be provided with tax assistance to prepare your tax returns for the Netherlands. A tax adviser retained for this purpose will coordinate the preparation of all required tax filings in the Netherlands. You must cooperate with the company to ensure your income tax returns are filed on time and in such a manner as to produce the lowest possible tax permitted by law, in accordance with appropriate tax planning.

V. CHANGE OF CIRCUMSTANCES

During the course of your assignment term, reviews will be carried out to ensure your assignment continues to match the business needs of the company to your ongoing career development.

Should it be mutually agreed that your assignment will extend beyond **End date of Assignment as mentioned above**, It may be necessary to revise certain of these conditions to reflect any changes in applicable legislation and the company's policy provisions.

VI. SEPERATION

You are being assigned to a project, which requires to be completed within a stipulated period in accordance with the quality standards agreed to with the client. Failure to meet these stipulations of time and standards would have serious repercussions on credibility of the Company in the market, apart from entailing heavy penalties and loss of business with the client.

It is therefore absolutely necessary that in the event of your resignation from the Company's employment while on onsite engagement, you will be required to serve the Company for a minimum 03 months ("notice period") to ensure proper knowledge transfer, handover and take over. The said notice period supersedes any previous notice period/s required to be served by you as terms of your employment with Capgemini India. You would be governed by the terms of your employment with Capgemini India, on your release from the onsite assignment.

If you resign / abandon your services or fail to report for duties whilst on assignment you are required to be present at Capgemini offices in India to complete all exit formalities. If you fail to meet any of the above two conditions you will be liable to pay **Rs. 1,00,000** the cost incurred towards the airfare, work permit, visa, salary and allowances paid you from the day of

assignment. Capgemini further reserves its right to undertake suitable action against you in the event of such failure.

VII.ADMINISTRATION

For any co-ordination required in India, please feel free to contact Mobility Team @ europemobility.fssbu@capgemini.com

VIII.ACCEPTANCE

If you are in agreement with the above terms and conditions, please sign this letter in the space below indicating your acceptance, and return to the Mobility Team.

We sincerely hope you find your international assignment to be a challenging and rewarding experience, on both personal and professional level.

Thanking You

Sincerely,
For Capgemini Technology Services India Ltd



Arunkumar Gopalakrishnan
Senior Director, HR

Agreed to and Accepted by:

N. Shiva Ligan.
Shivalingam Narsanolla

06/06/2018
Date

