



Shreyash Babasaheb Nadage
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Maharashtra

DBOI Global Services Pvt. Ltd.
Block B-4, B-5, Level 6,
Nirlon Knowledge Park
Off. Western Express Highway
Goregaon (E), Mumbai – 400063

CIN: U72900MH2005PTC158278

April 01, 2019

Employment Agreement

Dear Shreyash,

We are pleased to offer you employment on the terms and conditions set out below. Your employment will be with **DBOI Global Services Private Limited** (the "Company"). Deutsche **DBOI Global Services Private Limited** is a company within the Deutsche Bank AG Group of Companies ("Group").

1. General Information

These terms and conditions outlined in this employment letter ("Agreement") as amended from time to time, together with the Company's "General Terms and Conditions of Service" as laid out in Schedule I of this Employment Agreement and as laid out in the Company's India Employee Handbook ("the Handbook"), the Deutsche Bank Group's Code of Conduct and all applicable regulations and policies of the Company, form the basis of your employment.

You are also expected to comply with all other applicable Company's regulations and policies (such as the Company's India Employee Handbook and the Code of Business Conduct and Ethics), and any other policies or procedures specific to your business or infrastructure unit. These policies and requirements are considered by the Company to be reasonable and lawful directions that you are required to comply with under the terms of your employment with the Company. You should therefore familiarize yourself with, and abide by, all applicable Company regulations and policies.

If there are any inconsistencies between the terms of this Employment Agreement and the provisions of the Handbook as at the date of your acceptance of this Employment Agreement, the terms of this Employment Agreement shall prevail. However, please note that any subsequent variations by the Company to any terms, conditions, rules or regulations (including the terms set out in the Handbook) generally governing the members of the Company's staff will prevail and be applicable to you.

2. Position

Your functional title will be **Risk Methodology Analyst**

Your local grade as per the internal grading system will be **6**

During your employment, you may be required to perform work for other companies within the Group.

3. Employment Location

Your employment will initially be based at **Mumbai**, although you may be required to perform your duties at other locations from time to time and to travel on Company's business when the need arises, including overseas.



4. Hours of Work

You will be required to work nine (9) hours per day Monday through Friday including a one (1) hour break for lunch. Further, depending on the workload and business requirements, at any given time, you may be required to work in shifts and/or during weekends. You may also be expected to travel to other locations at times outside of your official hours of work. More details are available in the employee handbook.

5. Remuneration

Details of your remuneration and other benefits are provided in Schedule II.

Your salary will be paid in equal installments on a monthly basis directly into your company account. If you join the Company partway through a calendar year, your fixed pay will be pro-rated to reflect the portion of the year that you have started working for the Company.

Any payment of your salary or other sum due to you from the Company will be subject to any and all applicable withholding and/or other taxes payable and the Company will in such case be entitled to deduct or retain the amount of such tax from any sum payable to you. You will be solely responsible to pay all taxes and any other imposts as may be levied or assessed by any competent authority in any jurisdiction on any sums paid and/or other benefits provided to you by the Company.

You agree that the Company may deduct from your remuneration any sums due from you to the Company including, without limitation, your pension contributions (if any) and any overpayments, loans or advances (if applicable) made to you by the Company or any other company in the Group.

6. Probation

Your employment will be subject to a 6 months probationary period. Subject to your performance and conduct being satisfactory your employment will continue following the probationary period in accordance with these terms and conditions of employment.

7. Notice Period

(a) Notice while on probation

The Notice Period applicable for all local grades, during probation, is 30 days. The Company may terminate your employment by giving 30 days' notice or payment of salary (Fixed Pay) in lieu of notice.

(b) Notice post confirmation

Corporate Title	Notice Period after confirmation (in days)
Up to Associate (Local Grade 5)	60
AVP (Local Grade 4) and above	90

The Notice Period changes from 60 days to 90 days upon promotion from local grade 5 to local grade 4, as per the Company policy.

8. Other Conditions

Our offer and your employment are subject to:

- a) You completing, signing and returning the following forms to HR by the applicable date:
- Personal information form (PIF)
 - Acknowledgement on Information Security



b) You being free from any obligations owed to a third party which might prevent you from starting work on the commencement date;

c) The information provided by you in relation to your employment by the Company regarding your background and/or previous employment being complete, accurate and not misleading in all respects and all information obtained by the Company in respect of you being fully satisfactory to the Company; and

d) You holding or being granted the necessary approvals, regulatory registrations and/or licenses from the appropriate authorities for the performance of your duties (including a valid employment pass or work permit where applicable) prior to the commencement of your employment. Should there be any delay in your being granted such approvals, regulatory registrations and/or licenses (including where applicable an employment pass or a work permit), or should your application(s) in respect of the foregoing be rejected, your employment with the Company cannot commence and the Company will not be liable for any payment to you.

The Bank reserves the right to alter your terms and conditions of employment at any time, including your duties and responsibilities.

This contract will be governed by and construed in accordance with the laws of India and the parties agree to submit to the non-exclusive jurisdiction of the Indian courts as regards any claim or matter arising under this contract.

Please indicate your acceptance of the above terms and conditions by signing and returning soft copy of this letter. **This offer will remain open for your acceptance for 10 days, post which the validity of the offer will be at the discretion of the Company.**

Yours sincerely,

DBOI Global Services Private Limited

**Authorized Signatory
Human Resources**

**Authorized Signatory
Human Resources**

Enclosures:

Schedule I: Company's "General Terms and Conditions of Service"

Schedule II: Remuneration & Allowance Details

Annexure I: Document Submission Guidelines

ACCEPTANCE

I accept the employment on the above terms and conditions including all terms and conditions as specified in Schedule I and Schedule II and Annexure I of this employment agreement.

I confirm that I will report to work on _____, which shall constitute the date of commencement of my employment with the Company, unless the communicated date has been consented by the Company to be extended. The Company may withdraw the offer in case I fail to communicate the date of joining or fail to join on the communicated date.

Name:

Date:

Signature:



Schedule I: General Terms and Conditions of Service

1. Leaves

(a) Annual Leave - Your annual leave entitlement will be in accordance with the Company policy. The annual leave entitlement will be pro-rated in your first year or in any incomplete year.

(b) Sick Leave - Sick leave will be granted as per Company policy.

(c) Parental Leave and related benefits – The Company offers a gender neutral parental leave policy for new parents to better manage their responsibilities. The leave duration and the benefits mentioned below are in accordance with The Maternity Benefits Act, 1961:

- i. **Parental Leave:** 26 weeks of paid leave for the primary caregiver. The mother is assumed to be the primary caregiver of the child
- ii. **Adoption/ Surrogacy Leave:** 26 weeks of paid leave for the primary caregiver
- iii. **Maternity Expenses:** Maternity related medical expenses are provided as per the Group Hospitalization policy

More details on number of days and various types of leaves are available in the Employee Handbook.

2. Termination

(a) Termination with Notice

After your probationary period or from the commencement of your employment if there is no applicable probationary period, the Company or you may terminate your employment by giving a notice in writing for a period as stated in clause "Notice Period" in this Employment Agreement. The Company may choose to terminate your employment immediately or by a period of notice shorter than the stipulated notice period by making a payment to you equal to your fixed pay for all or part of the notice period in lieu of that notice. For the avoidance of doubt, this does not confer any entitlement on your part to receive, nor impose any obligation on the Company, to make such a payment.

If the Company or you have given notice of the termination of your employment, the Company may direct you not to perform any of your duties, to remain away from the Company's premises and/or not to contact clients or other employees of the Company for all or part of the notice period. During this time, you will remain employed by the Company and therefore remain subject to your conditions of employment and you will continue to receive your salary and contractual benefits during the notice period.

(b) Termination without Notice

The Company may terminate your employment immediately and without notice or payment in the event that:

- you are guilty of serious misconduct
- you are guilty of a serious breach of the employment rules as set out in the Handbook
- you breach any fundamental term or condition of your employment
- you intentionally disobey a lawful and reasonable direction of the Company
- you conduct yourself in a way which, in the Company's reasonable opinion, may bring any member of the Group into disrepute
- you are convicted of a serious criminal offence or a criminal offence which, in the Company's opinion, consists of your ability to perform your duties, or
- the results of any background checks or searches conducted by the Company are deemed unsatisfactory to it in its absolute discretion



(c) Consequences of Termination of your Employment

If your employment is terminated for any reason:

- a) before you leave the Company, you must return all of the Company's property and confidential information and you must not retain any copies, extracts or reproductions of all or any part of that property or confidential information;
- b) you will continue to be bound by your employment obligations to the Company relating to the Company's confidential information and Intellectual Property (as defined in the Intellectual Property clause below);
- c) you must not make any statements (whether verbally or in writing) or do anything which might damage the reputation of the Group or interfere with the Group's relationships with its clients and customers; and
- d) you will resign from all or any offices which you may hold as a director or otherwise with the Company or a Group company and from all other appointments or offices which you hold as nominee or representative thereof. If you fail to do so within seven days from the termination of your employment, the Company is irrevocably authorized to appoint another person in your name and on your behalf to do any acts or things necessary or desirable to effect the same

(d) Retirement Age

The age of retirement with the Company is completion of 62 years.

(e) Non-Solicitation Obligations

During the course of your employment and after the termination of your employment, you shall be subject to the terms and covenants as set out below.

As you are likely to obtain in the course of your employment with the Company, trade secrets and/or other confidential information and since you have and/or are likely to obtain during the course of your employment with the Company personal knowledge and influence over customers and clients of the Company, for the protection by the Group of its businesses and, in particular, its confidential information, customer and client connections and the maintenance of a stable workforce, you agree and covenant with the Company and the Group collectively as set out below

I. Non-Solicitation

- A. you shall not during your employment and during a period of twelve (12) months from the date on which notice of termination of your employment is given either on your own account or in conjunction with, or on behalf of, any other person solicit or entice away or endeavor to solicit or entice away or assist any other person, whether by means of the supply of names or expressing views on suitability or otherwise howsoever to solicit or entice away, from the Group any individual:-
 - a. who is an employee or director of any member of the Group (of Grades 1 to 4 in accordance with the Group's internal grading structure or the equivalent category of employees under the Group's internal grading structure as amended from time to time); or
 - b. who is contracted to render services to the Company and/ or any member of the Group; and in either case with whom you have had business dealings during the twelve month period immediately preceding the termination of your employment with the Company, whether or not any such person would commit a breach of contract by reason of his leaving service



- B. You shall not during your employment and during a period of six (6) months from the date on which notice of termination of your employment is given either on your own account or in conjunction with, or on behalf of, any other person solicit, interfere with or entice away or attempt to solicit, interfere with or entice away any person who is a Restricted Client; and
- C. You shall not during your employment and during a period of six (6) months from the date on which notice of termination of your employment is given either on your own account or in conjunction with, or on behalf of, any other person have business dealings, directly or indirectly, with any person who is a Restricted Client
- D. However, you are not prohibited by any of these restrictions from seeking or doing business with a **Restricted Client** that is not in direct or indirect competition with the **Restricted Business**

For the purposes of paragraphs 1(B) to 1(D) above, **Restricted Business** means the activities of the operating division or company of the Group to which you are assigned and to whom you provide your services; and **Restricted Client** means any person, firm or company who or which on the date of termination of your employment or at any time during the twelve-month period immediately prior to the date of termination was a client or customer of the Group in respect of the Restricted Business and with whom or with which during that period you have had business dealings

- II. You agree that having regard to the facts and matters set out above the covenants herein contained are reasonable in all the circumstances for the protection of the Bank's legitimate interest including the trade secrets and/or other confidential information of the Bank/Company and the Group
- III. You acknowledge that the breach of any of the restrictions specified in paragraph 1 above by you will cause irreparable injury to the Company and/or the Group which could not be adequately compensated in monetary damages and shall entitle the Bank and/or the Group to all equitable remedies, including without limitation injunctive relief, specific performance and restraining orders. Equitable relief shall be in addition to all other remedies available to the Company and/or the Group
- IV. The benefit of each agreement and obligation set out above may be assigned to and enforced by all successors or assignee for the time-being carrying on the business of the Group and such agreements and obligations shall operate and remain binding notwithstanding the termination of your employment
- V. If any provision of these obligations after employment are determined to be illegal or unenforceable by any court of law or any competent governmental or other authority, the remaining obligations and the remainder of your contract of employment shall be severable and enforceable in accordance with their terms so long as your contract of employment without such terms or provisions does not fail of its essential purpose. You and the Company shall negotiate in good faith to replace any such illegal or unenforceable provisions with suitable substitute provisions, which will maintain as far as possible their purposes and the effect. If so required by the Company, you also agree to enter into separate covenants with any member of the Group to which you are assigned and to which you provide your services in a form identical to the covenants set out in this section in order to protect the legitimate business interests of the Group
- VI. For the purposes of this section, the Company is entering into these restrictions with you on its own behalf and as agent for and/or as trustee of the business of the relevant member of the Group to which you are assigned and to whom you provide your services



VII. Notification of Restrictions

You agree that in the event of your receiving from any person an offer of employment (whether oral or in writing and whether accepted or not) either during the continuance of your employment with the Company or during the continuance in force of all or any of the restrictions set out above you shall forthwith provide to the person making such an offer of employment a full and accurate copy of the post-termination restrictions set out above including details of any variations to them agreed with you on an individual basis; and if the offer is accepted, inform the Company of the identity of the person making the offer

- VIII. During and after the termination of your employment, you will not without the express written consent of the Company disclose or use any confidential information relating to the business or affairs of the Company or any company within the Group, or its or their clients, including without limitation lists of clients, suppliers and employees, financial information including pricing information, administration and information systems, information about unique products and services and information relating to the business strategy of the Company or any entity within the Group

3. Other Employment

You will not engage in any other remunerative employment or accept any appointment as a director of any company outside the Group without the Company's prior written approval and, unless otherwise agreed by the Company in writing, all fees or other remuneration in respect of any such appointment will be for the account of the Company.

You will not during your employment be directly or indirectly engaged or concerned in the conduct of any business other than the business of the Group without the prior permission of the Company.

4. Compliance

The Company's rules, regulations and directions relating to employees, including the Group's Code of Conduct, which are now or may hereafter be in force, will apply to you and will be strictly complied with by you. You should therefore acquaint yourself with all Company rules and policies, which are applicable to you.

In particular, the Company attaches great importance to security, compliance and fair dealing procedures and your attention is drawn to the rules set out in the Group's Compliance Policies. You may be asked to disclose information as deemed necessary to comply with local regulatory requirements arising from the Company's business activities (including records relating to investments held by you and your connected persons), or which are otherwise consistent with market best practices of the Company.

Where applicable, you will also be expected to comply with any local compliance requirements of our overseas offices and all requirements (including any professional qualifications and standards of conduct) for obtaining and maintaining the necessary registration and license (or such exemption from registration and license) for the performance of your duties. A breach of the Group's Compliance policies or local compliance rules is a disciplinary offence that may justify summary dismissal.

In addition, you will at all times be conversant with and comply with any rules and regulations applicable to your specific area of work, such as (where applicable) the local Rules, Regulations and By-Laws. Violation of any of these rules, regulations or provisions may result in the immediate termination of your employment.



5. Confidentiality

During your employment by the Company, you may learn trade secrets or confidential information, which relates to the Company and the Group. Unless you are required to do so in the proper performance of your duties, you must not:

- a) divulge or communicate to any person;
- b) use for your own purposes or for any purposes other than those of the Company or, as appropriate, any of its clients; or
- c) cause any unauthorized disclosure, through any failure to exercise due care and attention, of any trade secrets or confidential information relating to the Company (or any of the Group) or any of its or their clients. You must at all times use your best endeavors to prevent publication or disclosure of any trade secrets or confidential information

Confidential information includes but is not limited to lists of clients, suppliers, financial information including pricing information, administration and information systems, information about unique products and services and information relating to the business strategy of the Company or any other company within the Group.

If you are unsure about the confidential nature of specific information, you must seek your manager's advice and clarification. You will be subject to disciplinary action up to and including summary dismissal for any unauthorized disclosure of confidential information belonging to or related to the Company or any Group company. You understand and agree that your obligation of confidentiality survives termination of your employment.

You will promptly on demand or in any event upon when you cease to be an employee of the Company, return all confidential information including but not limited to documents, records, computer disks or other property in your possession or under your control belonging to the Company or any Group company or the clients thereof and you will not retain any copies thereafter.

In the same way that the Company's and its Group's confidential information must be kept confidential, the Company expects you to keep confidential the confidential information of your previous employers. During your employment with the Company, you must not use proprietary material, trade secrets or other highly confidential information or property obtained by you because of any prior employment without written authorization from the relevant organization.

6. Intellectual Property

For the purposes of this agreement, "Intellectual Property Rights" means any and all existing and future intellectual or industrial property rights (whether registered or unregistered) including, without prejudice to the generality of the foregoing, all existing and future patents, copyrights, design rights, database rights, trade marks, internet rights/domain names, know-how, confidential information and any and all applications for any of the foregoing and any and all rights to apply for any of the foregoing.

During your employment with the Company, you may either alone or in conjunction with others, generate or assist in the generation of documents, materials, designs, drawings, processes, formulae, computer coding, methodologies, confidential information and other works which relate to the business of the Company or any Group company or which are capable of being used or adapted for use therein or in connection therewith ("Works") and you agree that in respect of any such Works and all Intellectual Property Rights in relation thereto, you are obliged to further the interests of the Company and any Group company. Both the Works and the related Intellectual Property Rights will belong to and be the absolute property of the Company or any other person the Company may nominate.

You must immediately disclose to your Business Head all works and all related Intellectual Property Rights. You are required to assist the company and fully cooperate with it in every way to enforce the Company's right to execute whatever documentation is required to provide the Company with full ownership thereof.



7. Accountability

You shall properly, diligently and honestly perform all the duties, which the Company may assign to you from time to time and shall faithfully account for and deliver to the Company all monies, securities or other property belonging to the Company, which may come into your possession, custody or control.

8. Data Protection

By signing this statement, you acknowledge and agree that the Company is permitted to hold personal information about you as part of its personnel and other business records, and that the Company may use such information in the course of the Company's business. Please note that this may include transfer and storage of your personal information at offshore data storage facilities.

You agree that the Company may disclose information about you to other Group companies or third parties (including cross border transfers) if the Company considers that to do so is required for the proper conduct of the Company's business or that of any of its associates. This Clause applies to information held, used or disclosed in any medium.

A handwritten signature in blue ink, consisting of a stylized 'S' followed by a horizontal line.

A handwritten signature in blue ink, appearing to read 'Kinas' with a horizontal line underneath.



Schedule II

1. Remuneration and Allowance Details

- a) **Basic Salary:** Your Basic Salary will be INR **640,000** per annum, payable monthly.
- b) **Flexi Basket:** Your Flexi Basket will be INR **960,000** per annum.
- c) **Fixed Pay:** Your Fixed Pay, which consists of your Basic Salary and Flexi Basket, will be INR **1,600,000** per annum.

d) Retirals

- i. **Provident Fund:** The Company will make a contribution of 12% of your Basic Salary as per the requirements of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. You will also be required to make an equal contribution towards your Provident Fund.
- ii. **Gratuity:** Gratuity will accrue as per requirements of the Payment of Gratuity Act, 1972

Flexi Basket

You can select your own benefit(s) as per your personal preference from a wide range of benefits that are applicable for your grade.

The different Flexi Basket options currently available across grades include House Rent Allowance, Meal Coupons (Sodexo), Leave Travel Allowance, Learning Development Allowance, Children Education Allowance and Children Hostel Allowance. Other Flexi Basket benefits like Fuel for Personal Car and benefits under Car Lease scheme are available at select grades.

You can make necessary allocations towards your selected benefits from the Flexi Basket, as per policy guidelines. The amount in Flexi Basket that remains unallocated, i.e., not utilized towards any benefit, will be paid to you in cash, through monthly payroll net of taxes in the form of Balance Supplementary Allowance.

On joining, you will be invited to make your Flexi Basket election on the Deutsche Bank intranet (HR Online). You will receive an email from TM Payroll within 4-6 weeks of your joining explaining the election process and timelines. If you do not receive this election email within 6 weeks of your joining, please write to hrdirect at hr.direct@db.com and also notify your HR Business Advisor immediately.

Further details on Flexi Basket are available in the Handbook. Please refer to the Handbook or get in touch with your HR Business Advisor for a detailed list and the policies governing the provision of benefits.

If you join the Company part-way through a calendar or fiscal year, your Basic Salary and Flexi Benefits will be pro-rated, as applicable, to reflect the period of your service with the Company in the relevant year. Any payment of your salary or other sum due to you from the Company will be subject to any and all applicable withholding and/or other taxes payable and the Company will in such case be entitled to deduct or retain the amount of such tax from any sum payable to you. You will be solely responsible to pay all taxes and any other imposts as may be levied or assessed by any competent authority in any jurisdiction on any sums paid and/or other benefits provided to you by the Company.

You agree that the Company may deduct from your remuneration any sums due from you to the Company including, without limitation, your pension contributions (if any) and any overpayments, loans or advances made to you by the Company or any other company in the Group.



2. Variable Compensation

(a) Annual Discretionary Variable Compensation

All employees are eligible to be considered for annual Discretionary Variable Compensation subject to the provisions set out below as may be reviewed and amended from time to time at the discretion of the Bank.

You may be considered for Discretionary Variable Compensation based on a number of factors including but not limited to (in no particular order of importance) the performance of the Bank and, as applicable, the specific contribution of its component business units, your individual personal contribution and the need to retain you in employment within the Bank.

You may be eligible for certain Discretionary Variable Compensation referred to as "Group Variable Compensation". Group Variable Compensation is discretionary variable compensation which is dependent on DB Group performance and is assessed and awarded in the sole and exclusive discretion of the Bank.

Generally, Discretionary Variable Compensation is determined in the sole and exclusive discretion of the Bank and may be made wholly or partly in cash, restricted equity, notional equity, restricted cash, or such other form as the Bank may decide. The Bank reserves the right to deliver a percentage (up to 100%) of all Discretionary Variable Compensation under, and subject to, any applicable DB compensation plans (restricted equity, notional equity, restricted cash, or in such other form as the Bank may decide) that are in effect on the date Discretionary Variable Compensation is awarded. Such plans may provide for forfeiture of awards under such plans in certain circumstances. Discretionary Variable Compensation may be awarded or paid in any currency at the Bank's discretion.

For the avoidance of doubt, you do not have a contractual entitlement to receive Discretionary Variable Compensation and any such Discretionary Variable Compensation in a given year will be at the absolute discretion of the Bank and subject to regulatory requirements (as may be amended from time to time). Moreover, you will not receive Discretionary Variable Compensation if (for whatever reason) on the date on which Discretionary Variable Compensation is awarded in a given year, you are not employed within the Bank or if you are under notice to terminate your employment (whether notice was given by you or the Bank) or if the Bank considers your performance or conduct to have been unsatisfactory.

If, on the date on which Discretionary Variable Compensation is usually communicated and/or paid, you are subject to an investigation that may result in disciplinary (or other) action being taken against you consideration of whether you are eligible for any Discretionary Variable Compensation will be delayed until the conclusion of that investigation and, if relevant, any subsequent disciplinary (or other) procedure. Although, for the avoidance of doubt, you will not be eligible for consideration of a Discretionary Variable Compensation if, at the conclusion of the disciplinary (or other) procedure, you are given notice of termination of employment.

You should note that if you work in a number of locations, generally for the purposes of tax reporting and withholding, the settlement of any Discretionary Variable Compensation awarded to you will be apportioned between the locations you have worked in during the relevant period. Depending on individual circumstances, participants may become subject to multiple withholding taxes including double taxation. By accepting this offer, you agree to comply with any arrangements specified by the Bank for the payment of any taxation (in any jurisdiction) by virtue of the settlement of any Discretionary Variable Compensation or portion thereof.

Any portion of Discretionary Variable Compensation awarded as a cash payment will usually be paid in March through the normal monthly payroll. Discretionary Variable Compensation in any other form, including an award under a DB compensation plan (restricted equity, notional equity, restricted cash, or in such other form as the Bank may decide), will be payable when such awards vest and will be delivered in accordance with the applicable DB compensation plan rules and Award Statement(s)

A blue ink signature of Shreyash Babasaheb Nadage.

A blue ink signature of Kishor.



3. Relocation

(a) Relocation Benefits

In accordance with the terms and conditions of appointment and if need arises out of job responsibility, employee is liable to relocate between various locations within India at the discretion of the Company. The relocation assistance is designed to assist employees in the new location.

Please refer to Employee Handbook for more details.

(b) Claw back of Relocation Benefits

If your employment is terminated (voluntarily i.e. by your resignation or involuntarily i.e. termination for a cause), within twelve (12) months from the employment commencement date at the new location, you will be required to pay back the cost borne by the Company (at gross) on account of the relocation i.e. travel, stay, and other relocation benefits, on a prorated basis. For every full month of service post relocation, the recovery will reduce by 1/12th the total recoverable amount. The above provisions will not apply in case of redundancy.



4. OTHER BENEFITS

(a) Group Medclaim and Hospitalization Policy

You and your dependents will be provided with medical insurance cover for expenses related to hospitalization on account of illness, disease or injury. Premium payout, tie up with health care firms and the Insurer shall be decided by the organization

(b) Group Term Life and Group Personal Accident Insurance Schemes

You will be covered under the Group Personal Accident Insurance & Group Life Insurance Policies in accordance with the Company's policy. Under each policy, the sum assured will be 36 months of your Fixed Pay, subject to your meeting all the Insurance Company's prevailing insurance / underwriting requirements.

Until confirmation by the insurance company that you have fulfilled these requirements, the sum insured will be the insurance company's discretion.

(c) Shift Allowance

Depending upon your role and shift supported (excluding general shift), you may be eligible for consideration of a Shift Allowance as per Company policy. The shift applicability is based on client requirements and will be based on the discretion of the Business. This policy is applicable only upto AVP level.

Please refer the Employee Handbook for more details. The Company reserves the right to alter any of the benefits and/ or terms and conditions associated with the same.



ANNEXURE I

1. Documents to be submitted post receipt of Welcome email

- (a) Personal Information Form duly filled in with supporting documents for Education and Employment except for the current employment.
- (b) Copy of Passport size photo with white background
- (c) Copy of Aadhaar Card and PAN is mandatory
- (d) Copy of Nationality Proof

2. Offer letter copy duly signed acknowledging acceptance of the offer. A signed copy of contract letter should be submitted within 10 days on the receipt of the offer notification email.

3. Documents to be submitted on the Date of Joining

- (a) DB Declaration Forms and Nomination Forms
- (b) Relieving letter / Service letter from the last employer / accepted copy of resignation letter on the letterhead / copy of full and final settlement.
- (c) 1 Passport size photo

4. Proof of documents – (Please send only copy of documents and not original).

- (a) Nationality proof - Copy of Passport / Voter ID / Domicile certificate
- (b) Education Check - Highest academic education and professional certification courses viz. CA/ICWA/ACS (with Registration/Membership number) - Provisional or Degree Certificate with complete mark sheets.

5. Employment Check – Relieving letter / Service certificate (on company's letterhead) with employee ID for below grades:

- (a) For VP & below: Last 5 years of employment documents
- (b) For Director & above: Last 10 years of employment documents