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June 07, 2018

# To whom it may Concern

Below you will find an agenda summary for Mr.Banda Srikanth (H8341941) of IBM India Pvt.

Ltd. during his trip to Singapore for a period of 20 days, beginning with departure from India on June 10 2018. He will not participate in any activities that are considered productive work during the stay.

Trip Agenda:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Activity Descriptions | Duration | Start Date | End Date |
| Travelling to Singapore | Travelling to Singapore | 1 Day | 06/10/2018 | 06/10/2018 |
| Meeting with IBM team | Meeting with IBM project team and key stakeholders in IBM Singapore | 5 Days | 06/11/2018 | 06/15/2018 |
| Weekend | Saturday | 1 Day | 06/16/2018 | 06/16/2018 |
| Travelling back to India | Travelling back to India | 1 Day | 06/17/2018 | 05/17/2018 |

If there is any further assistance that I can provide, please do not hesitate to call me at (65) 64187460.

Sincerely,

Janet Chua

AMS Manager, IBM Global Services Singapore