

Offer Acknowledgement checklist

With reference to my application exploring career opportunities with Global Analytics and subsequent discussions, I am pleased to receive the offer for the position of **Software Engineer II & Grade 2.2** at Global Analytics India Private limited (GAI), a subsidiary of GAIN Credit Inc., USA.

Below mentioned information are related to my offer and benefits provided by the organization.

S.No	Components	Comments	Yes / No / Not Applicable
1	Offered Designation & Grade	I have clear understanding of the Designation, Grade and Role offered to me and I accept the same.	Yes
2	Offered Salary Components	I have clear understanding of the overall offered salary and the salary break-up of the CTC. Income tax will be as per the applicable laws and the liability solely rests with me.	Yes
3	Bonus Program	I have understood the Bonus program and payout procedure. Bonus calculation is based on the 3 modifiers (Company Modifier, Team Modifier and Compliance Modifier) and payout happens on the half yearly basis (February & August).	Yes
4	Performance Appraisal Process	I have understood the Year End Performance Appraisal cycle and eligibility criteria for the same. (employees joining on or before the 30 th September are eligible for a merit increase based on the performance / tenure in the review period)	Yes
5	Relocation Expenses (If Applicable)	I am aware that, if I relocate from other location (far) to the base location, I am entitled for the Relocation reimbursement as per the policy and upon submitting all required documents pertaining to the same.	NA
6	Travel & Meal Allowance	I am aware that for Delhi NCR Employees, INR 5000/- per month is provided as Travel & Meal allowance subject to tax deductions.	NA
7	Base Location	I confirm my base location will be Chennai	Yes

8	Insurance Benefits	<p>I am aware that the Company will provide Group Medclaim Insurance, Personal Accident insurance and Term Life Insurance Coverage for self. In addition, spouse and maximum up to 2 children will be covered as per Medclaim Insurance Policy of the Company.</p> <p>Parents or parents in law may also be included under the Medclaim Insurance by co-sharing the premium by paying 50% of the premium amount. In addition, I can also increase the Medclaim cover by paying an additional premium.</p>	Yes
9	Probation & Notice Period	I am aware that, I will be on probation for a period of three months from the date of joining and during this period, either side can terminate this employment at any time, with or without cause, upon giving two weeks (fifteen days) of notice.	Yes
10	Confirmation & Notice Period	I am aware that an employee will be deemed to be confirmed at the completion of three months unless expressly informed in writing. Upon confirmation, either side can terminate the employment at any time, with or without cause by giving Sixty days of notice.	Yes
11	Background Check	I am aware that all documents submitted by me to the Company as per the offer letter are subject to verification by the Company or an agency appointed by the Company at any time during my employment with the Company.	Yes
12	Rotational Shift including Night Shift	I am aware that I will be working on rotational shifts, which includes night shift, and working on weekend as well.	Yes

I hereby confirm the above mentioned information and accept the same.



Signature

Selvakumar Jayaraman

Name

Chennai

Place

25-OCT-2018

Date