



Capital IQ - DLF Cyber City
Building 5, Tower A, 9th Floor
Gurgaon- 122009
India

OFFER LETTER
Private & Confidential

July 12, 2025

Sourav Jai Singh
1031, Sec 46
Gurugram
122002

We are pleased to offer you an employment opportunity as **Engineer, Software Engineering** at **S&P CAPITAL IQ (INDIA) PVT LTD** (herein referred to as "Company"), an affiliate of S&P Global, located at **IN - GURGAON DLF OFFICE**.

Job Grade: 09

Segment: S&P GLOBAL MARKET INTELLIGENCE

Date of Joining: September 09, 2025

Your total earnings (Cost to company) is **Rs. 2,318,800.00** (For details refer to Annexure-II and Addendum).

The terms and conditions of this offer are enclosed herewith in Annexure – I. Till such time as the terms and conditions and related joining formalities are fully executed and completed by you, no relationship (employment, contractual or otherwise) will exist between you and the Company.

This offer is subject to (i) confirmation that you are legally authorized and available to work in your position at the agreed location on your start date of **September 09, 2025 ("Date of Joining")** and at all times thereafter; (ii) the successful verification of your background information & references; and (iii) you reporting to Company on the Date of Joining. The Company reserves the right to withdraw this offer at its sole discretion at any time prior to the Date of Joining, including in case of any failure by you to comply with all conditions mentioned in this offer letter.

Depending on your position, you may also be required to complete additional background checks as allowed by local law, throughout your employment with the Company. In the event of you not clearing the pre-employment verification, or should the Company receive adverse reports from your earlier employers, or if you are deemed to have suppressed information furnished at the time of employment, irrespective of the time of it coming to the notice of the management, the same will be deemed to be misconduct and the employment offer / employment stands terminated without notice.

Please note that the joining conditions also include you being present to complete the induction and on-boarding process. In the current remote working environment, this will include you being physically present at the address provided by you during the on-boarding process with the Company and being able to receive Company property, including the laptop, as part of the induction and on-boarding process within the time period as stipulated by the Company to you. You will also need to complete related induction processes, which may be conducted remotely by the Company at its discretion. You will be required to provide requested personal information, education and employment documents as part of the onboarding process as intimated by the Company.

Please note all Company property including, but not limited to, the laptop, intellectual property, notes, reports etc., as may be provided to you from time to time are the property of the Company at all times and are to be used with utmost care.

You are requested to kindly acknowledge your acceptance of the offer letter (including the Annexures) by signing below and sharing digitally signed copy of the letter within five (5) days of receipt. The terms set out in this offer letter are for your guidance and not necessarily exhaustive.

In the event of any delay in your acceptance of this offer, the Company shall have the sole discretion to extend this offer and reserves the right to withdraw this offer at any time prior to the Date of Joining, including in case of any failure by you to comply with all conditions mentioned in this offer letter.

Please note that the contents of this offer letter are confidential and should not be used as a bargaining tool for negotiating employments with your existing employer or any other organization or prospective employer.

We're glad to have you on board and wish you a long, productive and satisfying career with us!

Thanking you,
Yours faithfully,

] 

Tarun Singh
Director, People Partner

Authorized Signatory
For S&P CAPITAL IQ (INDIA) PVT LTD

Acknowledgement/ Acceptance

I am very pleased to accept the position as **Engineer, Software Engineering** at **S&P CAPITAL IQ (INDIA) PVT LTD**. Thank you for the opportunity. I will abide by the joining instructions and terms of the offer. I look forward to making a positive contribution to the organization.

Sourav Jai Singh

ANNEXURE – I

TERMS OF EMPLOYMENT

Further to the Offer Letter dated July 12, 2025, you hereby acknowledge and agree to abide by the below terms and conditions of employment ("Terms of Employment"), during your employment with the Company.

1. Employment period and nature of employment:

Your appointment is effective from **September 09, 2025**. The employment shall continue until the retirement age of 60 (Sixty) years (which may be extended by the Company in writing at its discretion) or until the termination of employment by either party as per the provisions contained herein, whichever is earlier. Company reserves the right to re-designate or revise your position or work description or work location at any time, without stating any reason, by a written notice to you. Company has the sole discretion to modify the nature of your duties and powers as it may deem appropriate without assigning any reason and you will be expected to undertake all responsibilities that may be assigned to you by Company at any time. Subject to the termination/separation provisions hereunder, the nature of your employment will be "at will" and no fixed period of employment in Company is applicable to you. You will be a full-time employee of the Company.

2. Company policies:

In addition to these Terms of Employment, you hereby acknowledge and agree that you will be governed by the rules, policies, guidelines and internal regulations of the Company (together "**Policies**") as may be applicable from time to time and will complete all compliance and security training mandated by Company from time to time. Breach of any of the Policies would be treated as misconduct and you shall be liable for disciplinary proceedings. In the event of such a breach, the Company has the right to initiate an appropriate disciplinary action up to and including termination of your employment. In case of any conflict of this Terms of Employment, by interpretation or otherwise, with the Policies, the Policies of the Company shall prevail. The Policies and the terms and conditions stated herein may be revised by the Company (at its sole and absolute discretion), from time to time, in accordance with applicable law and such changed standard employment terms shall become applicable to you.

3. Business Ethics & Regulatory Compliance:

All employees are required to adhere to the Company's Code of Business Ethics (the "[Code](#)") and Securities Disclosure Policy throughout their employment, including any notice periods (whether worked, not worked or "garden leave"). The purpose of the Code of Business Ethics and the Securities Disclosure Policy is to establish guidelines reasonably designed to identify and prevent recipients from breaching any applicable fiduciary duties and to deal with other situations that may pose a conflict of interest or the appearance of a conflict of interest. Failure to comply with Company policies, including the Code and Securities Disclosure Policy, may result in disciplinary action up to and including termination of employment. All violations or potential violations of the Code of which you become aware, should be reported promptly to the People Team. Each year, you will be required to sign or otherwise indicate your assent to an Affirmation Statement to confirm that you have reviewed the Code and understand your continuing obligation to comply with its terms. Periodic certifications relating to the Securities Disclosure Policy are also required. Please note that the Securities Disclosure Policy includes requirements that may extend to an employee's immediate family (as defined in the policy). To the extent that the Code and Securities Disclosure Policy, or compliance therewith, would be inconsistent with applicable law, applicable law will govern. Any questions relating to the "Codes" or the Securities Disclosure Policy should be directed to Shirley O'Reilly (shirley.oreilly@spglobal.com) and the Compliance team (Securitiesdiscomp@spglobal.com).

4. Work location:

Your initial posting will be at **IN - GURGAON DLF OFFICE**. Your duties may be varied from time to time and your services are liable to be transferred, seconded, deputed or assigned, either temporarily or permanently, to any one of our subsidiary/associated companies, other division/branch of Company or any third party, in India or abroad, at the entire discretion of the Company and for such period of time as Company deems appropriate. In the event of a transfer, you will be governed by the terms and conditions applicable to your category of employees at the place of transfer, unless otherwise specified in writing.

In case you are a non-Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

5. Working Hours:

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during shift assigned to you by your manager which may include night shifts, subject to applicable law. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday. The normal working hours will be 40 hours per week; but this may be varied from time to time, depending upon the exigencies of work and subject to applicable laws.

6. Notice period and Termination:

Either party may terminate the Terms of Employment, by giving **Two Months** notice in writing or payment of Base Salary in lieu of such notice period or any shortfall in such notice period at the discretion of your manager / Company. Further, the Company shall be entitled to terminate your employment "for cause" forthwith, without notice or compensation in the event of your misconduct / prohibited conduct (which term shall have the meaning as assigned under the Policies /law) and/or any act which constitutes an offence involving moral turpitude.

In the event that you resign from employment with the Company, the Company may consider relieving you with shorter notice, if the Company so desires, in which case you shall be paid pro-rata for the days you provide services to the Company. The Company also reserves the right to waive all or part of the notice or allow you to pay in lieu of the notice. Further the Company may at its discretion require that upon termination of your employment by the Company without cause you do not attend to any matters or enter the premises of the Company without the prior written consent of the Company.

During the notice period, the Company reserves the right to require you to serve the full notice period and complete the assignment based on business needs. Any notice to be given to you by the Company shall be sent by email to your Company email address. Any notice to be given by you to the Company shall be in such manner as may be directed by the Company from time to time. In the event that you are not accessing your Company email, the Company shall be entitled to send notice by courier or registered post at such address as intimated by you to the Company. You will intimate in writing to the Company of any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

Upon termination of your employment pursuant to these Terms of Employment, all obligations pursuant which are intended to survive termination, shall survive the termination of these Terms of Employment for the time periods indicated therein and bind you, your heirs, executors, administrators, committees and trustees and will ensure to the benefit of Company, its successors and assigns.

You agree that in the case of retrenchment/termination, the principle of "last in first out" shall not be applicable to you. You further agree that the Company will not be required to offer you re-employment in any circumstance, should you resign or be retrenched/terminated by the Company.

You shall at the time of leaving the employment of the Company, deliver back to the Company any and all Company Property, devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, equipment, confidential information or any other documents or property, or reproductions of any of the aforementioned items provided to you pursuant to your employment with the Company or otherwise in the possession of the Company.

You agree that you shall not copy, duplicate, recreate or record or otherwise keep in possession or deliver to anyone other than the Company, any of the aforementioned items.

7. Medical Fitness:

The Company may, at its sole discretion and costs, require you to undergo medical examination by a doctor of its choice, at the time of commencement of employment. In such case, the employment shall be subject to your being found medically fit by the examining doctor. Further, even though you may be declared medically fit by the doctor appointed by the Company at the commencement of employment, you shall, at any time in future be expected to undergo medical examination as may be required by the Company to ascertain the state of your health and medical fitness to carry out your responsibilities. If you are declared medically unfit on such medical examination, the Company shall be entitled to terminate your employment with effect from the date the Doctor appointed by the Company declares you medically unfit. In the event you refuse to subject yourself to such medical examination as required by the Company or fail thrice consecutively to physically present yourself before the Company engaged Doctor for medical examination, the same shall be considered as misconduct and appropriate disciplinary action shall be taken by the Company against you (including termination).

8. Confidentiality of compensation:

Compensation details (yours as well as of other employees of the Company) is confidential information, you shall not disclose/discuss your compensation details with any other employee. If any such act by you comes to the notice of the Company, it may result in disciplinary action, up to and including termination.

9. Behavior:

The Company believes that there should be no discrimination against any employee. Verbal, physical or sexual harassment at the workplace shall not be tolerated. You shall be obligated to follow and comply with the terms of the Company's Policies on employee behavior and conduct and Code of Business Ethics (as amended from time to time) at all point in time during your employment with the Company.

10. No simultaneous employment:

There is no earlier period of continuous employment between you and the Company. While in the employment of the Company you will not, under any circumstances, be permitted to undertake any assignment, simultaneously engage in any other gainful or commercial activity (other than normally acceptable personal investment activity) or work for any other employer (company, firm, organization or persons) either whole-time or part-time, nor in any way be associated with any company, firm, organization or persons as advisor, director, partner, whether paid or not for your services, without the prior written permission of the Company. In case this condition is contravened the same shall be considered as misconduct and you shall be liable to disciplinary action (including termination). Furthermore, you may not enter into any commitments or dealings on behalf of the Company for which you have no express authority, nor exceed the authority or discretion vested in you without the previous written sanction of a duly authorized manager.

11. Leaves:

You will be eligible for the standard days of vacation that are applicable in your jurisdiction and in accordance with local law. The Company regularly reviews its paid time off program and has the right to amend or discontinue its program where deemed appropriate, subject to local law.

12. Benefits:

You will be eligible for the standard benefits package offered to all India-based employees in accordance with local policy and applicable law. The Company may cancel, change or modify the terms of such benefit and/or retirement plans from time to time or change benefit carriers with notice, subject to applicable law. Information about your benefits can be found [here](#).

13. Non – Disclosure:

“Confidential Information” is any information generated or obtained by you during employment, which relates to the current or potential business of the Company, including but not limited to any and all records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, equipment, or any other documents or property, or reproductions of any of the aforementioned items provided to you pursuant to your employment with the Company or otherwise in the possession of the Company.

Trade Secrets: Technology, methods of development, and manufacture; proprietary business information such as financial condition, bidding practices, costs, distributors, customer names and mailing lists, the identity of prospective customers, market studies; pricing studies, information and analysis, current and prospective business projections; business plans and strategies financial statements and information; special processes, procedures and services of the Company, processes, formulas, innovations, inventions, discoveries, improvements, research or development and test results, specifications, data, and know-how; marketing plans, business plans, strategies, forecasts, unpublished financial information, budgets, projections, product plans and pricing; business policies and practices; Information received from others, that Company is obligated to treat as confidential or proprietary; personnel information, including organizational structure, salary, qualifications of employees, employee compensation plans, employee performance evaluations, employee telephone directories and employee benefits; customer and supplier information, including identities, product sales and purchase history or forecasts and agreements; and the Company's operating policies and procedures are also held to be Confidential Information.

You shall not during the terms of your employment with the Company or at any time thereafter, disclose to any person or use any Confidential Information, or permit any person to examine and / or make copies of any documents which contain or are derived from Confidential Information, whether prepared by you or otherwise coming into your possession or control without the prior written permission of the Company, except as required in the performance of your duties as an employee of the Company, in which case such disclosure will comply with all policies and procedures established by the Company from time to time regarding the disclosure of Confidential Information by employees.

Secrecy as to the affairs of the Company: You shall not during the term of your employment with the Company or at any time thereafter, use or disclose to any other company, firm, institution or person any of the information, business or affairs of the Company, or its clients without the prior consent of the Company. You shall not publish any book, booklet, brochure or pamphlet, or contribute any article to any newspaper or other publication whether for remuneration or otherwise, relating to the affairs of the Company, its clients or your work in the Company at any time. Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, drawings, photographs, instruments, computer software materials, documents or any other property

of the Company out of the work premises. Nor shall you in any way at any time disclose, divulge or make public any information or matter concerning the Company's or its client's business affairs, property, transactions under consideration (including the identities of other companies that are or may be parties to such transactions), methods of operation or other data processes, analytical methods, accounts, transactions, dealings, trade secrets of the Company or its clients whether the same may be confined in you or become known to you in the course of your employment with us or otherwise.

You hereby confirm that you are in compliance and will continue to remain in compliance with all applicable third-party non-disclosure and confidentiality related obligations legally binding on you. You hereby confirm and promise that you have the right to make disclosures and use any ideas, processes, designs, methods, and know-how possessed prior to your employment with the Company, without any liability to others. You also agree that you will not disclose to the Company, its employees or use on the Company's behalf, any confidential information belonging to any third party, including but not limited to any of your previous employers. You also represent that you do not have any confidential documents or materials which belong to any third party, including but not limited to your previous employers and you agree not to bring any confidential materials or documents of such third party to the Company premises. You agree to immediately notify the Company upon you becoming aware of any violations of your present and / or continuing confidentiality and non-disclosure related obligations with both the Company and / or any of your previous employers.

14. Intellectual Property:

You acknowledge and confirm that ownership of, and all right, title, and interest in, all work product, improvements, developments, discoveries, proprietary information, trademarks, trade names, logos, art work, slogans, know-how, processes, methods, trade secrets, source code, application development, designs, drawings, plans, business plans or models, blue prints (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials thereof), inventions (whether patentable or not, and whether or not patent protection has been applied for or granted) hardware designs and configurations; software designs and programs; and discoveries, developments and writings and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages developed or created from time to time by or for the Company by you (the "**Intellectual Properties**") shall vest in the Company. You expressly agree that all Intellectual Properties created by you shall be under a contract of service, shall be deemed as "works for hire" under applicable intellectual property laws and shall be the exclusive property of the Company. You hereby assign all rights in relation to such intellectual property to the Company on a worldwide and perpetual basis at no costs and further agree to do all such acts to perfect such assignment to the Company. Such assignment shall not lapse if the Company has not exercised its rights under the assignment for a period of one (1) year from the date of the said assignment. You further acknowledge that the Company shall be the "first owner" of copyright in any original works of authorship made by you during your employment with the Company, in terms of Section 17 (c) of the Indian Copyrights Act, 1957, as amended from time to time.

In order to more effectively set out the detailed rights and obligations of the parties in relation to protection of Confidential Information And Intellectual Property, you may be required to execute other documents by the Company (such as an employee intellectual property assignment and confidentiality protection agreement) and you agree to be bound by any such additional terms and conditions, as stipulated under such documents.

15. Corrupt Practices:

During the period that you are employed by the Company, you shall not, on behalf of the Company or on the pretext thereof, give or pay to any person any money, Gratification or Valuable Thing of any kind (other than a legally acceptable, official and Company approved consideration) in order to induce or influence a Public Servant to do or

forbear from doing any act in relation to the Company. The terms Public Servant, Gratification and Valuable Thing shall have the meaning assigned to them under the Prevention of Corruption Act, 1988.

It is clarified that you shall not pay any "speed money" or "facilitation payment" in order to quicken the process of any act that needs to be performed other than a purely legal remuneration paid to a service provider.

During the period that you are employed by the Company, you shall not, on behalf of the Company or on the pretext thereof, receive from any person (or arrange for some other person to so receive on your behalf) any money, Gratification or Valuable Thing of any kind as consideration in order to do or forbear from doing any act in relation to the Company.

During your employment you shall not: (a) enter into any arrangement, contract or financial transaction on behalf of the Company with any relative or entity controlled or owned by a relative; (b) enter into such arrangement, contract or financial transaction with any person entity or organization for the benefit of some other person, entity or organization; or (c) claim any compensation/reimbursement or pay any amount on behalf of the Company for a purpose other than the purpose for which such amount is actually payable.

16. Privacy:

You will be providing to the Company certain information about yourself and your family, including personal information and sensitive personal data or information ("Personal Information"). You hereby agree that the Company may use and retain your Personal Information for a lawful purpose and to the extent deemed necessary by the Company in relation to your employment with the Company and for ancillary purposes.

You hereby also agree that the Company may transfer or disclose such Personal Information to such other agencies the Company may consider necessary, whether affiliates or otherwise and whether in India or otherwise. The Company may codify its policies relating to privacy in a privacy policy which it will provide to you and you hereby agree to the same.

The Company shall use reasonable security practices and procedures to safeguard your Personal Information. Notwithstanding anything contained herein, "Reasonable security practices and procedures" under section 43A Explanation (ii) of the Information Technology Act 2000 means such procedures that the Company shall implement and which may, in the Company's discretion, be intimated to you from time to time and you hereby agree to the same.

17. Handing over charge of Company's property on termination of employment:

You shall be bound at the termination of this employment, however terminated, to immediately return to the Company all properties of the Company in your possession, including but not limited to all documents, papers or other material in your possession, or under your control which may contain or be derived from Confidential Information, together with all documents, notes or other work product which is connected with or derived from your services to the Company whether or not such material is at the date hereof in your possession. In the event of your failure to return to the Company any of its property/assets, you would be deemed to have committed the offense of criminal breach of trust and the Company shall be free to proceed against you in an appropriate forum, besides claiming liquidated damages for withholding Company property/assets in an unauthorized and illegal manner. The Company shall also have the right to deduct the monetary value of all such Company property/assets from your full and final settlement / employment dues and take such other action as the Company deems fit, in the event of your failure to account for / damage of the Company property/assets subject to applicable law.

18. Company's clients and employees

If your employment with the Company terminates for any reason, you shall not, for a period of one year from the date of termination, have any business dealings whatsoever, either directly or indirectly or through corporate entities or associates with any customer or client of the Company or its subsidiaries or any person or firm which has contacted or been contacted by the Company as a potential customer or client of the Company; and you shall keep in strictest confidence, both during the term of your employment and subsequent to termination of employment, and shall not during the period of employment or thereafter disclose or divulge to any person, firm or corporation, or use directly or indirectly, for your own benefit or the benefit of others, any information which in good faith and good conscience ought to be treated as confidential information including, without limitation, information relating to the software developed by Company, information as to sources of, and arrangements for, hardware supplied to customers or clients of Company, submission and proposal procedures of the Company, customer or contact lists or any other Confidential Information. In addition, you shall not, for a period of one year from the date of termination, hire, interfere with, solicit, or endeavor to entice away from the Company any person who was, to your knowledge, at the date of the termination of your employment, an employee of the Company and with whom, during the 24 months preceding the date of such termination, you had contact as a result of your employment with the Company.

19. Compensation:

The payment of all compensation shall be made in accordance with the relevant Policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. You shall not be entitled to benefits other than what has been expressly stated in the Terms of Employment . The compensation mentioned in the offer letter or any revised compensation communicated to you is provided on a gross basis. The Company makes no representation of any increase in compensation, either with regard to the quantum or duration of such increase in compensation. However, the Company will review your compensation periodically at the Company's sole discretion and will communicate any revised compensation to you.

20. Safe Custody of Company Material

You will be responsible for keeping safe and in good condition, any and all material entrusted to you by the Company, including, but not limited to, cellular phone, laptop, car and other devices or equipment provided by the Company ("Company Property").

In the event of any damage or loss to the Company Property entrusted to you, you shall be liable for the same and the Company reserves the right to deduct the cost of such articles, in accordance with applicable laws, from your compensation or take such other action that it may deem appropriate.

21. Background Verification:

Background verification (address, criminal and education, employment, reference checks or any other check as required by the Company from time to time) are conducted for all employees at any time during employment with the Company. If the information provided by you is misrepresented, the Company would take appropriate action leading up to termination of employment.

22. Disclaimer:

Your employment shall be deemed to have been made on the basis of the representations made or facts disclosed by in the application for recruitment or the forms filled at the time of appointment. You hereby also represent that all the contents of your resume, testimonials, references, application form, previous employment details and other information furnished by you are true and accurate. In case any fact or representation, at any time, is found to be wrong or is concealed, the same shall be held to be gross misconduct and the employment shall stand invalidated and shall be deemed to have been cancelled automatically without notice or compensation in lieu thereof.

The Company's practices, Policies, benefits, and procedures are under review on an ongoing basis and may be modified, altered, or eliminated at any time with applicable notice to employees, at the Company's sole discretion.

23. Non-Disparagement

During your employment or after the termination of your employment, you shall not ever, directly or indirectly, in public or private, in any manner, ratify, make or cause to be made, assist or encourage any third party, its affiliates or the equity holders, officers, directors, employees, agents and representatives of any entity associated or known to you to make or cause to be made, any disparaging, demeaning, deprecating, denigrating, defamatory, derogatory, libellous, slanderous, besmirching, discrediting, criticizing, embarrassing or other negative, misleading or false remarks, statement, comments or other expressions, orally or in writing, in whatever medium now or hereafter available, to any person or entity, including, without limitation, consumers, press and investors in, competitors of and advisors to the Company, its members, shareholders, directors, officers or employees and their respective reputations, or the investment or business strategy or plans, policies, practices or operations of the Company.

24. Governing law and Jurisdiction

This document shall be governed by the laws of India and any disputes arising out of or related to this document shall be resolved by arbitration (either through a sole arbitrator or a panel of arbitrators, as mutually agreed by the parties). The award of the arbitrator/s shall be final and binding on the parties hereto and arbitration shall be as per the provisions in force of the Arbitration & Conciliation Act, 1996. The arbitration shall be conducted in English language and the seat of arbitration shall be in **IN - GURGAON DLF OFFICE**.

You acknowledge that damages alone will not be an adequate remedy in the event of breach of any of your obligations under these Terms of Employment. You therefore agree that the Company shall be entitled (without limitation of any other rights or remedies otherwise available) to obtain injunctive or equitable relief from any court of competent jurisdiction.

ANNEXURE- II Compensation Details			
Name	Sourav Jai Singh		
Designation	Engineer, Software Engineering		
Segment	S&P GLOBAL MARKET INTELLIGENCE		
	Monthly	Annual	
A. Earnings	(Rs.)	(Rs.)	
(i) Basic Salary	82,500.00	990,000.00	
45% of Base Salary			
	100,833.33	1,210,000.00	
(ii) Basket of Allowances (HRA, LTA, Child Education Allowance, Meal Coupon, Telephone Reimbursement, NPS and others as applicable from time to time)			
BASE SALARY	183,333.33	2,200,000.00	
B. Retirement Benefits			
(i) Employer's Contribution to Provident Fund	9,900.00	118,800.00	
12% of Basic Salary (plus other allowances, where applicable as per applicable law)			
TOTAL EARNINGS (A+B)	193,233.33	2,318,800.00	
C. Pre-Tax Deductions (Employee's PF Contribution)	9,900.00	118,800.00	
Pre-Tax Take home	173,433.33	2,081,200.00	

For **S&P CAPITAL IQ (INDIA) PVT LTD**



Tarun Singh
Director, People Partner

Authorized Signatory

Additional Note:

- a) Flexi Basket Allowance balance amount is paid as special allowance which is subject to tax as per the Income Tax rules in India.
- b) Gratuity will be governed as per the Statutory Law.

**ANNEXURE III: MATERNITY BENEFITS PROVIDED AS PER THE MATERNITY BENEFIT ACT, 1961
(FOR WOMEN EMPLOYEES ONLY)**

The Company shall provide the following statutory maternity benefits for women employees, who have worked with the Company for at least 80 (eighty) days in the 12 (twelve) months immediately preceding the date of expected delivery, as enumerated herein.

- **Leave of Absence:** A pregnant woman employee can seek a leave of absence by giving a notice in writing to the Company stating the dates of her absence from work and such leave of absence shall not exceed a period of 6 (six) weeks.
- **Abstinence:** A pregnant woman employee can make a request to the Company seeking abstinence from performing any work which is likely to have an adverse effect on her health, or affect her pregnancy, for a period of 1 (one) month immediately prior to a period of 6 weeks prior to the date of her expected delivery, or for any period during the 6 weeks prior to the date of her expected delivery if the woman employee has not availed leave during these 6 weeks.
- **Paid Leave:** Eligible women employees can avail paid maternity leave up to 26 (twenty-six) weeks. Out of these 26 weeks, the woman employee has the option to avail paid maternity leave up to 8 (eight) weeks prior to the date of her expected delivery.
- **Mother of 2 or more children:** A woman employee, having two or more children, is entitled to paid maternity leave up to a period of 26 (twenty six) weeks, and out of these 26 weeks, the woman employee has the option to seek paid maternity leave only up to 6 (six) weeks prior to the date of her expected delivery.
- **Additional Paid Leave:** Women employees can avail paid leave from the Company at the rate of maternity benefit, on production of relevant proof mandated by the Company:
 - a. For miscarriage or medical termination of pregnancy – up to 6 (six) weeks immediately following the date of her miscarriage or medical termination of pregnancy.
 - b. For tubectomy operation – up to 2 (two) weeks immediately following the date of the operation.
 - c. For illness arising out of pregnancy/delivery/premature birth/medical termination of pregnancy/miscarriage/tubectomy operation – up to 1 (one) month.
- **Commissioning Mothers/Surrogacy:** “Commissioning Mother” means a biological mother who uses her egg to create an embryo implanted in any other woman. A woman employee who is a Commissioning Mother can avail paid maternity leave up to 26 (twenty six) weeks, and the period of maternity leave will be calculated from the date on which the child is handed over to the Commissioning Mother.
- **Adoption:** A woman employee who has adopted a child below the age of 3 (three) months can avail paid maternity leave up to 26 (twenty six) weeks. The period of maternity leave will be calculated from the date on which the child is handed over to the adoptive mother.
- **Crèche Facility:** The Company will provide crèche facilities and a woman employee will be allowed four visits in a day to the crèche. This would also include her interval for rest.

- **Nursing Breaks:** A woman employee, having a child below the age of 15 (fifteen) months, will be allowed two breaks per day for nursing her child, and this would be in addition to her interval for rest.
- **Medical Bonus:** Every woman employee, who is entitled for maternity benefits, may receive a medical bonus of INR 3,500 (three thousand five hundred only), if the Company has not provided pre-natal and post-natal care, free of cost.
- **Work from Home:** An eligible woman employee has the option to work from home, if the nature of work assigned permits her to do so. This may be after availing the maternity benefit for such period and upon conditions mutually agreed between the Company and the said woman employee.
- **Posthumous award of benefits:** If the death of the woman employee occurs prior to her receipt of the benefits or amount due to her, the Company shall provide the due benefits or amount to her nominee or her legal representative.

ADDENDUM

1. Company would be providing Provident Fund for all its employees at 12% of basic salary (plus other allowances, where applicable) in accordance with applicable law. All employees will need to make an equal contribution to the Provident Fund. Any additional voluntary provident fund contribution will be at the discretion of the employee.
 2. You will be eligible for Company's gratuity contribution as per the Payment of Gratuity Act.
 3. You will be eligible to participate in the applicable annual bonus plan ("Bonus Plan") with a target incentive opportunity of **15%** of your base salary. Actual payment under the Bonus Plan, if any, will be based on the degree of achievement of the established company and/or division objective(s) and your individual performance and contribution, as determined in the Company's discretion. Your award for the performance year will be pro-rated based on the number of days you have been employed with the Company. Awards may be less than the communicated target and are subject to your manager's assessment of your performance. Please note that your target opportunity and eligibility are not commitments to pay any award, as all payments under the Bonus Plan are discretionary. Target opportunities are subject to change by the Company in its discretion from year to year. In order to be eligible for each annual Bonus Plan, you must be employed on or before September 30th of the Bonus Plan year. Further, to receive a payment, you must be an employee in good standing and be employed by S&P Global, or any of its business units, on the Bonus Plan payout date.
- You further agree that any Bonus payments linked with production/productivity or other compensation paid to you by the Company shall be in lieu of any bonus required to be paid to you under the statutory laws of India.
4. All tax liabilities arising out of the compensation shall be borne by you.
 5. Company provides employees with tax exemptions to help them avail their compensation in the most tax efficient manner. These can be availed as per the tax regulations.
 6. If the relocation benefits are being extended, the Company will reimburse for expenses incurred towards relocation as per terms and limits defined in the Domestic Relocation Policy. You will be required to submit documentation of expenses incurred within three months from the date of relocation. If you voluntarily separate from Company employment or are terminated for cause within 12 months from the date of relocation, you agree to full restitution of this amount including the relocation allowance to Company. The amount can be adjusted at the time of seeking clearances or the Company will be entitled to deduct/adjust the amount in the full and final settlement.