

BORNOFFER/2022/1430

28-Jul-22

Lakshmi Priya Pyaramulla,
13-22-1, Yenumulapalli, Near Hanuman Temple,
Yenumalapalle, Ananthapuramu,
Andhra Pradesh - 515134.

Offer Letter

Dear Lakshmi,
Welcome to BORN!

We are pleased to offer you the position and role of **Software engineer**. We strongly believe that your competence, coupled with the opportunities at BORN will be a winning team. Within 30 days of the Commencement Date, your Reporting Manager will provide you with all details of your principal duties & responsibilities (KRA) that would be required of you for your employment.

Your compensation break-up is provided in the next page. A detailed appointment letter will be given to you on joining. You will be requested to travel to our branch offices or client location depending on the needs of the company. BORN is a growing company, and we are dedicated to provide you opportunities for career development and advancement.

Please note that this offer is contingent upon the following:

1. Your acceptance of this letter
2. Your ability to travel abroad for durations required by the company and your role
3. Providing a relieving letter from all your previous employer
4. Providing attested copies of all educational mark sheets and professional certificates
5. Salary certificate from the last employer giving details of monthly and annual emoluments along with Form 16
6. Proof of date of birth
7. Three copies of your latest passport size photographs
8. Photocopy of PAN card

We would be conducting a background and reference check either directly or through a third party. Please be aware that this offer and any subsequent appointment that you receive from BORN will stand cancelled if we decide that the background and reference check are not up to our expectations.

Please sign and return one copy of the offer letter to the undersigned. We would appreciate you joining us around **01-Aug-22** at our **Bengaluru** location.

We look forward to a mutually rewarding, long and a fruitful association.

Sincerely,
Born Commerce Private Limited

Nathan NS
Country Head – Human Resources

Read & Accepted:

Date: 28/7/22

P. Lakshmi Priya

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Lakshmi Priya Pyaramulla

Salary Components	Monthly CTC	Annual CTC
Basic Salary	26667	320000
House Rent Allowance (HRA)	13333	160000
Leave Travel Allowance	1067	12800
Employer's Contribution to Provident Fund	3200	38400
Special Allowance 1	22400	268800
Special Allowance 2	0	0
Variable Pay		
Tenure Bonus*		100000
Certification Enhancement Bonus*		0
Performance Bonus*		
TOTAL CTC		900000

*Tenure Bonus: You will be eligible to earn this bonus of **INR 100000** (as applicable to tax) after completion of one year. This bonus will be paid-out upon completing your anniversary year, considering your date of joining.

Your salary will be payable pursuant to the Company's regular payroll policy. Amounts payable to you shall be reduced by required withholdings taxes and other customary and/or authorized deductions.

Your KRA/Goals will be assigned by your respective manager/reporting authority on your date of joining.

P. Lakshmi Priya

Policy Annexure

1. **Working Hours:** Working hours would be 8.5 hours per day (including 30 minutes break). You will be expected to attend office and work during the hours assigned to you by your Manager. The work week and shifts will be defined as per business requirements, which might include night shifts (Depending on the job requirements and special circumstances)
2. **Leave Policy:** Leave year will commence from 1 January and end on 31 December every year. An employee is entitled to the following categories of leave for every year of employment with BORN:
 - Privilege Leave (PL) – 12 days per Annum
 - Sick Leave – 6 days per Annum
 - Casual Leave – 6 days per Annum
3. **Marriage Leave & Gift Policy:** Employees who is getting married will be eligible for 4 working days of marriage leave which should be taken as a block of continuous leave, before or after their date of wedding.
Marriage Gift: An employee of BORN who gets married will be gifted with a "Gift Cheque" for a value of Rs. 5000/- (Five Thousand Only).
4. **Maternity Leave:** Female employees, who have been in continuous employment of the company for not less than 80 days (including weekly offs and national holidays) prior to the date of delivery, will be allowed maternity leave on full pay up to a maximum of 26 weeks (182 days inclusive of holidays and weekends).
5. **Paternity Leave:** Male employees who are legally married are entitled to avail paternity leave up to a maximum of 3 days (can be availed only in a block). This is in addition to the leaves specified as per this policy
6. **Alcohol, Drugs & Illegal Substance Abuse Policy:** Possession of alcohol, illegal drugs or other illegal substances is not permitted on company property, or while on duty. Furthermore, employees are not permitted to report for duty while under the influence of alcohol, illegal drugs or other illegal substances. Employees failing to adhere strictly to this policy will be subject to disciplinary action, up to and including termination. Report any suspicious activity to your immediate supervisor or the Human Resources department.
7. **Background Verification Policy:** In order to provide safe environment, BORN conducts background investigation for the applicants being consider for employment. Background investigations include Educational, Employment, Address (Present & Permanent), Criminal record and Professional reference check.
8. **Probation Term:** Employee's shall be on probation for a period of 6months. During the probation period, if your performance is not satisfactory, the management reserves the right to terminate your service without assigning any reason thereof or without any notice or notice pay thereof. The management also reserves the right to extend the probation period if your performance is not satisfactory. However, after successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.

P. Lakshmi Raiya

9. **Provident Fund:** Provident fund will be deducted from your salary as per EPF Act. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable time to time.
10. **Gratuity:** The Gratuity is paid to all permanent employees of BORN as per Gratuity Act, 1972, and the amount will be given at the time of retirement or leaving the job.
11. **Statutory Compliance:** Income Tax & Professional Tax or any other payment will be deducted from your salary, as applicable as per statutory laws.
12. **Medical Insurance Policy & Benefits:** There are 3 types of medical insurance provided the Company:
 - GMC (Group Health Insurance) Policy & Benefits – It covers Employee + Spouse + Child1 + Child2
 - GPA (Group Personal Accidental Insurance) Policy & Benefit – It covers the employee.
 - Voluntary Parents Health Insurance Policy & Benefits – It is optional, and it covers 2 dependent parents.

*This policy manual is designed to inform you about the company policies & employee benefits, it may stand for revision as per changes in employment laws and the organizational decisions.

*This information should be treated as confidential and should not be circulated for any purpose.

P. Lakshmi Priya