

## Offer Annexure

Dear Friend,

1. On the day that you join, please make it convenient to report at **9.00 a.m.** The regular working hours will be intimated to you after you join.

2. **At the time of joining, you are requested to bring the following:**

- Digitally signed hard copy of your offer letter
- A copy of an offer addendum issued to you (only if there was a change in your date of joining or location)
- A copy of your relieving letter or resignation acceptance letter from your immediate previous employer.

You will also need to upload the below listed documents on Launchpad (Infosys onboarding platform) prior to your date of joining. These documents are also essential to obtain a visa when you may be required in the future to go abroad on business/work. So it would be in your interest to ensure that they are all in place at the time of joining the organization.

- Degree/Provisional/Course completion certificate of all college/university qualifications
- Mark sheets of all College/University qualifications (all semesters)
- Certificates and mark sheets of Class 10 and Class 12 classes
- Relieving letter from all previous employers (in case you have previous employment experience)
- Passport (if you don't have a passport, kindly apply immediately)
- PAN Card (PAN details are mandatory at the time of joining)
- NSR Card else ITPIN Number

3. Under Income Tax laws, disclosure of your Permanent Account Number(PAN) to Infosys Limited is mandatory. Please disclose your PAN to Infosys on the day of joining as this is required for the income tax calculation on your salary. Non-availability of PAN details attracts an income tax at higher rates.

4. The Company provides shared accommodation for the initial one week from one day prior to the date of joining. In case you need to avail of this facility, please inform us by mail at the following addresses depending on your location of posting. Please indicate your date of joining, date of offer and offer letter reference number. Please note that the accommodation request needs to reach the contact person in the respective Development Centre at least a week prior to date of joining. For requests coming in the late, we regret that the accommodation cannot be guaranteed and will be on a best effort basis. Since, this accommodation is only on a temporary basis, it is recommended that you carry a reasonable sum of money, which can be utilized towards rent deposit for permanent accommodation.

Location	Email ID
Bangalore, Pune (STP, SEZ), Chennai (Sholinganallur, Mahindra City), Bhubaneswar, Mangalore (STP, SEZ), Hyderabad (STP, SEZ), Chandigarh (SEZ), Mysore, Trivandrum, Jaipur (SEZ), Mumbai, Gurgaon, Nagpur (SEZ)	<a href="mailto:accommodation@infosys.com">accommodation@infosys.com</a>

5. **Date of Joining:** If the date of your joining the Company is revised and therefore is different from that mentioned in your offer letter, please note that, the Company would issue to you a letter to this effect. This letter would be sent to you over e-mail and you are required to carry this letter at the time of joining the Company. Please get in touch with your hiring manager/recruiter in case your date of joining the Company has been revised and you have not received a letter from the Company to this effect.

6. **Dress Code:**

From Monday to Friday, you are free to wear:

- a. Western and Indian Business formals
- b. Smart casuals
- c. Jeans
- d. T-shirts (collared/round-collared)

Below is a list of what is not allowed, for both men and women:

- a. Shorts/bermudas
- b. Casual footwear/bathroom slippers/floater/sandals for men
- c. Gym attire (during office hours)
- d. Professionally objectionable attire

\*This policy is applicable only to employees located in India.

**Please note: Business formals are no longer mandatory except for those employees who interact with clients on a regular basis. Other employees are requested to wear business formals on days they have client meetings.**

**Ties are optional.**

\*Any clothing that has words, terms, or pictures that may be construed as offensive or objectionable is unacceptable.

With best wishes,



**RICHARD LOBO**  
**EVP and Head, Human Resources – Infosys Limited**