

HRD/AUS/15957995/2022

July 20, 2022

Sheng Lu
29 Myrtle St. Granville,
Sydney, New South Wales, 2142,
Australia

Dear Sheng,

At Infosys, our purpose is to amplify human potential and create the next opportunity for people, businesses, and communities. Our employees are key to realizing this. It is our continuing ambition to find and retain people who believe in our values and share our desire to build a great Company. It is therefore with great pleasure that we offer you the position of **Technology Lead** with Infosys Technologies Limited (a foreign company registered in its original jurisdiction of India as Infosys Limited) which has its Principal office located at Two Melbourne Quarter, Level 4, 697 Collins Street, Docklands, VIC 3008, PO Box 528 ("Company").

The essential terms and conditions of your employment are enclosed. The financial details of our offer are listed in the Schedule attached to this Agreement.

To formalise your acceptance of this offer, please sign and return one copy of the employment agreement and enclosures to this office within one week of receipt. By doing so, you also accept and agree to the transfer of your personal information to the Company's head office located at Bangalore, India for the purpose of administering the human resources elements of its business.

The management of Infosys Limited welcomes you to the Company and wishes you every success in your appointment.

Yours sincerely,

Best Regards,



RICHARD LOBO
EVP and Head Human Resource – Infosys Limited

EMPLOYMENT AGREEMENT

1. ENGAGEMENT

1.1. DATE OF COMMENCEMENT

Your employment will commence on **July 28, 2022**.

1.2. APPOINTMENT

The Company appoints you to the Role of **Technology Lead** in the Role Designation of **Technology Lead**. Your Personal Level will be **5**.

2. PROBATION PERIOD

For the first sixmonths of your employment you shall be on Probation. Upon successful completion of your Probation, your employment will be confirmed. Ongoing employment however, is conditional upon your performance in relation to the accountabilities and level of professionalism expected of you in your Role. Your employment may be terminated during the Probationary Period with one weeks' notice or a Base Salary payment in lieu.

3. REPORTING

You shall initially report to the person identified in the Schedule. You may also be assigned to report to such other person nominated by the Company from time to time in its discretion. You are also required to work in close association with other staff members as directed by your Manager.

4. DUTIES

You will perform day to day duties and activities in accordance with the Job Description for your role. An extract of the Job Description is provided for your reference in the Schedule. In addition to those specific day to day duties and activities, you have a number of general duties which you will carry out for the Company. For example, you are required to:

- a.** perform to the best of your abilities and knowledge the duties the Company assigns to you from time to time, whether during or outside normal business hours, at such places as required;
- b.** serve the Company faithfully and diligently to the best of your ability;
- c.** use your best endeavours to promote and enhance the culture, values and interests of the Company;
- d.** familiarize yourself and comply with our policies as amended from time to time (although these do not form part of your employment contract);
- e.** comply with all our directions; and
- f.** comply with all laws applicable to your position and the duties assigned to you.

The Company may, for operational or other reasons, rearrange its work structure. Hence, your position, duties, responsibilities and reporting lines may be changed by the Company as required, from time to time, and you will be informed in writing of those changes. Unless you are informed otherwise, these terms will continue to apply to you, even though your position, duties, responsibilities and reporting lines may change.



5. LOCATION

You will initially work at the location set out in the Schedule. You may, however, be required to work at any office of Infosys Limited and / or Infosys Limited's customer locations, or those of its affiliates, in accordance with the requirements of the Company from time to time, within reason.

6. PERFORMANCE

The Company is committed to a performance-based culture. Career progression and financial reward will depend significantly upon demonstrated achievement of agreed business outcomes and desired professional behaviour. A formal assessment of your performance will be periodically conducted in line with the Company's performance management process with which you will be required to become familiar with, and in which you will need to participate.

7. HOURS OF WORK

Your normal hours of work at Infosys Australia are from 9:00 am to 5:30 pm from Monday to Friday (including a 30 minute unpaid meal break). The specific time for meal breaks should be scheduled to meet work demands and ensure sufficient coverage in each work area.

8. REMUNERATION

Your Total Remuneration shall consist of a Base Salary, statutory Superannuation contribution and a discretionary Performance Bonus, as set out in the Schedule. Your Remuneration is Gross of applicable taxes. The Company will administer the tax deductions as required by relevant legislation. It shall be your responsibility to file your tax returns.

Your Salary will be paid fortnightly into a nominated bank account of your choice. You agree that these payment arrangements may change at the Company's discretion. The remuneration specified in the Schedule is based on work performed on a full-time basis (40 hours per week) as per the Company's Remuneration Policy and is inclusive of any reasonable overtime worked. Any approved changes to your working arrangements will be communicated in a revised employment agreement. The terms of your remuneration must be kept strictly confidential.

9. SUPERANNUATION

In addition to your Base Salary, the Company will make the relevant statutory superannuation contributions to your nominated superannuation fund in accordance with the applicable superannuation guarantee legislation.

You have the right to elect to contribute additional amounts to your nominated superannuation fund as you determine from time to time. It is the Company's intent to offer you as much flexibility as possible in the choice of your fund. In making your choice, please note that the Company requires that your fund has an electronic fund transfer (EFT) option. Should you require any assistance or information in this regard, please contact the Company's finance department.

10. AWARD CONDITIONS

Your total remuneration and any other amounts paid to you in respect of your employment:

- (a) include payment for all hours worked by you (including reasonable additional hours);
- (b) include amounts for, and are paid in full satisfaction of all entitlements, benefits and payments required under any modern award or other industrial instrument (including, but not limited to minimum rates of pay, penalty rates, allowances, overtime, shift penalties and loadings); and



(c) are set-off against, applied to and absorb any existing or newly introduced entitlements, benefits and payments, to which you are or may become entitled under any award or other industrial instrument.

Your total remuneration and any other amounts paid to you that exceed the entitlements, benefits and payments required under any award or other industrial instrument are provided as an advance against and can be relied upon to meet such entitlements, benefits and payments (or debts due) in a subsequent pay period.

11. DEDUCTION

- a. During the course of your employment, including on notice of resignation or termination of employment, you authorize and permit Company to deduct from your remuneration or accrued entitlements to the greatest extent allowed under law, the value of any debts (including but not limited to leave taken in advance and unreturned goods) you have incurred, to the Company.

12. LEAVE

All types of leaves shall be governed by the Infosys Australia Leave Policy.

12.1. ANNUAL LEAVE

Annual Leave accrues at a rate of four weeks (20 working days) per year of service, and is to be taken in accordance with the Company's Leave Policy.

12.2. PERSONAL / CARER'S LEAVE

Personal / Carer's Leave accrues in line with applicable legislation and must be taken in accordance with the Company's Leave Policy.

12.3. LONG SERVICE LEAVE

Long service leave accrues in line with applicable legislation and is to be taken in accordance with the Company's Leave Policy.

13. WORK HEALTH & SAFETY

Both the Company and you are required to comply with the obligations under the Australian *Work Health and Safety ACT 2012* and applicable state and territory laws with respect to Work Health and Safety. This includes the Company taking all practicable steps to provide you with a healthy and safe working environment. You are required to comply with all directions and instructions from the Company regarding health and safety and shall also take all reasonable steps to ensure you do not undermine your health and safety or the health and safety of any other person during your employment.

14. TERMINATION OF EMPLOYMENT

Your employment may be terminated at any time by either party giving one (1) month's written notice to the other party. Alternatively, the Company may, at its discretion, terminate your employment by providing a Base Salary payment in lieu of notice.

Immediate dismissal (without notice) may apply in cases of serious misconduct and in circumstances in which the Company has the right to do so at common law, including any significant breach of your terms and conditions of employment and / or breaches of the Company's policies.

If notice is given by the Company to terminate your employment, then the Company may direct you:



- a. not to perform any duties for part or all of the notice period; and / or
- b. require you to remain away from our premises.

If your employment is terminated, then you must immediately return all confidential information (as defined in your Employee Confidentiality Deed) and any other property of, or relating to the Company which you may have.

On termination of your employment for any reason:

- a. you must repay all monies owed to the Company;
- b. the Company will pay all entitlements owed to you; and
- c. the Company can withhold and set-off any amount owed by you under sub-clause (a) from or against any amount owed under sub-clause (b).

15. CONFIDENTIAL INFORMATION

It is a condition of your employment that you will not, except in the proper performance of your duties, divulge or use any confidential information (i.e. information not lawfully or properly available to the public at large including, but not limited to, technical data, trade secrets, know-how and confidential information relating to the business, finances, accounts, dealings, transactions, methods of operation, assets or affairs of the Company or any related corporation) of the Company, its employees, clients and employees of its clients, obtained during the course of your employment. This obligation continues after termination of your employment with the Company but ceases to apply to information which is or comes into the public domain (except by unauthorised disclosure) or which is otherwise required to be disclosed by law.

16. COMPANY POLICIES

The Company has various policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion with or without notice. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

The Company's policies and processes and the employee handbook are available on the Company's intranet. You will receive instruction regarding how to access these policies and processes during your induction.

17. VERIFICATION OF INFORMATION PROVIDED

It is a condition of your employment that all information that you have provided to the Company at any stage, with respect to your employment, including your employment status, your personal background, professional standing, work history, criminal records and qualifications (whether educational, professional or otherwise) are true, complete and correct and you have not withheld any information from the Company that would affect your ability to successfully carry out your employment with the Company. In the event that the Company finds at any time that any such information given by you is not correct, true or complete in all respects, the Company shall have the right to initiate appropriate legal action against you for providing false information or withholding material information as the case may be and recover the costs of such legal actions including all damages and attorney fees. The Company may also, at its discretion and to the fullest extent permitted by applicable law, initiate appropriate disciplinary action against you, including revocation of this offer letter prior to your acceptance or termination of your employment after your acceptance and/or joining the Company without providing any notice period or payment of compensation.

You acknowledge that the Company may, at any time and at its discretion, conduct all appropriate background checks to verify the accuracy and completeness of such information, including but not limited to an independent verification and validation of all information that you have provided. You hereby authorize, without reservation, the Company or any agent or representative thereof to independently verify and validate all such information provided by you.



18. ENTIRE AGREEMENT

18.1. GENERAL

Subject to clause 18.2, this document records the agreement between the parties. No previous negotiations, understandings, contracts, agreements, representations, warranties, memoranda or commitments will affect the terms and conditions of your employment by the Company.

18.2. EXCEPTIONS

Your Employee Confidentiality Deed, Infosys Restraint of Trade Agreement, and any other agreements between you and the Company (if any) shall also apply.

This agreement shall be governed by the laws of Australia and you hereby agree to the exclusive jurisdiction of the courts in Australia.

Best Regards,



RICHARD LOBO
EVP and Head Human Resource – Infosys Limited

Accepted and Agreed To:

Signature

Date

SCHEDULE

1. POSITION DETAILS

Name:	Sheng Lu
Role Designation	Technology Lead
Career Stream:	Delivery
Sub Stream:	Project Management
Delivery Unit:	ANZDELY
Base Location:	Sydney
Reporting Manager:	Ajish Babu S



2. REMUNERATION SUMMARY

COMPONENTS	Remuneration Offered (AUD per annum)
Base Salary	130,000
Superannuation*	13,650
Total Fixed Salary (Base Salary + Superannuation)	143,650
Performance Bonus**	7183
Total Remuneration	150,833

*Notional Company Superannuation Contribution (Clause 9), as per prevailing legislation.

****Performance Bonus (based on 100% payout)**

In addition to your Total Fixed Salary, you will be eligible for a discretionary Performance Bonus payment as per the Infosys' Bonus Plan (attached), and as determined in line with the Company's Policy on Performance Bonus. Any Performance Bonus payment amount will be in line with the eligibility requirements as set out in the Plan.

In order to be eligible for a Performance Bonus payment, you must be on the rolls of the Company on the last working day of the evaluation period to be eligible for a payout for the corresponding period. The actual Bonus payment will be determined by the Company and individual performance and will be pro-rated based on the number of days worked in each payout cycle, provided eligibility conditions as per the Plan are met.

The Bonus Plan currently in effect is enclosed with this offer letter. The bonus component is inclusive of statutory superannuation contributions as per prevailing legislation.

If you meet the eligibility requirements described in the Bonus Plan, the maximum bonus, including statutory Superannuation (assuming 100% payout) that you are eligible to receive is stated above.



1. JOB DESCRIPTION

- Proposals
- Project Scoping
- Estimation
- Scheduling
- Quality Planning
- Risk Planning
- Requirements Gathering
- Design
- Architecture
- Development/Build
- Testing
- Implementation
- Warranty
- Transition
- Maintenance & Production Support
- People Management
- Client Management
- Knowledge Management



EMPLOYEE STATEMENT:

I agree to the terms and conditions of my employment as contained in this letter and the enclosed document as follows.

- Enc.: 1. Employee Confidentiality Deed
- Enc.: 2. Infosys Restraint of Trade Agreement
- Enc. 3. Personal Data Collection Statement



ENCLOSURE - 1
EMPLOYEE CONFIDENTIALITY DEED

Deed made at Two Melbourne Quarter, Level 4, 697 Collins Street, Docklands VIC 3008,
Postal: PO Box 528, Australia on **July 28, 2022**.

Between Infosys Technologies Limited (a foreign company registered in its original jurisdiction of India as Infosys Limited)
ABN: **52090591209**

And **Sheng Lu**

RECITALS

1. Infosys and the employee are in, or entering into, an employment relationship.
2. In the course of that relationship, the employee may gain access to confidential information and other valuable and protectable information of Infosys.
3. The employee agrees to deal with confidential information in accordance with the terms of this deed.

THIS DEED PROVIDES

1. WHAT IS CONFIDENTIAL INFORMATION?

1.1. Subject to clause 1.3, confidential information includes:

- Information relating to Infosys' business. This includes trade secrets; financial information; customer and supplier lists and information; information relating to the management, personnel, strategies or policies of Infosys and systems processes, methods, pricing and products of Infosys.
- Information created or developed by the employee in the course of employment with Infosys. This includes strategies, correspondence, reports, articles and other documents, artwork plans, designs, software and discoveries.
- Information supplied by, relating to or confidential to any other persons.
- Information that has an actual or potential value to Infosys where the employee received, created or developed that information:
- In the course of employment with Infosys (whether or not prior to the date of this deed); or
- As a result of, or aided by, the existence of a past, present or future employment relationship with Infosys or any of its related body corporates, whether existing or having ceased to exist.
- Any information which is marked "Confidential" or which you could reasonably be expected to treat as confidential.

1.2. Any copies, summaries or notes of confidential information and any other materials incorporating, or derived from, confidential information is itself confidential information.

1.3. Confidential information does not include any information that is, or becomes, public knowledge without any fault of the employee. Upon termination of employment with Infosys, confidential information does not include any information that has become part of the Employee's general skill, knowledge and experience.

The Employee's obligations under this Agreement cease to apply in respect of any Confidential Information the extent that disclosure of that confidential information is required by law.

2. OBLIGATIONS OF CONFIDENTIALITY

- 2.1. The employee acknowledges that all confidential information is the exclusive and valuable property of Infosys and is received by the employee in circumstances of strictest confidence.**
- 2.2. The employee may use confidential information for the purpose of providing services to Infosys in the course of employment. The employee must not use confidential information for any other purpose without Infosys' express prior written approval.**
- 2.3. The employee must not disclose confidential information to any person other than another employee of Infosys without the express prior written approval of Infosys. The employee must not disclose**



confidential information to another employee of Infosys except on a need to know basis and only with the prior approval of a superior of the employee.

2.4. The employee must take all reasonable precautions to prevent an unauthorised disclosure of confidential information, including the following:

- The employee must at all times store confidential information safely and securely; and
- The employee must not remove confidential information from the premises at which it is stored except where it is necessary to do so.
- Assist in any legal proceedings initiated to protect confidential information.

2.5. If at any time Infosys requests the employee to do so, the employee must immediately deliver all media embodying confidential information that is in the employee's possession, custody or control.

2.6. The employee must agree to comply with any other reasonable obligations relating to confidential information required from time to time by a customer of Infosys.

3. INTELLECTUAL PROPERTY

You acknowledge and agree that any Invention, discovery, secret, process or improvement procedure, software and software applications, literary and artistic works or other copyright material, design, trademark and domain name created, developed or discovered by you during the term of this Agreement in the course of your employment:

- (a) In connection with or in any way affecting or relating to the business of the Infosys;
- (b) Capable of being used or adapted for use in the business of Infosys; or
- (c) Likely to be of use or value to Infosys,

and any copyright, patents, trademarks, designs right or proprietary and other rights attaching thereto ("Intellectual Property") shall be disclosed to Infosys and from the moment of inception the Intellectual Property shall belong to and be the absolute property of Infosys. You shall, at the request and expense of Infosys, promptly execute all documents and take all steps and do all things as are necessary for the purpose of obtaining patent, trademark or design registration or any other registration or protection to ensure that all right, title and interest in the Intellectual Property shall vest in Infosys or its nominees as the sole beneficial owner.

4. GENERAL

4.1. Survival: The employee's obligations under this deed shall survive indefinitely, notwithstanding any termination of the employee's relationship of employment with Infosys.

4.2. Severability: If any word, phrase or clause of this deed is held to be void, illegal or unenforceable, that word, phrase or clause shall be deemed to be severed without affecting the operation of the remainder of this deed. All overlapping obligations in this deed are intended to operate cumulatively and to bind the parties, subject to the severance of any obligations held to be void, illegal or unenforceable.

4.3. Interpretation: In this deed:

- Words in the singular include the plural and vice versa; and
- A reference to a person includes a reference to a body corporate, unincorporated association, statutory or other authority, partnership or any other entity.



Cumulative obligations: The employee's obligations under this deed are in addition to, and do not limit or detract from, any duties or obligations owed by the employee to Infosys under statute, at common law, in equity or otherwise

Best Regards,



RICHARD LOBO
EVP and Head Human Resource – Infosys Limited

Accepted and Agreed To:

Signature

Date

ENCLOSURE - 2

INFOSYS RESTRAINT OF TRADE AGREEMENT

I, _____ do hereby acknowledge and confirm the following:-

- (1) I accept employment with Infosys Limited (“Infosys”), effective from **July 28, 2022**. I agree to the following terms and conditions, and I acknowledge that my agreement is a material term and condition of my employment with Infosys.
- (2) I acknowledge and agree that:
 - a. during my employment, I will be placed in a position with Infosys whereby I will establish personal contact and relationships with including, but not limited to, Infosys's employees and other persons in the habit of dealing with Infosys, and that these relationships are of great value to Infosys;
 - b. the covenants in respect of restraint of trade contained in this Agreement are fair and reasonable having regard to:
 - i. the relationships which I will develop with employees and other persons in the habit of dealing with Infosys and the ability that I have, or will have, to influence their business decisions after my employment comes to an end;
 - ii. the Confidential Information disclosed to, or accessed by me during the course of my employment, and my involvement in reviewing and developing that Confidential Information;
 - iii. the legitimate business needs of Infosys to protect the Confidential Information from use or disclosure other than allowed by this agreement, in order to successfully undertake its business;
 - iv. my remuneration and other benefits provided to me under the terms and conditions of my employment with Infosys;
 - v. the irreparable damage that would be done to the business of Infosys; and
 - vi. the fact that Infosys is relying upon these acknowledgements.
- (3) In consideration of the above, I agree that for the Restraint Period, I will not (directly or indirectly and in any capacity):
 - a. engage, solicit, approach, canvass, entice away or deal in any way with any Customer with a view to obtaining the business or custom of that Customer:
 - i. in a business that is the same as or similar to any part or parts of the Business; or
 - ii. in a business that is competitive with any business carried on by Infosys or any of its Related Body Corporates.
 - b. work in any capacity for (including, for the avoidance of doubt, as employee, director, consultant, contractor or principal) or provide any services to any Customer:
 - i. that are the same as or similar to the services provided by me to the Customer whilst employed by Infosys; or
 - ii. in a business that is the same as or similar to any part or parts of the Business; or
 - iii. in a business that is competitive with any business carried on by Infosys or any of its Related Body Corporates.
 - c. accept any offer of a contract of services or contract for services or any other arrangement from a Named Competitor, if my engagement with the Named Competitor would directly or indirectly involve or require me to work in a business in the Restraint Area;
 - d. solicit, approach, canvass, interfere with, entice away or endeavor to entice away from Infosys any director, officer, employee, contractor or agent employee of Infosys with whom I worked or dealt at any time during the last 12 months of my employment;
 - e. counsel, procure or otherwise assist any person, firm or entity to do any of the acts referred to above.



(4) I acknowledge that the restraints recorded in this Agreement are reasonable and necessary for the protection of the legitimate commercial interests of Infosys.

(5) For the purposes of this Agreement:

"Business" means any business carried on by Infosys or any of its Related Body Corporates in which I had worked at any time during the last 12 months of my employment.

"Confidential Information" means any information in whatever form which is by its nature confidential and which relates to any business or activities conducted or proposed to be conducted by Infosys or its Related Body Corporates, including without limitation:

- (a) all information which is disclosed to or acquired, observed, developed, improved or generated by me during the course of my employment, or during the course of any prior engagement with Infosys; and
- (b) without limiting the generality of sub paragraph (a):
 - (i) all information regarding business plans, strategies, methods or techniques for the implementation of such strategies, and any information whatsoever which relates to the strategic direction and/or financial performance of Infosys and its Related Body Corporates; and
 - (ii) all financial, technical, marketing, sales, design and other information including the identity, requirements, preferences and particulars of customers and suppliers, drawings, specifications, processes, know how, ideas, techniques, trade secrets, formulae, designs, models, calculations, prices, costs, samples, prototypes, parts, research and development results and data and any information of whatever nature whether the same is recorded in writing, in hard copy form, on computer disk or provided verbally.

"Customer" means any person, firm or entity who was, at any time in the 12 months prior to the termination of my employment with Infosys:

- (a) a client or customer of Infosys or any of its Related Body Corporates; and
- (b) with whom I had worked or dealt in a professional capacity at any time during the last 12 months of my employment.

"Named Competitor" shall mean the following entities and their Related Body Corporates:-

- i. Tata Consultancy Services Limited.
- ii. Accenture Ltd.
- iii. IBM Global Services.
- iv. Cognizant Technology Solutions.
- v. Wipro Ltd.
- vi. Tech Mahindra



"Related Body Corporate" has the meaning given in section 50 of the *Corporations Act 2001 (Cth)*.

"Restraint Area" means:

- (i) Australia; unless a court considers that area to be unreasonable in which case;
- (ii) The State or Territory in which I am required to perform most of my work during the last 12 months of my employment; unless a court considers that area to be unreasonable in which case;
- (iii) any area within a 50km radius of the location at which I am required to perform most of my work during the last 12 months of my employment.

"Restraint Period" means:

- (i) six (6) months after the termination of my employment, howsoever caused, unless a court rules that period to be unreasonable in which case;
 - (ii) three (3) months after the termination of my employment howsoever caused.
- (6) Each restriction in this Agreement is intended to be separate and severable. If any of these are found to be invalid or ineffective, but would be valid or effective if some portion were deleted, then such portions will apply with such modifications as may be necessary to make them valid or effective.
- (7) The Restraint Periods and Restraint Areas will be construed and have effect as if they are a number of separate subclauses which result from combining clause 3(c) above with each of the Restraint Periods and each such combination with each of the Restraint Areas. Each resulting subclause is severable from each other resulting subclause. The area and period referred to in clause 3(c) above will be the broadest enforceable area and broadest enforceable period of the Restraint Areas and Restraint Periods, respectively.

The parties agree that this Agreement will be governed by the laws of the state or territory of Australia in which I am engaged to work



ENCLOSURE 3

ANNEXURE TO EMPLOYMENT AGREEMENT
PERSONAL DATA COLLECTION STATEMENT

Your privacy is important to Infosys Ltd ("Company").

Throughout the course of your employment with the Company, the Company needs to collect personal data from you and about you. The type of information that may be collected includes (but is not limited to):

- Recruitment, engagement or training records;
- Information about your medical condition;
- Information regarding termination of employment;
- Terms and conditions of employment;
- Personal and emergency contact details;
- Performance, conduct and disciplinary records;
- Remuneration details, bonus and share plan information, if any;
- Membership of professional associations or trade unions;
- Leave records (including annual leave, sick leave and maternity leave);
- Health and safety information;
- Any other information that you provide to the Company.

The purpose for which the Company collects this data is for use concerning your employment or working relationship with the Company and for various human resources, management and reporting purposes.

The Company from time to time transfers your personal data to the following classes of persons:

- a Related Company (as defined in section 49BA(9) of the Companies Ordinance Cap.32);
- the Company's insurers and banks;
- medical practitioners appointed by the Company;
- outside parties involved in a merger, acquisition or due diligence exercise;
- companies the Company engages to perform the functions listed above on the Company's behalf; and
- anyone you authorize.

If you do not provide complete and accurate personal data to the Company as and when it is required, there may be potentially serious consequences for you and, depending on the circumstances, your future employment relationship with the Company.

It is the Company's policy to retain certain personal data of employees when they cease to be employed. This data may be required for any residual employment-related activities, including for example, provision of references, processing of applications for re-employment, matters relating to retirement benefits and allowing the Company to fulfil any of the Company's contractual or statutory obligations.

To the extent applicable law allows, you may request access to, and correction of, your personal data in relation to your employment. For any further information, please contact your recruiter.

Please indicate your understanding and acceptance of the above by signing and returning the acknowledged letter to **Sunanda Jaiswal**

