



Broadridge Financial Solutions (India)
Private Limited
Survey No. 64 (Adjacent to Cyber Towers)
Hi-Tec City, Madhapur, Serilingampally Mandal
Ranga Reddy District, Telangana-500081
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12/06/2025

Divyanshu Kumar
Road No. 23, KL 25/2, Telco Colony, Jamshedpur, Jharkhand

Dear Divyanshu,

Congratulations! Subsequent to the discussions we had with you recently, we are happy to make you an offer in our organization Broadridge Financial Solutions (India) Private Limited ("the Company" or "we"). Please find the details below the terms for the said offer:

Position:	Member Technical, P1
Work Schedule:	Full Time
Date of Joining:	On or before Joining Date 03/07/2025, in event you don't join on the date of joining herein, this offer shall cease on the said date of joining. Any exception hereof shall be communicated and acknowledged by the Company in writing.
Compensation:	Your CTC is INR 10,00,000/- (Rupees Ten Lakhs only) per year. Detailed breakup of the CTC is provided in Annexure 1.
Probation Period:	You will be on probation for a period of 6 months from their date of joining the Company. The probation will be in accordance with the Company's probation policy.
Notice Period:	This employment is at-will Notice period during probation is 30 days and post confirmation of probation is 90 days. Either party can terminate the employment contract by serving the requisite notice period or salary in lieu of notice period. Separation hereof will be governed by Company's separation policy.
Place of work:	Your initial place of work will be at Bengaluru-EPIP Industrial Area. However, your services are transferable, and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business. Any change with respect to your place of work will be as per Company's sole discretion and approval.
Working Hours:	<p>The Company works 7 days a week, twenty-four hours a day. You will be required to work for 9 hours a day (Including a break of 1 hour) for / 5 days a week and your weekly off may not necessarily be on Saturday and Sunday.</p> <p>You will be expected to attend office and work during the hours assigned to you by your reporting manger which may include night shifts.</p>
Affirmation:	You hereby affirm that you are legally eligible for this employment with the Company and do not have employment related constraints from your previous employers by virtue of contract executed with them, you further affirm that you

shall not use any confidential information of your prior employers or related third parties while in employment at the Company.

Policies:

Your employment with the Company will be subject to the company's policies, procedures and as applicable from time to time.

Background verification:

Your employment is subject to a clear background verification check event, in absence of the same the Company at its discretion shall take suitable action. Further, by accepting this offer you expressly provide your consent to collect, use, process and store your credentials data including but not limited to, your name, address, date of birth, passport, Aadhar number, PAN, driving license, biometric, telephone number and email address ("Data") by the Company or its designated third party for the purpose of background verification with respect to your employment with Company. You are required to sign a copy of this letter confirming the acceptance and compliance of the terms of offer existing and modified from time to time within 5 days from this offer letter, post which this offer shall cease, except and otherwise as agreed by the Company at its discretion.

Once again, let me express our unanimous excitement at the prospect of you joining the organization. We look forward to the prospect of a long and mutually rewarding professional relationship.

Sincerely,

Accepted,



Ritu Rakhra
Head - Human Resources

Divyanshu Kumar

Annexure 1

Name: Divyanshu Kumar

Position: Member Technical, P1

CTC Break Up		Per Annum
Base	Basic	455468
	HRA	182187
	Flexible Allowance	273281
Total Fixed		910936
Retirals	Employer PF	54656
	Gratuity	21908
WCS		12500
CTC	Total Fixed + Retirals + WCS	1000000

The following components are available under "Flexible Allowance" for you to make allocations and claim tax benefit in line with the Income Tax laws:

- Sodexo
- LTA
- NPS

Sincerely,



Ritu Rakhra
Head - Human Resources

Accepted,

Divyanshu Kumar

Annexure 2

1. Retirals

Provident Fund: Provident Fund (12% of Basic) will be deducted from your salary. The Company will also contribute a matching amount towards your Provident Fund. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable from time to time.

Gratuity: The Gratuity is paid to the associates as per the Gratuity Act, 1972. For every completed year of service, the Company shall pay gratuity to you at the rate of fifteen days' wages based on the rate of wages last drawn by the employee on retirement or resignation from the services of the Company on completion of at least 4 years 190 days of continuous service.

2. Benefits

2.1 Insurance Benefits

Health Insurance: You as an associate are covered under the Group Medical Insurance policy from day one of employment. Dependents are also covered basis your declaration on the portal.

Dependent Coverage: Spouse, Children, Parents/ Parents-in-law

Personal Accident Insurance: You as an associate will be covered under the Group Personal Accident Insurance Plan

Group Term Life Insurance: You as an associate will be covered under the Group Term Life Insurance

2.2 Holidays & Leaves

You are eligible for Earned leaves of 18 days, Casual Leaves of 12 days and Sick Leaves of 12 days per calendar year on a pro rata basis. You are also entitled to all the Public Holidays notified by the Company. Leave should be taken at times mutually agreed between you and the head of department. For those members who joined the organization after January 1st, leave entitlement for the period between your date of joining and the 31st of December will be allocated on a pro rata basis.

Sincerely,



Ritu Rakhra
Head - Human Resources

Accepted,

Divyanshu Kumar

Annexure 3

1. Confidentiality

You will be required to execute a confidentiality agreement (FTE Agreement) at the time of joining us regarding your employment and the business matters of the Company.

2. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the company reserves the right to immediately terminate your services.

3. Duties and Responsibilities

a) You agree that at all times during your employment you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position.

In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time.

b) All Ideas and Innovations as part of your employment with Broadridge would be considered as a property and Intellectual Property of Broadridge.

c) All information and knowledge gained in process/product or technology or client's process/product or technology, as part of your employment with Broadridge is to be considered confidential.

d) You shall not without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall, however, undertake honorary work of social or charitable nature literary artistic or scientific character only with the express written permission from the competent authority.

e) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

4. Unauthorized Absence

If you are absent from work for a continuous period of four (4) calendar days, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Policy.

5. Code of Business Conduct and Ethics

Your appointment at Broadridge would require you to be bound by the prevailing code of conduct, rules, policies, regulations, procedures, and guidelines of the organization.

6. Termination of Employment

The Company may terminate your employment at any time with or without assigning any reasons in certain exceptional cases:

- Is discovered guilty of fraud, embezzlement, or other kinds of illegal actions against the company
- Is guilty of impersonation
- Is guilty of discriminatory behavior or harassment
- Is guilty of unlawful or immoral behavior on the job
- Has failed the background verification
- Is discovered to have caused intentional damage to company's assets
- Continuously disregards company policy

In view of the above, your employment with Broadridge can be terminated with immediate effect. There will be no adjustment against notice period or payment of salary to be made in lieu of the notice period from either of the party.

7. Documents

Our offer is subject to the completion of separation formalities at your previous employer. At the time of joining the company you are required to produce the following documents (photocopies), as applicable:

- Relieving Letter from your last Employer
- Copy of the Passport
- Copy of Birth Certificate / School Leaving Certificate
- Academic & Professional Certificates
- Last Payslip drawn
- Four passport size photographs
- If member of Provident Fund scheme, the membership number
- Form 16 (1) / Form 12 (B) (pertaining to Tax Deducted at source) from the previous employer
- Bank Account proof document - Cancelled cheque / Passbook

Sincerely,

Accepted,



Ritu Rakhra
Head - Human Resources

Divyanshu Kumar