



Date:8 Mar 2022

Ms. N Lakshmi

Mobile: 7569913763

Dear Lakshmi,

We thank you for your career interest in ABB. It was a pleasure interacting with you during the selection process and we are pleased to offer you a position with us as Finance Specialist- Accounts Payable at Grade 17 in GBS FIOS of ABB Global Business Services and Contracting India Private Limited. You will report to Mr. Balaji V assigned by ABB as your supervisor.

Your location of Induction/Joining and posting will be in ABB Global Business Services and Contracting India Private Limited, GBS, 7th Floor A-wing, Brigade Magnum, Kodigehalli post, Bengaluru-560092

Your total cost to company is INR 3,50,000 per annum, please find the compensation breakup sheet and General Terms and Conditions of employment attached with this letter.

Please go through the Joining Guidelines. This lists down the documents you are required to submit for our records.

You are requested to join us on 14 March 2022 at your location of posting mentioned above, for undergoing the Induction Program and to complete your joining formalities. Your Appointment with ABB will commence from the date of your reporting and after completion of your Joining process

This offer is valid subject to your joining us on or before 14 March 2022, post which, we will have to regretfully assume that you are not accepting our offer and pursuing other options. In such a case the offer will be considered automatically withdrawn.

We look forward to a mutually productive association and wish you a successful career ahead with ABB.

Thanking you.

Yours faithfully,

For ABB Global Business Services and Contracting India Private Limited,

SD/-

TKS Nair

Head - Payroll & Employee Benefits

SD/-

Raja Vasudevan

HUB Lead – Talent Acquisition & Advancement-IMEA

I accept the Offer and Terms and Conditions: (NAME, SIGNATURE & DATE)



GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGEMENT CADRE

1. REMUNERATION

You will be eligible to receive compensation and facilities basis the following details.

Flexible Pay

- A) House Rent Allowance (maximum 100% of Base salary). HRA is paid monthly and tax exemption shall be subject to submission of relevant documents as per Income Tax Rules.
- B) Other Allowance (covering Education allowance, Hostel allowance, Conveyance allowance etc.).
- C) Leave Travel Assistance can be claimed as per Company policy.

Retirals

- A) You will be covered as a member under the Employees Provident Fund Scheme and remain a contributor and member of the fund during your employment with us, subject to the rules of the provident fund scheme as are in force for the present or as may be amended from time to time.
- B) You will become a member of the Employees' Pension Scheme as applicable, in accordance with the statutory requirements.
- C) You will be eligible for Gratuity as per The Payment of Gratuity Act.

Performance Bonus

Apart from the fixed cost, you are also entitled to a performance linked bonus as per the prevalent scheme.

Other Social Security Schemes

- A) Group Personal Accident Insurance – As per the company policy.
- B) Group Term Life Insurance - In case of death of an employee, while in service, his/her family will be entitled for compensation as per the prevalent scheme.
- C) Coverage under Mutual Family Assistance as per the prevalent contributory scheme.
- D) Hospitalization Expenses – You and your family (spouse and children up to 25yrs) are covered under company's group medical insurance scheme.

Please note that your compensation and its details are confidential. We request you to ensure that you maintain all such information, including your Terms of Employment and Compensation package as "Strictly Confidential". You shall not use or divulge or disclose any such information except as may be required under obligation of law or as may be required by the Company and in the course of your employment.

SD/-
Tks Nair
Head - Payroll & Employee Benefits

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2. RELOCATION EXPENSES

You would be entitled to claim the relocation expenses in case you are required to relocate to any of ABB offices or work as per the existing rules and/or policies of the company in this regard.

3. PLACE OF WORK

Your services will be transferable to any department, office or establishments of the Company within the Republic of India or to any other Company in ABB Group (either in India or overseas) as may be required by the management from time to time.

4. HOURS OF WORK AND PAID HOLIDAYS

You will abide by the prevalent working hours, weekly off and paid holidays of the department, office or establishment wherever you are posted from time to time.

5. LEAVE

On joining the services of the Company, you will be eligible for Advance Paid Leave and Emergency Leave which will be credited to your Leave account effective your date of joining. This will be calculated on pro-rata basis.

6. SUPERANNUATION

You shall retire from the services of the company upon completion of the age of 60 years. The company's decision regarding your date of birth as per company's records shall be final and binding.

7. NOTICE OF TERMINATION

In the course of your service, either party may terminate this contract by giving to the other three months' notice of termination or three months' salary in lieu thereof. If adequate notice as aforesaid is not given by an employee while resigning from the services of the company, appropriate deduction will be made to cover the notice period by the company in the final settlement of accounts. However, the decision on adjusting the notice period will be based on the sole discretion of the Management. Only basic salary will be considered for payment of salary in lieu of notice period. In the event of you being found to have violated the Company's Code of Conduct, depending upon the gravity of the violation, the Company at its discretion may take disciplinary action which includes demotion, reprimand, suspension, termination, detraction of benefits for a definite or indefinite time, without any further obligation on the Company, including payment of salary in lieu of notice period

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8. INTELLECTUAL PROPERTY RIGHTS

If you, alone or jointly with any other person or persons, make, acquire or device any inventions, patents, trade / service marks, industrial designs, matters relating to copyrights or its related rights, discovery, process or improvement or compile any data relating to any plant, machinery, system, appliance or apparatus or device or product, project, model, process, technique or method of manufacture or constructions, data, source codes, compilation, know-how, formula, calculations, patterns, drawings, business model, explanations and demonstrations and any other form of intellectual property thereof, arising out of and in the course of your employment shall become the property of any of the ABB Group Companies or its affiliates (herein in this context referred to as Company). The Company be the owner of the entire rights, title and interest vested, contingent or in future in and to the said intellectual property in any country. If so required by the Company, you will sign and execute all documents and papers free of charge any time i.e. either during employment or any time thereafter, to protect the Company's ownership relating to intellectual property in any form.

9. CONFIDENTIALITY

In consideration of the opportunities, training, communications / correspondences and access to techniques, know-how, trade secret that include but not limited to data, source codes, compilation, formula, calculations, designs, patterns, drawings, product, methods, processes, techniques, systems, business model, financial data, explanations and demonstrations etc. that will be made available to you or generated by you or accessed by you, you will be required to comply with the confidentiality norms of the company. Therefore, you shall maintain as secret and confidential all information, including proprietary information of any of the ABB Group company or its affiliates (herein in this context referred to as company), Terms of Employment and Compensation package except as may be required under obligation of law or as may be required by the company in the course of your employment or any time thereafter.

In the event you are required by law to disclose any Confidential Information of the Company, you shall give the Company a reasonable notice of any prospective disclosure and shall assist the Company in obtaining an exemption or protective order preventing such disclosure.

10. GENERAL

- A) You will be responsible for the safe keeping and return in good condition and order of all our/company's property such as tools, equipment's, instruments, books, etc., which may be in your custody, use, care or charge. We shall have the right to deduct the money value of all such things from your dues and take such action as we deem proper in the event of your failure to account for such property to our satisfaction.
- B) You will safeguard, protect and preserve all data/literature/information developed or acquired by the Company in visual, audio-visual, magnetic, written or any other form, which is to be construed as the intellectual property of the Company and will ensure that such information will not be communicated, divulged, parted with or removed from the precincts of the Company by any means whatsoever.
- C) You will keep us informed of any change in your residential address or civil status.

SD/-
Tks Nair
Head - Payroll & Employee Benefits

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Raja Vasudevan
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I accept the Offer and Terms and Conditions:(NAME, SIGNATURE & DATE)



- D) You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force as on date and as amended from time to time or that may be framed in future.
- E) You shall abide by the Company's Code of Conduct and Business Ethics and to that effect you would provide an undertaking, or such declaration / acknowledgement as would ensure strict compliance thereof on your part.
- F) Your appointment shall be subject to Company rules and regulations in force now and as amended from time to time and those that may come into force from time to time.
- G) You will not, without prior written permission carry out any business or enter into contract with any one or carry out any part-time work or work in any capacity, or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization and will not utilize or divulge to any person or persons any of our trade secrets or affairs. You will not divulge or part with any drawings, quotations, specifications, manufacturing information, etc.
- H) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India or as per the email ID provided by you and available in the company records

SD/-
Tks Nair
Head - Payroll & Employee Benefits

SD/-
Raja Vasudevan
HUB Lead – Talent Acquisition & Advancement-IMEA

I accept the Offer and Terms and Conditions:(NAME, SIGNATURE & DATE)

Date: 14 February 2022

To,
Sudhakar
Bangalore

Dear Sudhakar,

It gives us great pleasure to make you a formal offer to join us as “Accounts Executive”, you would be deputed to work for our client **OTIS GLOBAL SERVICES CENTER PRIVATE LIMITED** located at “Bangalore”. **And Date of Joining is 16 February 2022.** The detailed break up of your compensation is as given below. You are requested to join us on or before. If you do have any specific queries on below mentioned compensation details, we would be most happy to clarify the same for you. A detailed letter of appointment outlining all aspects of your employment terms will be provided to you at the time of your joining. We look forward to welcoming you to our team. Please sign and return duplicate copy of this letter as a token of your formal acceptance of this offer.

Compensation Break-up:

Annexure A			
Statement of Salary			
Earnings	Rs.	Deductions	Rs.
Basic	14400.00	Emplr PF @ 12 %	1728.00
HRA	952.00	Employee ESIC @ 0.75%	124.00
Stat. Bonus	1200.00	PT	200.00
Gross - Total Earnings (**)	16552.00	Total Deductions	2052.00
Net Pay	14500.00		
Emplr PF @ 12%	1728.00		
PF Admin charges @0.5%	72.00		
PF EDLI Charges @ 0.5%	72.00		
Emplr ESIC @ 3.25%	538.00		
Total Emplr. Contributions	2410.00		
CTC	18962.00	CTC PA	227544.00

Yours truly,
For Alp Consulting Ltd.



Syed Ummer
Associate Manager HR – Operations

Alp Consulting Ltd.

No.11/2, 'KHR House', Palace Road, Vasanthnagar, Bengaluru - 560052, Karnataka, INDIA.

Tel : +91 080 6172 6172 | www.alpconsulting.in
info@alpconsulting.in

■ Search ■ Staffing ■ Outsourcing

CIN: U72900KA1999PLC025144



OVERCOMING LIMITS

Trigent Software Private Limited.

CIN U72200KA1995PTC065161

Professional Services Division

Khanija Bhavan, East Entrance 2nd Floor,

49, Race Course Road,

Bangalore - 560 001, India

P: +91 (80) 2215 7000

March 02, 2023

Gattu Saideepika

Emp Id: 63161

Business Analyst

Dear **Gattu Saideepika**,

We are pleased to revise your compensation effective from May 02, 2022. The revised compensation details are as follows:

Components	Amount in INR	
	Month	Annual
Basic	15,050.00	180,600.00
HRA	2,462.00	29,544.00
Statutory Bonus	1,500.00	18,000.00
Total	19,012.00	228,144.00
Company's Medical Insurance	700.00	8,400.00
Company's ESI Contribution	618.00	7,416.00
Total	1,318.00	15,816.00
Gross Cost to Company	20,330.00	243,960.00

We look forward to working with you and your continued commitment and support in the years to come.

Yours truly,

For Trigent Software Private Limited,

Srinivasan TPR

Director - Human Resources

Date : 31-Dec-2021

Name : UPPARA RAVI

Address : 1-31/2 ,B C COLONY DEVANAKONDA ,KURNOOL ,ANDHRA PRADESH -518465

Employee Code : AS536712

Dear Sir / Madam,

We are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP OFFICER (Grade – E1)** in the **RETAIL ASSETS CONSUMER LOAN PERSONAL LOAN BRANCH SALES** department on the following terms and conditions:

1. Commencement / Term:

You are required to join our organization on or before **03-Jan-22** . Your place of work shall presently be at **UNGARANI GUNDLA**.

You will be on orientation period of 6 (Six) months and up on satisfactory performance your confirmation will be due. However the company reserves the rights to extend your orientation for a certain period which will be notified to you.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite time line schedules of completion of various project assignments mutually agreed by our company, with our esteemed client Axis Bank. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed as may be mutually agreed and reviewed on case to case basis by your Reporting authority.

2. Remuneration :

Your remuneration would be set as follows :

Compensation	Monthly (Rs)	Annual (Rs)
Basic	4914	58968
HRA	2457	29484
Bonus	1750	21000
Special Allowance	1293	15516
Mobile Allowance	500	6000
Employer Provident Fund	1015	12180
Employer ESIC	355	4260
Gratuity	236	2832
CTC	12520	150240

Salary and grade offered to you as above is based on the representation made by you during your interactions with the Company officials and / or documents submitted by you. In case of any discrepancy, company reserves the right to alter / modify / withdraw the offer made to you.

3. Gratuity :

Employee will be eligible for payment of Gratuity subject to fulfillment of the payment of Gratuity Act of 1972.

4. Incentive Scheme :

You will participate in the Sales Incentive Scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. We will be happy to discuss this with you on your joining us. Kindly note that you will not have any right to claim any performance incentive from the company, if you resign or abscond or if you are separated from the company for whatsoever reason.

It is further agreed between you and company that the incentive payable if any, based on your performance and productivity is in lieu of any other bonus including bonus based on profits payable under any law.

5. Transfer :

The Organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date.

6. Leave :

You will be eligible for leave as per company rules subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by competent authority. No leaves can be taken during probation period. Women employees who have completed working 80 days with the organization shall be eligible for Maternity leave as per the policy.

7. Unauthorized Leave / Absence :

If you are on unauthorized leave and absent for more than seven (7) days without any intimation to the company then it would be deemed that you are not interested in continuing with the organization and you would be automatically ceased to be an employee of the organization and in such a case you will be terminated from the services of the company with or without any intimation

8. Job Profile :

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

9. Professional Ethics and Confidentiality :

While you are in the services of the organization, you are not permitted to carry on any other business or profession or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge

to any person / third party or utilize any of the organization's confidential information or other related information (which you may possess by reason of your association with the organization) outside the organization.

10. Notice Period:

During the probation period either party can terminate the services by giving 3 days' notice or Basic salary in lieu thereof at organization's discretion. After confirmation, either party can terminate the services by giving 7 days' notice or Basic salary in lieu thereof at organization's discretion. After successful completion of orientation period either party may terminate the employment under this Appointment letter by issuing 7 days' notice in writing or payment in lieu thereof. You will be liable to submit all the company's assets, data etc provided during your tenure in the company for carrying official duties at the time of separation from the company. Please note that you are required to complete the exit formalities within 7 days from your last working day for processing your final settlement dues, if any. Company will not be liable to pay the final settlement dues (if any) in the event of non-completion of exit formalities within 7 days.

11. Reference Check

Your appointment will be subject to satisfactory reference checks. Please furnish the names of two references who have supervised you in professional capacity at same stage in your academic / professional career.

12. Termination of Employment :

Your services with the organization are liable to be terminated in the event of :

- a) Any breach of the conditions mentioned in this letter on your part,
- b) Any incorrect information furnished by you
- c) Suppression of any material information by you ; and
- d) Your performance level is below the expected level and / or the business target, as set out for you from time to time, has not been achieved by you.
- e) Violation of Company's (client's) code of conduct.

13. Retirement / Statutory Benefits :

You will be eligible for Retirement Benefits of the organization namely Provident Fund and Gratuity as per the company policy which will be governed by relevant laws to this effect

14. Change in the Personal Details :

You shall intimate the Company about any change of your residential address (permanent and or current), qualification and other personal details within five days from the date of change of such details.

Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of non intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee.

The terms and conditions of employment set out in this letter of appointment constitutes service conditions to your employment in the organization in addition to the code of conduct and other laid down guidelines. The organization reserves the right to change the terms and conditions of your employment set out in this letter of Appointment. Any future changes in the company policies, rules, regulations and your employment terms will supersede the terms and conditions mentioned in this letter. The courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute.

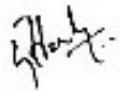
Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return it to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditioned mentioned herein.

A list of documents to be submitted at the time of joining is given for your information.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship

With warm regards,

For **IKYA Human Capital Solutions** (A division of Qess Corp Limited)



Tej Hans Raj Singh

Vice President - Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

Name: UPPARA RAVI

Signature:.....

Emp Id: AS536712

Place:.....

Date:.....



Regd. Office:
Wells Fargo Centre, Building 1A,
Divyasree NSL SEZ, Survey No. 66/1
Raidurga Village, Serilingampalli,
Hyderabad, India - 500032
Tes: +91 40 4012 1000
Fax: +91 40 4023 1100
CIN: U72200TG2006PTC051001
wellsfargo.com

**Wells Fargo International Solutions Private Limited
(formerly known as Wells Fargo EGS (India)
Private Limited)**
Wells Fargo Centre
Orion IT/ITES SEZ
Divyasree NSL Infrastructure Private Limited SEZ
Survey. No. 66/1, Raidurga Village
Serilingampalli Mandal, RR District
Hyderabad, India 500032
Tel: 91 40 4032 1000
Fax: 91 40 4023 1100
wellsfargo.com

August 25, 2021

SHAIK FAIZULLA
Hyderabad
Hyderabad, Telangana

OFFER OF EMPLOYMENT

Dear SHAIK,

We are pleased to offer you a position at **Wells Fargo International Solutions Private Limited (formerly known as Wells Fargo EGS (India) Private Limited) ("Wells Fargo" or "Company")**, and your employment shall be effective from the Date of Joining as mentioned below, on the following terms and conditions:

- **Designation:** You will be designated as **Operations Processor 1. Notwithstanding anything herein**, this offer is conditional on Wells Fargo receiving a satisfactory reference and background check on you, as well as not having an outside activity that is in conflict with Wells Fargo's interests. On your first day of employment **September 27, 2021 (DOJ)** you will need to report before 8:30 a.m. at Wells Fargo International Solutions Private Limited (formerly known as Wells Fargo EGS (India) Private Limited), Wells Fargo Centre, Building 1A, Orion IT/ITES SEZ, Divyasree NSL Infrastructure Private Limited SEZ, Survey.No.66/1, Raidurga Village, Serilingampalli Mandal, RR District, Hyderabad 500032.
- **Compensation:** Your total annual fixed compensation (inclusive of contributions to be made towards various social security schemes such as Wells Fargo's contribution to Provident Fund), would be **INR 271000/- (Rupees Two Lakh Seventy One Thousand Only)**. Please note that tax will be deducted at source from your gross compensation above in compliance with prevailing tax regulations. In addition, you will be covered by Wells Fargo's Variable Performance Pay plan, with an annual target of **INR 13550/- (Rupees Thirteen Thousand Five Hundred Fifty Only)**. The detailed break-up of the compensation offered to you is outlined in Annexure 'A' to this letter.
- **Place of Work:** You will be initially based at the Wells Fargo office in Hyderabad. However, Wells Fargo reserves the right to transfer you from one office to another, at its discretion during the term of your service. You may be required to work from different offices and in different shifts from time to time. Wells Fargo further reserves the right to change your shift timings, job title, designation, corporate title, reporting lines and reporting manager, in line with applicable laws, during the term of your service.
- **Duties:** You will perform all acts, duties and obligations and comply with such instructions as may be specified by Wells Fargo and which are reasonably consistent with your job title and profile. Wells Fargo may require you to undertake the duties of another position, either in addition to or instead of the above duties, it being understood that you will not be required to perform duties, which are not reasonably within your capabilities. Wells Fargo may also require you (as part of your duties of employment) to perform duties or services not only for Wells Fargo but also for any Group Company where such duties or services are of a similar status to or consistent with your position with Wells Fargo. For the purposes of this agreement, "Group Company" means any subsidiary or holding company of the Company, any subsidiary of such holding company, and any company in which the Company or any such holding company holds or controls directly or indirectly not less than 20% of the issued share capital.

- **Confidentiality:** As an employee of Wells Fargo, you will have access to Wells Fargo's Confidential Information. The Confidential Information remains the sole property of Wells Fargo or any Group Company. You must not, either during (except in the proper course of the your duties) or after the termination of your employment, without the prior written consent of the Company, directly or indirectly, divulge, use or otherwise disclose to any person whatsoever, the Confidential Information, either for your own or for another's benefit. You must use your best endeavors to protect the Confidential Information and prevent unauthorized disclosure or misuse of the Confidential Information. You must immediately notify the Company should you suspect unauthorized disclosure or misuse of the Confidential Information and, where required, assist the Company in any proceedings taken by the Company for alleged unauthorized disclosure and/or misuse of the Confidential Information. You must enter into any other confidentiality agreement or provide confidentiality undertakings as required by the Company from time to time to protect its business interests and those of its customers and any Group Company. For the purpose of this clause, "Confidential Information" means any trade secrets or confidential information relating to or belonging to the Company or any Group Company, in any form or format, including but not limited to: (i) business strategy, plans and dealings; (ii) product lines, services, price and cost information, marketing plans; (iii) staff salaries and terms and conditions, personnel history; (iv) secrets, dealings, transactions, lists or affairs of any clients of the Company or any Group Company; (v) business accounts, finances, profit margins and financial records; (vi) business forms and operating procedures, policies and practices; (vii) technical data and software; (viii) intellectual property and inventions; (ix) any information in respect of which the Company or any Group Company is bound by an obligation of confidentiality to a third party; and (x) any information classified as private, internal use, confidential or restricted (or similar) under Wells Fargo's Information Classification Matrix (or any such document or policy from time to time in place); but does not include: (i) information that is within the public domain; (ii) information required to be disclosed by law; (iii) information which the Company has consented to being disclosed; and (iv) information required to be disclosed as a necessary part of the your duties. You are directed not to bring any confidential or proprietary material of any former employer. Also, you represent that you are not subject to any restrictions that prevent you from working for Wells Fargo.
- **Intellectual Property:** For the purpose of this section, "Work" means any invention, discovery, design, improvement, formula, process, technique, literary or artistic work, or any other item in which Intellectual Property Rights subsist or are capable of subsisting and is wholly or partly created, made or discovered by you either: (i) in the course of your employment with the Company; or (ii) otherwise using the facilities, resources, time or any other opportunity provided by the Company. "Intellectual Property Rights" means all existing and future rights which are capable of protection by copyright, patent, design, trademark or other registration or other forms of protection available in India or elsewhere. The Work and all Intellectual Property Rights in the Work will belong absolutely to the Company, and you agree to do all things necessary and execute any document required to give effect to this ownership. You shall communicate to the Company any Work created, made or discovered during your employment with the Company. You hereby consent to the use of all existing and future Works made by you in the course of your employment, and agree to waive any moral rights you may have in them, and consent to any act which amounts to an infringement of any such moral right, in favour of the Company. You also agree that this consent and waiver extends to any licensees and successors in title to the Company in respect of such works, as well as to any persons who are authorised by the Company or by its licensees and successors in title to do acts compromising the copyright of such works. You agree to execute any further document necessary to give effect to this. For the purpose of this clause, the expression "moral rights" includes the right to be identified as the author of the work, the right not to have any other person identified as the author of the work and the right not to have the work subjected to any derogatory treatment.
- **Non-Solicitation:** You acknowledge that during your employment with the Company, you: (i) have or will become possessed of Confidential Information regarding the business of the Company and Group Companies, and their respective employees and officers; and/or (ii) have developed or will develop influence over employees and officers of the Company and Group Companies; and/or (iii) have developed or will develop commercially valuable relationships with the suppliers and stakeholders of the Company and Group Companies. You shall not during the Restricted Period (as defined below), directly or indirectly on your account or on behalf of or in association with any other Person induce, solicit, entice or procure, or seek to induce, solicit, entice or procure any Protected Employee (as defined below) to leave the employment of the Company or Group Company. You also agree that you shall not during the Restricted Period, directly or indirectly on your account or on behalf of or in association with any other Person, directly or indirectly in relation to any contract or arrangement which the Company has with any supplier for the exclusive supply of goods or services to the Company and/or to Group Company for the duration of such contract or arrangement, interfere with the supply of goods or services to the Company from any supplier and/or induce

any supplier of goods or services to the Company to cease or decline supply such goods or services in the future. Your obligations under this clause will continue notwithstanding the termination of your employment with the Company. You agree that the post-employment restrictions set out above are reasonable and necessary for the protection of the business of the Company and the Group Companies. The restrictions in this section shall only apply with respect to Group Companies to which you have provided services, supervision or management within the last 12 months prior to the end of your employment with the Company. With respect to the Group Companies to which the restrictions apply, the Company contracts as trustee and agent for the benefit of each such Group Company, and you will promptly execute any agreement to give effect to this arrangement at the Company's request.

For purposes of this section, the following definitions shall apply: "Person" includes any person, company, partnership, business entity or other organization. "Protected Employee" means an employee of the Company or Group Company: (i) with whom you had material contact or dealings with in the course of your performance of the duties in the twelve (12) months immediately preceding the final day of your employment with the Company; or (ii) who, as of your final day of employment, is in your line of business and has a corporate title of Vice President or above; or (iii) who, as of your final day of employment, belongs to the same team as you (i.e. both report to the same manager). "Restricted Period" means the period of 12 months from the final day of your employment. "Prohibited Area" means India.

- **Exclusivity of Service:** You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing any of the duties of your employment, in accordance with the terms and conditions of this letter. You are required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Wells Fargo and/or its Group Companies at all times during the course of your employment with Wells Fargo. You must not carry on, during the term of your employment, without the prior express permission of Wells Fargo or any person so authorized by Wells Fargo obtained in writing, any lecturing assignments or any business either alone or in partnership, nor be directly or indirectly employed or concerned with as principal, agent or otherwise in any business, trade or profession whatsoever.
- **Required Absence:** Certain positions in the Company are covered by Required Absence from Sensitive Positions Policy (**RA Policy**). You will be separately informed if the Position is covered or will be covered by RA Policy. If your Position is covered by RA Policy, you will be required to be away from the role for a minimum period of two consecutive (2) weeks or ten (10) consecutive working days per year on a qualifying period of absence, during which time you will not be permitted to perform sensitive task work associated with the Position, including, but not limited to, accessing Wells Fargo systems or devices, remotely or otherwise, in relation to such sensitive task work. Other mandatory time away requirements may apply even if the Position is not covered by RA Policy, as set out in the Handbook. Working with HR and your manager, you may use a combination of the following absences or assignments (only if such absences or assignments are applicable to your Position) to comply with the RA Policy:
 - Paid Time Off (scheduled or unscheduled)
 - Compensatory Time Off
 - Leave of absence
 - Other Paid Time Away
 - Off-site training or professional conferences
 - On-site training, temporary job reassignments or temporary assignments specifically designated and approved by line-of-business senior management and the group risk officer
 - Unpaid time off, as appropriate
- **Separation with No Cause:** Either party may give notice of separation of employment at any time, subject to two (2) months' notice in writing. Wells Fargo, at its sole discretion has a right to waive the notice period on payment of a sum of money equal to two (2) month's salary in lieu thereof. Following any termination of the period of Employment, you shall fully cooperate with Wells Fargo in all matters relating to the winding up of pending work on behalf of Wells Fargo and the orderly transfer of work to other employees of Wells Fargo. You agree that all property, including, without limitation, all equipment, tangible proprietary information documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) and copies thereof, created on any medium and furnished to, obtained by, or prepared by you in the course of or incident to your Employment, belongs to Wells Fargo and shall be returned promptly to Wells Fargo in good, intact condition on or before the final day of Employment, or earlier, if instructed by Wells Fargo.

- **Separation for Cause:** Wells Fargo reserves the right to terminate your employment without prior notice or payment in lieu of notice in the following circumstances: (a) if you are guilty of dishonesty or other gross misconduct, or gross incompetence or wilful neglect of duty, or if you commit any other serious breach of any of the provisions of this letter; (b) if you neglect or fail (otherwise than by reason of accident or ill health), or refuse to carry out the lawful instructions of the Company, within the scope of your duties; (c) if you are guilty of a criminal offence; (d) if you commit any unlawful act of discrimination or harassment; (e) if you report to work under the influence of alcohol, narcotics or unlawful controlled substances; (f) if you breach the rules of any regulatory authority or any Company policies (such as the Code of Conduct); (g) if you engage in any civil wrong or conduct of a criminal nature (including but not limited to assault, theft and fraud) or any other conduct which in the reasonable opinion of the Company may seriously impact on your ability to perform the duties or is likely to significantly damage the reputation or business of the Company; (h) if there are grounds to terminate summarily under the handbook, policies applicable to the Company or under applicable law.
- **Code of Conduct:** Your appointment at Wells Fargo would require you to be bound by the prevailing code of conduct, rules, regulations, policies, procedures and guidelines of the Wells Fargo. Wells Fargo reserves the right to modify, replace or eliminate any of its policies, procedures and guidelines, at any time without notice.
- **Wells Fargo's Employee Handbook:** The provisions of the Wells Fargo International Solutions Private Limited (formerly known as Wells Fargo EGS (India) Private Limited) Team Member (employee) handbook (as amended from time to time) shall govern your employment except so far as they are inconsistent with the terms of this letter. You will be provided access to Wells Fargo's Team Member handbook via the Wells Fargo intranet once you have joined Wells Fargo. Your appointment with Wells Fargo would require you to be bound by all rules, regulations, policies and guidelines issued by Wells Fargo from time to time, in relation to personal and professional conduct, and discipline. You are also required to sign the "Code of Ethics and Business Conduct." Your acceptability of these agreements and compliance to rules, regulations and policies shall also be deemed to be a part of employment terms at Wells Fargo.

- **Miscellaneous:** As a new hire, you are required to submit to a comprehensive background screening to the extent permitted by applicable laws. In instances wherein background check is not completed by joining date, the Company may allow you to start your employment but it reserves its right to continue with the background check and take action, including employment termination, accordingly. Your start of employment prior to completion of your background checks shall not be considered as a waiver or an exception of completion of your background checks. Wells Fargo assumes that the information provided by you in all aspects related to your background check or otherwise is accurate and comprehensive. In the event, the information provided by you is found to be false or fraudulent, Wells Fargo shall have right including but not limited to revoke this offer letter or terminate your employment with Wells Fargo, as the case may be. In case any provisions or part thereof in this letter is held to be invalid or unenforceable by any court of competent jurisdiction, it will not affect the validity or enforceability of the remaining provisions or parts thereof. The information contained in this letter of appointment is 'Personal & Confidential'. This letter contains sensitive, personal and confidential information and its contents are not to be shared with or divulged to other Wells Fargo employees excepting your supervisor(s) or the Human Resources Department.

For Wells Fargo International Solutions Private Limited (formerly known as Wells Fargo EGS (India) Private Limited)



Chandrasekhar Narayana Bhatta
Authorized Signatory

Agreed to and accepted by:

SHAIK FAIZULLA
Printed Name and Signature/Date



Wells Fargo International Solutions Private Limited (formerly known as Wells Fargo EGS (India) Private Limited)

Wells Fargo Centre
Orion IT/ITES SEZ
Divyasree NSL Infrastructure Private Limited SEZ
Survey. No. 66/1, Raidurga Village
Serilingampalli Mandal, RR District
Hyderabad, India 500032
Tel: 91 40 4032 1000
Fax: 91 40 4023 1100
wellsfargo.com

Annexure 'A'

Compensation and Benefits Summary

August 25, 2021

Team Member Name: SHAIK FAIZULLA
Designation: Operations Processor 1
Grade Code: OPP1

Your total annual compensation package is as follows:

Salary Head	Monthly INR
Basic	15000
Flexible Allowance	5062
Provident Fund (Employer Contribution, 12% of Basic)	1800
Gratuity (4.81% of Basic)	722
Total Monthly Gross	22583
	Annual INR
Total Annual Fixed Compensation	271000
Variable Performance Pay *	13550
Total Cost to Company	284550

Insurance Benefits and other benefits shall be provided to team members, as per the existing Company policy and may be amended from time to time. Any statutory benefits (including, but not limited to maternity leaves where applicable) that may be provided under the applicable laws will also be available to eligible team members.

Notwithstanding anything herein, Wells Fargo may at its sole discretion amend or repeal discretionary benefits without giving any notice to team members. It is hereby declared that benefits provided to team members (except Total fixed Compensation) are not the consideration of the employment. Currently, Insurance Benefits are as under:

- Group Medical Insurance = INR 5,00,000 for all Team Members (Coverage for Team member, Spouse, Children and Parents). Parental Medical insurance limit would be INR 200,000. This is a sub-limit of the overall annual benefit limit and will cover either one or both parents.
- Personal Accident Cover = 3 times total annual fixed compensation
- Term life cover = 3 times total annual fixed compensation

- Please note that the above mentioned sum towards the Variable Performance Pay (“VPP”) is not an entitlement but a discretionary pay out and therefore, an indicative number, which will vary from year to year based on your performance and the performance of the Company and parent company. This variation will also impact the Total Cost To Company and the figure will change accordingly. You may further note that payout of VPP shall be on pro-rata basis for partial year worked.
- The Variable Performance Pay (VPP) mentioned in the offer is only an indicative number. The actual VPP pay-out is subject to change basis several factors, and shall be decided by Wells Fargo at its discretion. In order to be eligible for VPP payout, you should be employed for more than 3 (three) months of the performance period. Team members that are no longer on company payroll or are serving notice period as on the VPP payout date will not be eligible for the VPP payout.



Wells Fargo International Solutions Private Limited (formerly known as Wells Fargo EGS (India) Private Limited)

Wells Fargo Centre
Orion IT/ITES SEZ
Divyasree NSL Infrastructure Private Limited SEZ
Survey. No. 66/1,Raidurga Village
Serilingampalli Mandal, RR District
Hyderabad, India 500032
Tel: 91 40 4032 1000
Fax: 91 40 4023 1100
wellsfargo.com

Annexure 'B

List of Documents to be submitted prior to joining Wells Fargo

S No.	Description
1	Education provisional certificate and mark sheets of the highest qualified degree / professional qualification.
2	Experience Certificate and Relieving Letter (and/or Acceptance of resignation letter) of last two employers.
3	Copy of passport (first and last pages)
4	Two (2) passport size photographs
5	A self-attested copy of the PAN (Permanent Account Number) card.

HRD/2T/1003574285/21-22

February 15, 2022

Ms. Salikameni Neeraja
Kondapeta
Banaganapalli
Kurnool-518124
India

Ph: +91-6304747208

Dear Salikameni,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.02.15 15:40:16 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1003574285/21-22

February 15, 2022

Ms. Salikameni Neeraja
Kondapeta
Banaganapalli
Kurnool-518124
India

Ph: +91-6304747208

Dear Salikameni,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **21-Feb-2022**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Salikameni Neeraja
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	16,162

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

September 14, 2021

Shaik Javid,
Hyderabad,
India

Dear **Shaik Javid,**

With reference to your application and your subsequent interviews with us, we are pleased to offer you an appointment with us as “**IT Recruiter**”. This offer is valid subject to you joining us on or before **14-09-2021**.

Your total salary on cost-to-company basis will be **Rs.1,44,000/-** per annum. All other terms and conditions are as per company policy. Your appointment letter will be handed over to you on the date of joining. At the time of joining, it is mandatory to furnish the photocopies of the following document:

- School leaving certificate / birth certificate
- Educational qualification certificates along with mark statements (X, XII, Degree etc.)
- Passport (All used pages)
- Relieving letter or duly accepted resignation letter from your present employer
- Pay slip from your present employer
- Latest salary certificate / Offer letter / Appointment letter / Copy of latest revision letter
- Form 12B/ Form16 from the previous employer
- Permanent Income-tax Account Number
- Proof of permanent address
- Five Passport size photographs

Minimum Service Period: You are required to serve a minimum period of 12 months, failing which you will not be eligible for any documents from the company.

Please be informed that you are not supposed to join the competitor within 6 months from the date of relieving from Foray or while working in Foray, breach of this will lead to strict action, which may include legal action.

Please get back to us, if you require any further clarifications. The offer letter is enclosed in duplicate. You are requested to sign the duplicate copy of the offer letter in acknowledgement of you having accepted the terms and conditions within 2 working days of the receipt of this letter. We look forward to your joining our team and to your valued contribution to Foray.

For Foray Software Private Limited



Murali Krishna Garapati
Manager - HR