



## Dairy Classic Ice Creams (P) Ltd.

Food Products and Dairy Products Unit

Plot No. 256, 257 & 258, KIADB-Harohalli Industrial Area,  
II Phase, Kanakapura Taluk, Ramanagara District - 562 112, Karnataka.

Ref: DCIPL/HRD/2023/902  
Date: 10-11-2023

**Private and highly confidential**

Sub: Offer Letter

Dear Ms. Sahana R

This has reference to your application and subsequent interviews you had with us. We are pleased to extend an offer of employment to you as "Officer" with an annual Fixed CTC of Rs.2,84,040/- (Rupees Two Lakh Eighty Four Thousand Forty Only) Please find your CTC breakup details in Annexure -A

You are required to send Your Offer acceptance by 11<sup>th</sup> Nov 2023, failing which the offer will automatically Stand withdrawn.

Your date of joining will be intimated to you through a separate Communication.

You shall be issued a regular letter of appointment on completion of your joining formalities of the organization.

This offer is valid subject to satisfactory verification of your academic and previous employment details as disclosed by you in your resume and the employment application form. Dairy Classic Ice Creams Pvt Ltd reserves the right to withdraw this offer letter should the results of your background check found to be unsatisfactory.

On the date of your joining, you are requested to bring the following documents to complete the joining formalities:

1. Testimonials to support age, qualification, and experience in original and a set of photocopies of the same.
2. Resignation acceptance letter, Relieving letter, and form 16 TDS certificate from your previous employer.
3. Latest Aadhar verified copy with a mobile number linked to Aadhar.
4. Copy of PAN Card (the name on the PAN card should be the same as on Aadhar card)
5. 3 passport-size photographs.
6. Document copy for residential address proof.
7. Details of your bank account; Bank passbook copy with account details.

Apart from salary and benefits, you can look forward to a challenging and exciting career with Dairy Classic Ice Creams Pvt Ltd. We take pleasure in welcoming you to Dairy Classic Ice Creams Pvt Ltd and look forward to a long and mutually beneficial association.

Kindly sign and return us the duplicate copy of the offer letter as a token of your acceptance.

Thanking you,  
**For Dairy Classic Ice Creams Pvt Ltd.**

**Naveen Kumar K**  
**Vice President- Technical**

Page 1 to 2



ISO 9001 : 2008  
ISO 22000 : 2005  
Certified Company



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Food Products and Dairy Products Unit

Plot No. 256, 257 & 258, KIADB-Harohalli Industrial Area,

Phase, Kanakapura Taluk, Ramanagara District - 562 112, Karnataka.

### Annexure - A

Name	Ms. Sahana R	
Designation	Officer	
Department	QA-QC	
Sl No	Components	Amount Rs. Per Month
<b>Direct -A</b>		
1	Basic & DA	15860
2	H.R.A.	1570
3	Conveyance	1570
4	CCA	0
5	Medical Allowance	0
<b>Sub Total Monthly Gross</b>		<b>19000</b>
1	EPF - Employee Contribution	1800
2	ESIC - Employee Contribution	143
3	P.T - Employee Contribution	0
<b>Monthly Net Pay</b>		<b>17057</b>
<b>Indirect -B</b>		
1	EPF - Employer Contribution	1800
2	ESIC- Employer Contribution	618
3	Medical Insurance	167
4	Bonus	1322
5	Gratuity	763
<b>Sub Total Contributory</b>		<b>4670</b>
<b>Total CTC Per Month (A+B)</b>		<b>23670</b>
<b>Annual CTC</b>		<b>284040</b>

- Kindly note that remuneration is a contract entirely between you and the organization and should therefore be treated as strictly confidential.
- Deduction of Income Tax will be as per Income Tax Law; any other statutory deductions will be notified from time to time and deducted from salary as per the norms.
- All the above benefits are as per the company policy which is subject to change from time to time.
- You will be covered under the medical insurance policy of the company i.e., GMC for (Self+Spouse+2 Dependent Children) & GPA for (Self).

After you have read this information, should you have any questions about your compensation statement, please contact Human Resources Development Department.

**For Dairy Classic Ice Creams Pvt Ltd.**

**Naveen Kumar K**  
**Vice President- Technical**



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Plot No. 256, 257 & 258, KIADB-Harohalli Industrial Area,  
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Ref: DCIPL/HRD/2023/901  
Date: 10-11-2023

**Private and highly confidential**

Sub: Offer Letter

Dear Ms. Thejaswini K S

This has reference to your application and subsequent interviews you had with us. We are pleased to extend an offer of employment to you as "Officer" with an annual Fixed CTC of Rs.2,84,040/- (Rupees Two Lakh Eighty Four Thousand Forty Only) Please find your CTC breakup details in Annexure -A

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**Naveen Kumar K**  
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Plot No. 256, 257 & 258, KIADB-Harohalli Industrial Area,

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After you have read this information, should you have any questions about your compensation statement, please contact Human Resources Development Department.

**For Dairy Classic Ice Creams Pvt Ltd.**

**Naveen Kumar K**  
**Vice President- Technical**



Ref: HR/Cond/2024/005

Date: 25<sup>th</sup> April 2024

To,  
Akhila S  
d/o Siddamallappa  
Deepapura Post,  
Chamarajanagar- 571111

Dear Akhila S,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

We look forward to you joining us on or before **(1<sup>st</sup> August 2024)** at our Mysuru office. Please

find the Compensation Structure of our offer in Annexure 1.

You are required to bring along copies of the following testimonials at the time of joining to enable us to complete your records.

1. 5 passport-size photographs.
2. Your 10<sup>th</sup> and 12<sup>th</sup> Std (SSLC & PUC) educational qualification certificates and all marks cards of your current Graduate program
3. Birth Certificate
4. Identification & Address Proof (Aadhar Card and PAN Card)
5. 1 Postcard-size photograph of you and your parents to register them under ESIC (Employee State Insurance Corporation)
6. Your Blood Group and dates of birth of your dependents (including parents)
7. Medical Fitness Certificate
8. Bank Account details including IFSC code.

Please note that this Offer is conditional to your completion of the Graduate program at your college without any current backlogs. In the event that you do not pass the final semester of your Graduate program, this offer stands cancelled.

We look forward to welcoming you as a member of the ERCM family.

Yours faithfully,  
For **dba EqualizeRCM Services**  
(SysInformation Healthcare India Pvt. Ltd.)

**Ashok Balram**  
Managing Director  
(Computer- Generated and does not require a signature)

**ANNEXURE 1: COMPENSATION STRUCTURE**

Particulars	Monthly (₹)	Annual (₹)
Basic	12,140	1,45,680
VDA	3,637	43,644
Advance Stat Bonus	1,314	15,768
Night Shift Allowance	2,200	26,400
Other Allowance	667	8,004
<b>Gross Salary (A)</b>	<b>19,958</b>	<b>2,39,496</b>
<b>Benefits</b>		
PF (Employer's contribution)	1,893	22,716
ESIC (Employer's contribution)	649	7,788
<b>Total Benefits (B)</b>	<b>2,542</b>	<b>30,504</b>
<b>Total CTC (A+B)</b>	<b>22,500</b>	<b>2,70,000</b>

**Notes:**

1. Your Appointment Letter will be issued on your joining date.
2. The break-up of salary structure is subject to change, based on statutory acts / company policy.
3. Net Pay may change based on income tax slabs defined by Government of India
4. Performance Linked Pay / Incentives are paid based on employee's performance.
5. "Maximum earnings potential for Night Shift Allowance will be at INR 2,200 per month."
6. Your compensation is confidential and should remain strictly between you and the company. Any breach of this confidentiality will be regarded as misconduct.

Yours faithfully,  
 For dba EqualizeRCM Services  
 (SysInformation Healthcare India Pvt. Ltd.)

**Ashok Balaram**  
**Managing Director**  
 (Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/027

Date:25<sup>th</sup> April 2024

To,  
Ambika M,  
#12, Basaweshwara road,  
Hale kerase,  
Mysore

Dear Ambika M,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

We look forward to you joining us on or before (**1<sup>st</sup> August 2024**) at our Mysuru office. Please

find the Compensation Structure of our offer in Annexure 1.

You are required to bring along copies of the following testimonials at the time of joining to enable us to complete your records.

1. 5 passport-size photographs.
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3. Birth Certificate
4. Identification & Address Proof (Aadhar Card and PAN Card)
5. 1 Postcard-size photograph of you and your parents to register them under ESIC (Employee State Insurance Corporation)
6. Your Blood Group and dates of birth of your dependents (including parents)
7. Medical Fitness Certificate
8. Bank Account details including IFSC code.

Please note that this Offer is conditional to your completion of the Graduate program at your college without any current backlogs. In the event that you do not pass the final semester of your Graduate program, this offer stands cancelled.

We look forward to welcoming you as a member of the ERCM family.

Yours faithfully,  
For **dba EqualizeRCM Services**  
(SysInformation Healthcare India Pvt. Ltd.)

**Ashok Balram**  
Managing Director  
(Computer- Generated and does not require a signature)

### ANNEXURE 1: COMPENSATION STRUCTURE

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#### Notes:

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Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/006

Date; 25<sup>th</sup> April 2024

To,  
Ashwini A S  
Arenahalli Post,  
Periyapatna- 571107

Dear Ashwini A S,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

We look forward to you joining us on or before (**1<sup>st</sup> August 2024**) at our Mysuru office. Please

find the Compensation Structure of our offer in Annexure 1.

You are required to bring along copies of the following testimonials at the time of joining to enable us to complete your records.

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We look forward to welcoming you as a member of the ERCM family.

Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

**Ashok Balram**  
Managing Director  
(Computer- Generated and does not require a signature)

**ANNEXURE 1: COMPENSATION STRUCTURE**

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Yours faithfully,  
 For dba EqualizeRCM Services  
 (SysInformation Healthcare India Pvt. Ltd.)

**Ashok Balaram**  
**Managing Director**  
 (Computer- Generated and does not require a signature)



Ref: HR/Cond/2024/007

Date: 25<sup>th</sup> April 2024

To,  
Brundashree M  
d/o Manikanth L  
#247, 13<sup>th</sup> Ward Nayaka  
Street Post,  
Gundlupete- 571111

Dear Brundashree M,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

We look forward to you joining us on or before (**1<sup>st</sup> August 2024**) at our Mysuru office. Please

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Please note that this Offer is conditional to your completion of the Graduate program at your college without any current backlogs. In the event that you do not pass the final semester of your Graduate program, this offer stands cancelled.

We look forward to welcoming you as a member of the ERCM family.

Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

**Ashok Balram**  
Managing Director  
(Computer- Generated and does not require a signature)

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Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/008

Date: 25<sup>th</sup> April 2024

To,  
Dileep Singh,  
S/o Jog Singh,  
#Darshan Layout,  
War No 14 Post,  
Gundlupete- 571111

Dear Dileep Singh,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

We look forward to you joining us on or before (**1<sup>st</sup> August 2024**) at our Mysuru office. Please

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Managing Director  
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For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/009

Date: 25<sup>th</sup> April 2024

To,  
Dimpal S N  
Gejjagara beedi Post, KT  
Nagar,  
Saligrama- 571604

Dear Dimpal S N,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

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Yours faithfully,  
For dba EqualizeRCM Services  
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**Ashok Balram**  
Managing Director  
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For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)



Ref: HR/Cond/2024/030

Date:25<sup>th</sup> April 2024

To,  
Gagan R,  
Ragavendhra Nagar Post,  
Mysore- 570011

Dear Gagan R,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

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3. Birth Certificate
4. Identification & Address Proof (Aadhar Card and PAN Card)
5. 1 Postcard-size photograph of you and your parents to register them under ESIC (Employee State Insurance Corporation)
6. Your Blood Group and dates of birth of your dependents (including parents)
7. Medical Fitness Certificate
8. Bank Account details including IFSC code.

Please note that this Offer is conditional to your completion of the Graduate program at your college without any current backlogs. In the event that you do not pass the final semester of your Graduate program, this offer stands cancelled.

We look forward to welcoming you as a member of the ERCM family.

Yours faithfully,  
For **dba EqualizeRCM Services**  
(SysInformation Healthcare India Pvt. Ltd.)

**Ashok Balram**  
Managing Director  
(Computer- Generated and does not require a signature)

### ANNEXURE 1: COMPENSATION STRUCTURE

Particulars	Monthly (₹)	Annual (₹)
Basic	12,140	1,45,680
VDA	3,637	43,644
Advance Stat Bonus	1,314	15,768
Night Shift Allowance	2,200	26,400
Other Allowance	667	8,004
<b>Gross Salary (A)</b>	<b>19,958</b>	<b>2,39,496</b>
<b>Benefits</b>		
PF (Employer's contribution)	1,893	22,716
ESIC (Employer's contribution)	649	7,788
<b>Total Benefits (B)</b>	<b>2,542</b>	<b>30,504</b>
<b>Total CTC (A+B)</b>	<b>22,500</b>	<b>2,70,000</b>

#### Notes:

1. Your Appointment Letter will be issued on your joining date.
2. The break-up of salary structure is subject to change, based on statutory acts / company policy.
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6. Your compensation is confidential and should remain strictly between you and the company. Any breach of this confidentiality will be regarded as misconduct.

Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/029

Date:25<sup>th</sup> April 2024

To,  
H N Manoj,  
#27,13th  
Ward Nayaka Street Post,  
Gundlupete- 571111  
Dear H N Manoj,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

We look forward to you joining us on or before (**1<sup>st</sup> August 2024**) at our Mysuru office. Please

find the Compensation Structure of our offer in Annexure 1.

You are required to bring along copies of the following testimonials at the time of joining to enable us to complete your records.

1. 5 passport-size photographs.
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**Ashok Balram**  
Managing Director  
(Computer- Generated and does not require a signature)

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Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/023

Date:25<sup>th</sup> April 2024

To,  
Harikumar Reddy,  
Malagalu -Post,  
Kanakapura -562117

Dear Harikumar Reddy,

Conditional Offer Letter: Trainee

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

We look forward to you joining us on or before (**1<sup>st</sup> August 2024**) at our Mysuru office. Please

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Yours faithfully,  
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**Ashok Balram**  
Managing Director  
(Computer- Generated and does not require a signature)

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Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)



Ref: HR/Cond/2024/010

Date; 25<sup>th</sup> April 2024

To,  
Harshitha G R  
Malagalu -Post,  
Kanakapura -562117

Dear Harshitha G R,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

We look forward to you joining us on or before (**1<sup>st</sup> August 2024**) at our Mysuru office. Please

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Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

**Ashok Balram**  
Managing Director  
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Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

**Ashok Balaram**  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/019

Date: 25<sup>th</sup> April 2024

To,  
Joylin Joseph J  
d/o Joseph Raj,  
Bheemasadhana, Kulme  
Road, KHB Colony Post,  
Chamarajnagara-571342

Dear Joylin Joseph J,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

We look forward to you joining us on or before (**1<sup>st</sup> August 2024**) at our Mysuru office. Please

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Yours faithfully,  
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**Ashok Balram**  
**Managing Director**  
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Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/011

Date: 25<sup>th</sup> April 2024

To,  
Mahadeva Prasad P V  
S/o Veerathappa M  
#6, Basaweshwara road,  
Ashraya Layout, Alanahalli,  
Mysore-570026

Dear Mahadeva Prasad,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

We look forward to you joining us on or before (**1<sup>st</sup> August 2024**) at our Mysuru office. Please

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Yours faithfully,  
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**Ashok Balram**  
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Yours faithfully,  
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 (SysInformation Healthcare India Pvt. Ltd.)

**Ashok Balaram**  
**Managing Director**  
 (Computer- Generated and does not require a signature)



Ref: HR/Cond/2024/025

Date:25<sup>th</sup> April 2024

To,  
Naveen N,  
#156, Basaweshwara road,  
Ashraya Layout,  
Alanahalli, Mysore-  
570026

Dear Naveen N,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

We look forward to you joining us on or before (**1<sup>st</sup> August 2024**) at our Mysuru office. Please

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Yours faithfully,  
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**Ashok Balram**  
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**(Computer- Generated and does not require a signature)**

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For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/021

Date: 25<sup>th</sup> April 2024

To,  
Niranjan S  
Bettadathunga Post,  
Periyapatna- 571107

Dear Niranjan S,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

We look forward to you joining us on or before (**1<sup>st</sup> August 2024**) at our Mysuru office. Please

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Yours faithfully,  
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Managing Director  
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Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/012

Date: 25<sup>th</sup> April 2024

To,  
Nisarga P,  
Mangala-Post,  
Chamarajanagar- 571111

Dear Nisarga P,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

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Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/013

Date: 25<sup>th</sup> April 2024

To,  
Pallavi M  
d/o Mahadev P  
Bevinamaradoddi Post,  
Channapattana- 562160

Dear Pallavi M,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

We look forward to you joining us on or before (**1<sup>st</sup> August 2024**) at our Mysuru office. Please

find the Compensation Structure of our offer in Annexure 1.

You are required to bring along copies of the following testimonials at the time of joining to enable us to complete your records.

1. 5 passport-size photographs.
2. Your 10<sup>th</sup> and 12<sup>th</sup> Std (SSLC & PUC) educational qualification certificates and all marks cards of your current Graduate program
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4. Identification & Address Proof (Aadhar Card and PAN Card)
5. 1 Postcard-size photograph of you and your parents to register them under ESIC (Employee State Insurance Corporation)
6. Your Blood Group and dates of birth of your dependents (including parents)
7. Medical Fitness Certificate
8. Bank Account details including IFSC code.

Please note that this Offer is conditional to your completion of the Graduate program at your college without any current backlogs. In the event that you do not pass the final semester of your Graduate program, this offer stands cancelled.

We look forward to welcoming you as a member of the ERCM family.

Yours faithfully,  
For **dba EqualizeRCM Services**  
(SysInformation Healthcare India Pvt. Ltd.)

**Ashok Balram**  
Managing Director  
(Computer- Generated and does not require a signature)

### ANNEXURE 1: COMPENSATION STRUCTURE

Particulars	Monthly (₹)	Annual (₹)
Basic	12,140	1,45,680
VDA	3,637	43,644
Advance Stat Bonus	1,314	15,768
Night Shift Allowance	2,200	26,400
Other Allowance	667	8,004
<b>Gross Salary (A)</b>	<b>19,958</b>	<b>2,39,496</b>
<b>Benefits</b>		
PF (Employer's contribution)	1,893	22,716
ESIC (Employer's contribution)	649	7,788
<b>Total Benefits (B)</b>	<b>2,542</b>	<b>30,504</b>
<b>Total CTC (A+B)</b>	<b>22,500</b>	<b>2,70,000</b>

#### Notes:

1. Your Appointment Letter will be issued on your joining date.
2. The break-up of salary structure is subject to change, based on statutory acts / company policy.
3. Net Pay may change based on income tax slabs defined by Government of India
4. Performance Linked Pay / Incentives are paid based on employee's performance.
5. "Maximum earnings potential for Night Shift Allowance will be at INR 2,200 per month."
6. Your compensation is confidential and should remain strictly between you and the company. Any breach of this confidentiality will be regarded as misconduct.

Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)



Ref: HR/Cond/2024/028

Date:25<sup>th</sup> April 2024

To,  
Pavan S R,  
#127, Bhagat Singh Road,  
SVP Nagar,  
Mysore-570028

Dear Pavan S R,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

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Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/014

Date: 25<sup>th</sup> April 2024

To,  
**Preethu B B**  
d/o Bhadraiah B  
Ragavendhra Nagar Post,  
Mysore- 570011

Dear Preethu B B,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

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For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/015

Date: 25<sup>th</sup> April 2024

To,  
Punitha K M  
d/o Manjunath Rao  
126/1, Swagath Taylors,  
Swami complex,  
Udayagiri- 550019

Dear Punitha K M,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

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(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/016

Date: 25<sup>th</sup> April 2024

To,  
Rakshitha D  
SGS Ashram Post,  
Bandipalya-570025

Dear Rakshitha D,

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Congratulations on your selection to be an ERCMite and our Brand Champion!!

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**Ashok Balram**  
Managing Director  
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(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)



Ref: HR/Cond/2024/017

Date: 25<sup>th</sup> April 2024

To,  
Revathi G S,  
d/o Somashekar G S  
Ganagur-Post,  
Somwarpet -Thaluk,  
Kodagu-571236

Dear Revathi G S,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

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**Ashok Balram**  
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(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/022

Date:25<sup>th</sup> April 2024

To,  
Sagar D K  
#Darshan Layout, War No  
14 Post, Gundlupete-  
571111

Dear Sagar D K,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

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Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/020

Date: 25<sup>th</sup> April 2024

To,  
Shambhavi UTS T C  
d/o Chikkeurs T,  
Bettadathunga Post,  
Periyapatna- 571107

Dear Shambhavi UTS T C,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

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(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/024

Date:25<sup>th</sup> April 2024

To,  
Shashank R L,  
Belvadi post,  
Gundlupet.

Dear Shashank R L,

**Conditional Offer Letter: Trainee**

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For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)



Ref: HR/Cond/2024/033

Date: 25<sup>th</sup> April 2024

To,  
Shivaranjini K  
Pandavapura,  
Mandya

Dear Shivaranjini K,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

We look forward to you joining us on or before (**1<sup>st</sup> August 2024**) at our Mysuru office. Please

find the Compensation Structure of our offer in Annexure 1.

You are required to bring along copies of the following testimonials at the time of joining to enable us to complete your records.

1. 5 passport-size photographs.
2. Your 10<sup>th</sup> and 12<sup>th</sup> Std (SSLC & PUC) educational qualification certificates and all marks cards of your current Graduate program
3. Birth Certificate
4. Identification & Address Proof (Aadhar Card and PAN Card)
5. 1 Postcard-size photograph of you and your parents to register them under ESIC (Employee State Insurance Corporation)
6. Your Blood Group and dates of birth of your dependents (including parents)
7. Medical Fitness Certificate
8. Bank Account details including IFSC code.

Please note that this Offer is conditional to your completion of the Graduate program at your college without any current backlogs. In the event that you do not pass the final semester of your Graduate program, this offer stands cancelled.

We look forward to welcoming you as a member of the ERCM family.

Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

**Ashok Balram**  
Managing Director  
(Computer- Generated and does not require a signature)

### ANNEXURE 1: COMPENSATION STRUCTURE

Particulars	Monthly (₹)	Annual (₹)
Basic	12,140	1,45,680
VDA	3,637	43,644
Advance Stat Bonus	1,314	15,768
Night Shift Allowance	2,200	26,400
Other Allowance	667	8,004
<b>Gross Salary (A)</b>	<b>19,958</b>	<b>2,39,496</b>
<b>Benefits</b>		
PF (Employer's contribution)	1,893	22,716
ESIC (Employer's contribution)	649	7,788
<b>Total Benefits (B)</b>	<b>2,542</b>	<b>30,504</b>
<b>Total CTC (A+B)</b>	<b>22,500</b>	<b>2,70,000</b>

#### Notes:

1. Your Appointment Letter will be issued on your joining date.
2. The break-up of salary structure is subject to change, based on statutory acts / company policy.
3. Net Pay may change based on income tax slabs defined by Government of India
4. Performance Linked Pay / Incentives are paid based on employee's performance.
5. "Maximum earnings potential for Night Shift Allowance will be at INR 2,200 per month."
6. Your compensation is confidential and should remain strictly between you and the company. Any breach of this confidentiality will be regarded as misconduct.

Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

**Ashok Balaram**  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/018

Date: 25<sup>th</sup> April 2024

To,  
Shreesharan B  
S/o Basavaraju D S,  
1063/69b, 2<sup>nd</sup> main road,  
Vidayaranyapuram Post,  
Mysore-5750008

Dear Shreesharan B,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

We look forward to you joining us on or before (**1<sup>st</sup> August 2024**) at our Mysuru office. Please

find the Compensation Structure of our offer in Annexure 1.

You are required to bring along copies of the following testimonials at the time of joining to enable us to complete your records.

1. 5 passport-size photographs.
2. Your 10<sup>th</sup> and 12<sup>th</sup> Std (SSLC & PUC) educational qualification certificates and all marks cards of your current Graduate program
3. Birth Certificate
4. Identification & Address Proof (Aadhar Card and PAN Card)
5. 1 Postcard-size photograph of you and your parents to register them under ESIC (Employee State Insurance Corporation)
6. Your Blood Group and dates of birth of your dependents (including parents)
7. Medical Fitness Certificate
8. Bank Account details including IFSC code.

Please note that this Offer is conditional to your completion of the Graduate program at your college without any current backlogs. In the event that you do not pass the final semester of your Graduate program, this offer stands cancelled.

We look forward to welcoming you as a member of the ERCM family.

Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

**Ashok Balram**  
**Managing Director**  
**(Computer- Generated and does not require a signature)**

### ANNEXURE 1: COMPENSATION STRUCTURE

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Basic	12,140	1,45,680
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<b>Total Benefits (B)</b>	<b>2,542</b>	<b>30,504</b>
<b>Total CTC (A+B)</b>	<b>22,500</b>	<b>2,70,000</b>

#### Notes:

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2. The break-up of salary structure is subject to change, based on statutory acts / company policy.
3. Net Pay may change based on income tax slabs defined by Government of India
4. Performance Linked Pay / Incentives are paid based on employee's performance.
5. "Maximum earnings potential for Night Shift Allowance will be at INR 2,200 per month."
6. Your compensation is confidential and should remain strictly between you and the company. Any breach of this confidentiality will be regarded as misconduct.

Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/026

Date:25<sup>th</sup> April 2024

To,  
Shwetha Hegde,  
#156, Basaweshwara road,  
K R Mohalla,  
Mysore-570004

Dear Shwetha Hegde,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

We look forward to you joining us on or before (**1<sup>st</sup> August 2024**) at our Mysuru office. Please

find the Compensation Structure of our offer in Annexure 1.

You are required to bring along copies of the following testimonials at the time of joining to enable us to complete your records.

1. 5 passport-size photographs.
2. Your 10<sup>th</sup> and 12<sup>th</sup> Std (SSLC & PUC) educational qualification certificates and all marks cards of your current Graduate program
3. Birth Certificate
4. Identification & Address Proof (Aadhar Card and PAN Card)
5. 1 Postcard-size photograph of you and your parents to register them under ESIC (Employee State Insurance Corporation)
6. Your Blood Group and dates of birth of your dependents (including parents)
7. Medical Fitness Certificate
8. Bank Account details including IFSC code.

Please note that this Offer is conditional to your completion of the Graduate program at your college without any current backlogs. In the event that you do not pass the final semester of your Graduate program, this offer stands cancelled.

We look forward to welcoming you as a member of the ERCM family.

Yours faithfully,  
For **dba EqualizeRCM Services**  
(SysInformation Healthcare India Pvt. Ltd.)

**Ashok Balram**  
Managing Director  
(Computer- Generated and does not require a signature)

### ANNEXURE 1: COMPENSATION STRUCTURE

Particulars	Monthly (₹)	Annual (₹)
Basic	12,140	1,45,680
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#### Notes:

1. Your Appointment Letter will be issued on your joining date.
2. The break-up of salary structure is subject to change, based on statutory acts / company policy.
3. Net Pay may change based on income tax slabs defined by Government of India
4. Performance Linked Pay / Incentives are paid based on employee's performance.
5. "Maximum earnings potential for Night Shift Allowance will be at INR 2,200 per month."
6. Your compensation is confidential and should remain strictly between you and the company. Any breach of this confidentiality will be regarded as misconduct.

Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)

Ref: HR/Cond/2024/031

Date:25<sup>th</sup> April 2024

To,  
Thanu S,  
Ragavendhra Nagar Post,  
Mysore- 570011

Dear Thanu S,

**Conditional Offer Letter: Trainee**

Congratulations on your selection to be an ERCMite and our Brand Champion!!

With reference to your application and subsequent interviews with us, we are pleased to appoint you as a **Trainee-Voice** in our organization.

We look forward to you joining us on or before (**1<sup>st</sup> August 2024**) at our Mysuru office. Please

find the Compensation Structure of our offer in Annexure 1.

You are required to bring along copies of the following testimonials at the time of joining to enable us to complete your records.

1. 5 passport-size photographs.
2. Your 10<sup>th</sup> and 12<sup>th</sup> Std (SSLC & PUC) educational qualification certificates and all marks cards of your current Graduate program
3. Birth Certificate
4. Identification & Address Proof (Aadhar Card and PAN Card)
5. 1 Postcard-size photograph of you and your parents to register them under ESIC (Employee State Insurance Corporation)
6. Your Blood Group and dates of birth of your dependents (including parents)
7. Medical Fitness Certificate
8. Bank Account details including IFSC code.

Please note that this Offer is conditional to your completion of the Graduate program at your college without any current backlogs. In the event that you do not pass the final semester of your Graduate program, this offer stands cancelled.

We look forward to welcoming you as a member of the ERCM family.

Yours faithfully,  
For **dba EqualizeRCM Services**  
(SysInformation Healthcare India Pvt. Ltd.)

**Ashok Balram**  
Managing Director  
(Computer- Generated and does not require a signature)

### ANNEXURE 1: COMPENSATION STRUCTURE

Particulars	Monthly (₹)	Annual (₹)
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#### Notes:

1. Your Appointment Letter will be issued on your joining date.
2. The break-up of salary structure is subject to change, based on statutory acts / company policy.
3. Net Pay may change based on income tax slabs defined by Government of India
4. Performance Linked Pay / Incentives are paid based on employee's performance.
5. "Maximum earnings potential for Night Shift Allowance will be at INR 2,200 per month."
6. Your compensation is confidential and should remain strictly between you and the company. Any breach of this confidentiality will be regarded as misconduct.

Yours faithfully,  
For dba EqualizeRCM Services  
(SysInformation Healthcare India Pvt. Ltd.)

Ashok Balaram  
Managing Director  
(Computer- Generated and does not require a signature)



Date: March 22, 2024

Akhila S  
19<sup>th</sup> Cross, Ramanuja Road,  
Near Leelavathi Hospital, Mysuru  
Karnataka, India

Subject: Offer Letter

Dear Akhila,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

**Designation:** SDM - Corporate Agency

**Department:** Bancassurance

**Organizational Band / Grade:** 1B

**Location:** Mysuru - J L B Road

**Validity of Offer:** 15 days from date of issuance of this letter

#### Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

#### Compensation & other Benefits

1. Your annual emoluments will be INR **3,00,000/-** per annum on cost to company basis. The brief details of which are shown in Annexure 1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:
  - a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC138245

+91 22 6751 6666

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- b. Medical Hospitalisation Scheme, as applicable
  - c. Group Term Insurance plan, as applicable
  - d. Gratuity: You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'. Please note that gratuity is payable only on completion of 5 years of service.
  - e. Your monthly pay would include the Bonus component, if applicable, in accordance with the Payment of Bonus Act, 1965. This applies to your emoluments as listed in Annexure 1. These will be in addition to any applicable sales incentives or variable pay for performance.
4. The Company in line with its business requirement or based on your performance, as applicable to you from time to time, reserves the right in its sole discretion to effect change in the compensation structure or its components.
5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

### Probation Period

6. You will be on probation for a period of Six (6) months from the date of your joining the Company, which may be extended in case it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of Six (6) months from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with written notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the Company's decision will be final and binding in this regard.

### Transfer

7. Although you are initially appointed at our Mysuru - J L B Road office, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 60 years and no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 60 years would be considered as your relieving date.

### Conflict of interest

#### HDFC Life Insurance Company Limited

#### Corporate & Registered Office:

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10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct / procedures / policies / laws / regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

#### Notice Period on confirmation

17. This engagement may be terminated by either party without providing any reason whatsoever by giving to the other, at any time, notice of 30 days in writing. In case of an ongoing internal investigation(s) / proceedings(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s).

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18. The decision of the Company will be final regarding the relieving date. In case, based on your request, the Company decides / agrees to reduce the notice period, then you will be bound to pay for the number of days which have not been served under the said notice period, as calculated by the Company on your last drawn basic pay. If the Company decides to relieve you prior to completion of notice period, the Company will pay (except where mutually agreed or for relieving you due to breach by you of the terms and conditions of your employment) for the number of days which have not been served under the said notice period amount, as calculated by the Company on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except for prior approved leaves), your separation will be as per the abandonment clause(s), as mentioned further on in the section Other Terms and Conditions of this letter.
19. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
- breach of governing laws, applicable rules and regulations;
  - breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - performance below defined targets as applicable from time to time;
  - any act/s which is/are regarded as breach to the interest of the Company.

#### Other Terms and Conditions

20. Whilst in the employment of the Company, you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
21. You will be bound by all the existing rules and regulations as framed by the Company, and those as enforced by the regulator in the insurance industry from time to time.
22. You are required to provide all the necessary documents / evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.

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23. We understand that we have your consent and authorization to take any pre or post-employment examinations and or Verification / checks as may be required by the Company (including its subsidiaries) or its representatives. You also authorize that HDFC Life Insurance Company Limited may use an outside external (third party) agency to verify and validate the information you have provided including but not limited to your employment history, your personal background, professional standing, work history and various qualifications, educational or otherwise. You understand that an external background check agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, college records and professional and personal references. You authorize, without reservation, any individual, corporation or other private or public entity to furnish to the Company and the external background check agency all information about you. You unconditionally release and hold harmless any individuals, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Company and the external agency information that they may request pursuant to this release. We believe that you have not made any false declaration or willfully suppressed any material information, including any previous employment history with the Company. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time, during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice. This authorization and release, in original, digital, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.
24. If for any reason, you remain absent / abstain from duty for a continuous period of seven (7) days without pre-approved leave or without intimating and obtaining the prior approval of your manager / immediate superior, or if you remain absent / abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager / immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
25. In case your employment with the Company is discontinued for any reason, within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company, on account of the expenses incurred by HDFC Life towards on-boarding activities.
26. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
27. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.
28. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein.
29. You will have to raise resignation only through Employee Self Service (ESS). Resignation through any mode other than ESS will not be considered.

#### HDFC Life Insurance Company Limited

##### Corporate & Registered Office:

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30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through Employee Self Service (ESS) or other communication channel/s as prevalent at the time. If you are agreeable to the above-mentioned terms and conditions, please acknowledge your acceptance on the Candidate portal or via email to your respective HR partner.

We look forward to a mutually rewarding relationship.

Regards,

For & on behalf of  
**HDFC Life Insurance Company Limited**



**Sushil Chander**  
**Vice President - Human Resources**

I agree to and accept all the above terms and conditions.

**HDFC Life Insurance Company Limited**

**Corporate & Registered Office:**

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## Annexure 1

Date: March 22, 2024  
 Name: Akhila S  
 Designation: SDM - Corporate Agency  
 Location: Mysuru - J L B Road  
 Band: 1B

CTC STRUCTURE	
Components	Per Annum
<b>(I) Fixed Pay</b>	
Basic	90,000
House Rent Allowance	54,000
Other Allowance	79,588
Bonus	40,462
<b>Total Fixed Pay</b>	<b>264,049</b>
<b>(II) Retirals</b>	
Provident Fund	20,351
Gratuity	4,350
<b>(III) Valued Benefits</b>	
Group Insurance Benefit	11,250
<b>Fixed Cost to Company (FCTC)</b>	<b>300,000</b>

You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

### Note:

The Bonus / Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives / VPP paid will be in accordance with the Payment of Bonus Act.

### Other Benefits (as per prevalent Company Policy):

#### Insurance benefits:

**Mediclaim:** INR 200,000/- for self and dependents.

**Group Term Insurance:** Term cover of INR 1,200,000/-.

HDFC Life Insurance Company Limited

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CIN: L65110MH2000PLC138245

+91 22 6751 6666

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## Annexure 2 - Checklist of the Documents

You are requested to share following documents before your joining date, so that we can have everything in order for your joining.

### A. Photo ID, Address and Age Proof:

- i. PAN Card
- ii. Aadhaar card

### B. Work Experience:

- i. Experience letter / Relieving letter / Resignation acceptance letter with company stamp / Resignation acceptance email / Screen capture of HRIS resignation from last place of work

### C. Education Proof:

- i. Graduation - mark sheets for each year of the program & degree certificate
- ii. PG / MBA - mark sheets for each year of the program & degree certificate

### D. Other Documents:

- i. Scanned copy of a color passport size photograph (required for generation of Company ID card)

### E. Blood Group

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves its right to revoke the offer any time before your joining, and also its right to terminate your employment anytime after joining.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

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Date: March 22, 2024

K Shanthi  
Gurunagar, Mahadeshwarabetta, Hanuru Tq,  
ChamarajanagarDist-571490  
Karnataka, India

Subject: Offer Letter

Dear Shanthi,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

**Designation:** SDM - Corporate Agency

**Department:** Bancassurance

**Organizational Band / Grade:** 1B

**Location:** Mysuru - J L B Road

**Validity of Offer:** 15 days from date of issuance of this letter

#### Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

#### Compensation & other Benefits

1. Your annual emoluments will be INR **3,00,000/-** per annum on cost to company basis. The brief details of which are shown in Annexure 1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:
  - a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.

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- b. Medical Hospitalisation Scheme, as applicable
  - c. Group Term Insurance plan, as applicable
  - d. Gratuity: You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'. Please note that gratuity is payable only on completion of 5 years of service.
  - e. Your monthly pay would include the Bonus component, if applicable, in accordance with the Payment of Bonus Act, 1965. This applies to your emoluments as listed in Annexure 1. These will be in addition to any applicable sales incentives or variable pay for performance.
4. The Company in line with its business requirement or based on your performance, as applicable to you from time to time, reserves the right in its sole discretion to effect change in the compensation structure or its components.
5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

### Probation Period

6. You will be on probation for a period of Six (6) months from the date of your joining the Company, which may be extended in case it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of Six (6) months from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with written notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the Company's decision will be final and binding in this regard.

### Transfer

7. Although you are initially appointed at our Mysuru - J L B Road office, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 60 years and no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 60 years would be considered as your relieving date.

### Conflict of interest

#### HDFC Life Insurance Company Limited

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10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct / procedures / policies / laws / regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

#### Notice Period on confirmation

17. This engagement may be terminated by either party without providing any reason whatsoever by giving to the other, at any time, notice of 30 days in writing. In case of an ongoing internal investigation(s) / proceedings(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s).

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18. The decision of the Company will be final regarding the relieving date. In case, based on your request, the Company decides / agrees to reduce the notice period, then you will be bound to pay for the number of days which have not been served under the said notice period, as calculated by the Company on your last drawn basic pay. If the Company decides to relieve you prior to completion of notice period, the Company will pay (except where mutually agreed or for relieving you due to breach by you of the terms and conditions of your employment) for the number of days which have not been served under the said notice period amount, as calculated by the Company on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except for prior approved leaves), your separation will be as per the abandonment clause(s), as mentioned further on in the section Other Terms and Conditions of this letter.
19. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
- breach of governing laws, applicable rules and regulations;
  - breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - performance below defined targets as applicable from time to time;
  - any act/s which is/are regarded as breach to the interest of the Company.

#### Other Terms and Conditions

20. Whilst in the employment of the Company, you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
21. You will be bound by all the existing rules and regulations as framed by the Company, and those as enforced by the regulator in the insurance industry from time to time.
22. You are required to provide all the necessary documents / evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.

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23. We understand that we have your consent and authorization to take any pre or post-employment examinations and or Verification / checks as may be required by the Company (including its subsidiaries) or its representatives. You also authorize that HDFC Life Insurance Company Limited may use an outside external (third party) agency to verify and validate the information you have provided including but not limited to your employment history, your personal background, professional standing, work history and various qualifications, educational or otherwise. You understand that an external background check agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, college records and professional and personal references. You authorize, without reservation, any individual, corporation or other private or public entity to furnish to the Company and the external background check agency all information about you. You unconditionally release and hold harmless any individuals, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Company and the external agency information that they may request pursuant to this release. We believe that you have not made any false declaration or willfully suppressed any material information, including any previous employment history with the Company. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time, during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice. This authorization and release, in original, digital, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.
24. If for any reason, you remain absent / abstain from duty for a continuous period of seven (7) days without pre-approved leave or without intimating and obtaining the prior approval of your manager / immediate superior, or if you remain absent / abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager / immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
25. In case your employment with the Company is discontinued for any reason, within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company, on account of the expenses incurred by HDFC Life towards on-boarding activities.
26. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
27. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.
28. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein.
29. You will have to raise resignation only through Employee Self Service (ESS). Resignation through any mode other than ESS will not be considered.

#### HDFC Life Insurance Company Limited

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30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through Employee Self Service (ESS) or other communication channel/s as prevalent at the time. If you are agreeable to the above-mentioned terms and conditions, please acknowledge your acceptance on the Candidate portal or via email to your respective HR partner.

We look forward to a mutually rewarding relationship.

Regards,

For & on behalf of  
**HDFC Life Insurance Company Limited**



**Sushil Chander**  
**Vice President - Human Resources**

I agree to and accept all the above terms and conditions.

**HDFC Life Insurance Company Limited**

**Corporate & Registered Office:**

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## Annexure 1

Date: March 22, 2024  
 Name: K Shanthy  
 Designation: SDM - Corporate Agency  
 Location: Mysuru - J L B Road  
 Band: 1B

CTC STRUCTURE	
Components	Per Annum
<b>(I) Fixed Pay</b>	
Basic	90,000
House Rent Allowance	54,000
Other Allowance	79,588
Bonus	40,462
<b>Total Fixed Pay</b>	<b>264,049</b>
<b>(II) Retirals</b>	
Provident Fund	20,351
Gratuity	4,350
<b>(III) Valued Benefits</b>	
Group Insurance Benefit	11,250
<b>Fixed Cost to Company (FCTC)</b>	<b>300,000</b>

You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

### Note:

The Bonus / Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives / VPP paid will be in accordance with the Payment of Bonus Act.

### Other Benefits (as per prevalent Company Policy):

#### Insurance benefits:

**Mediclaim:** INR 200,000/- for self and dependents.

**Group Term Insurance:** Term cover of INR 1,200,000/-.

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## Annexure 2 - Checklist of the Documents

You are requested to share following documents before your joining date, so that we can have everything in order for your joining.

### A. Photo ID, Address and Age Proof:

- i. PAN Card
- ii. Aadhaar card

### B. Work Experience:

- i. Experience letter / Relieving letter / Resignation acceptance letter with company stamp / Resignation acceptance email / Screen capture of HRIS resignation from last place of work

### C. Education Proof:

- i. Graduation - mark sheets for each year of the program & degree certificate
- ii. PG / MBA - mark sheets for each year of the program & degree certificate

### D. Other Documents:

- i. Scanned copy of a color passport size photograph (required for generation of Company ID card)

### E. Blood Group

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves its right to revoke the offer any time before your joining, and also its right to terminate your employment anytime after joining.

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Date: March 22, 2024

Manoj S  
Mariyala, Lingayath Stree  
Chamarajanagar  
Karnataka, India

Subject: Offer Letter

Dear Manoj,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

**Designation:** SDM - Corporate Agency

**Department:** Bancassurance

**Organizational Band / Grade:** 1B

**Location:** Mysuru - J L B Road

**Validity of Offer:** 15 days from date of issuance of this letter

#### Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

#### Compensation & other Benefits

1. Your annual emoluments will be INR **3,00,000/-** per annum on cost to company basis. The brief details of which are shown in Annexure 1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:
  - a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.

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- b. Medical Hospitalisation Scheme, as applicable
  - c. Group Term Insurance plan, as applicable
  - d. Gratuity: You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'. Please note that gratuity is payable only on completion of 5 years of service.
  - e. Your monthly pay would include the Bonus component, if applicable, in accordance with the Payment of Bonus Act, 1965. This applies to your emoluments as listed in Annexure 1. These will be in addition to any applicable sales incentives or variable pay for performance.
4. The Company in line with its business requirement or based on your performance, as applicable to you from time to time, reserves the right in its sole discretion to effect change in the compensation structure or its components.
5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

### Probation Period

6. You will be on probation for a period of Six (6) months from the date of your joining the Company, which may be extended in case it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of Six (6) months from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with written notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the Company's decision will be final and binding in this regard.

### Transfer

7. Although you are initially appointed at our Mysuru - J L B Road office, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 60 years and no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 60 years would be considered as your relieving date.

### Conflict of interest

#### HDFC Life Insurance Company Limited

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10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct / procedures / policies / laws / regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

#### Notice Period on confirmation

17. This engagement may be terminated by either party without providing any reason whatsoever by giving to the other, at any time, notice of 30 days in writing. In case of an ongoing internal investigation(s) / proceedings(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s).

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19. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
- breach of governing laws, applicable rules and regulations;
  - breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - performance below defined targets as applicable from time to time;
  - any act/s which is/are regarded as breach to the interest of the Company.

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20. Whilst in the employment of the Company, you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
21. You will be bound by all the existing rules and regulations as framed by the Company, and those as enforced by the regulator in the insurance industry from time to time.
22. You are required to provide all the necessary documents / evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.

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23. We understand that we have your consent and authorization to take any pre or post-employment examinations and or Verification / checks as may be required by the Company (including its subsidiaries) or its representatives. You also authorize that HDFC Life Insurance Company Limited may use an outside external (third party) agency to verify and validate the information you have provided including but not limited to your employment history, your personal background, professional standing, work history and various qualifications, educational or otherwise. You understand that an external background check agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, college records and professional and personal references. You authorize, without reservation, any individual, corporation or other private or public entity to furnish to the Company and the external background check agency all information about you. You unconditionally release and hold harmless any individuals, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Company and the external agency information that they may request pursuant to this release. We believe that you have not made any false declaration or willfully suppressed any material information, including any previous employment history with the Company. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time, during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice. This authorization and release, in original, digital, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.
24. If for any reason, you remain absent / abstain from duty for a continuous period of seven (7) days without pre-approved leave or without intimating and obtaining the prior approval of your manager / immediate superior, or if you remain absent / abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager / immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
25. In case your employment with the Company is discontinued for any reason, within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company, on account of the expenses incurred by HDFC Life towards on-boarding activities.
26. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
27. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.
28. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein.
29. You will have to raise resignation only through Employee Self Service (ESS). Resignation through any mode other than ESS will not be considered.

#### HDFC Life Insurance Company Limited

##### Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC138245

+91 22 6751 6666

1860-267-9999 | 022-68446530

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DO NOT prefix any country code e.g. +91 or 00.

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30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through Employee Self Service (ESS) or other communication channel/s as prevalent at the time. If you are agreeable to the above-mentioned terms and conditions, please acknowledge your acceptance on the Candidate portal or via email to your respective HR partner.

We look forward to a mutually rewarding relationship.

Regards,

For & on behalf of  
**HDFC Life Insurance Company Limited**



**Sushil Chander**  
**Vice President - Human Resources**

I agree to and accept all the above terms and conditions.

**HDFC Life Insurance Company Limited**

**Corporate & Registered Office:**

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## Annexure 1

Date: March 22, 2024  
 Name: Manoj S  
 Designation: SDM - Corporate Agency  
 Location: Mysuru - J L B Road  
 Band: 1B

CTC STRUCTURE	
Components	Per Annum
<b>(I) Fixed Pay</b>	
Basic	90,000
House Rent Allowance	54,000
Other Allowance	79,588
Bonus	40,462
<b>Total Fixed Pay</b>	<b>264,049</b>
<b>(II) Retirals</b>	
Provident Fund	20,351
Gratuity	4,350
<b>(III) Valued Benefits</b>	
Group Insurance Benefit	11,250
<b>Fixed Cost to Company (FCTC)</b>	<b>300,000</b>

You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

### Note:

The Bonus / Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives / VPP paid will be in accordance with the Payment of Bonus Act.

### Other Benefits (as per prevalent Company Policy):

#### Insurance benefits:

**Mediclaim:** INR 200,000/- for self and dependents.

**Group Term Insurance:** Term cover of INR 1,200,000/-.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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## Annexure 2 - Checklist of the Documents

You are requested to share following documents before your joining date, so that we can have everything in order for your joining.

### A. Photo ID, Address and Age Proof:

- i. PAN Card
- ii. Aadhaar card

### B. Work Experience:

- i. Experience letter / Relieving letter / Resignation acceptance letter with company stamp / Resignation acceptance email / Screen capture of HRIS resignation from last place of work

### C. Education Proof:

- i. Graduation - mark sheets for each year of the program & degree certificate
- ii. PG / MBA - mark sheets for each year of the program & degree certificate

### D. Other Documents:

- i. Scanned copy of a color passport size photograph (required for generation of Company ID card)

### E. Blood Group

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves its right to revoke the offer any time before your joining, and also its right to terminate your employment anytime after joining.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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Date: March 22, 2024

Kirana R  
No.1287, Sagar Printers Main Road  
Hanur, Chamarajanagar  
Karnataka, India

Subject: Offer Letter

Dear Kirana,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

**Designation:** SDM - Corporate Agency

**Department:** Bancassurance

**Organizational Band / Grade:** 1B

**Location:** Mysuru - J L B Road

**Validity of Offer:** 15 days from date of issuance of this letter

#### Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

#### Compensation & other Benefits

1. Your annual emoluments will be INR **3,00,000/-** per annum on cost to company basis. The brief details of which are shown in Annexure 1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:
  - a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.

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- b. Medical Hospitalisation Scheme, as applicable
  - c. Group Term Insurance plan, as applicable
  - d. Gratuity: You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'. Please note that gratuity is payable only on completion of 5 years of service.
  - e. Your monthly pay would include the Bonus component, if applicable, in accordance with the Payment of Bonus Act, 1965. This applies to your emoluments as listed in Annexure 1. These will be in addition to any applicable sales incentives or variable pay for performance.
4. The Company in line with its business requirement or based on your performance, as applicable to you from time to time, reserves the right in its sole discretion to effect change in the compensation structure or its components.
5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

### Probation Period

6. You will be on probation for a period of Six (6) months from the date of your joining the Company, which may be extended in case it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of Six (6) months from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with written notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the Company's decision will be final and binding in this regard.

### Transfer

7. Although you are initially appointed at our Mysuru - J L B Road office, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 60 years and no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 60 years would be considered as your relieving date.

### Conflict of interest

#### HDFC Life Insurance Company Limited

#### Corporate & Registered Office:

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10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct / procedures / policies / laws / regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

#### Notice Period on confirmation

17. This engagement may be terminated by either party without providing any reason whatsoever by giving to the other, at any time, notice of 30 days in writing. In case of an ongoing internal investigation(s) / proceedings(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s).

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Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

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18. The decision of the Company will be final regarding the relieving date. In case, based on your request, the Company decides / agrees to reduce the notice period, then you will be bound to pay for the number of days which have not been served under the said notice period, as calculated by the Company on your last drawn basic pay. If the Company decides to relieve you prior to completion of notice period, the Company will pay (except where mutually agreed or for relieving you due to breach by you of the terms and conditions of your employment) for the number of days which have not been served under the said notice period amount, as calculated by the Company on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except for prior approved leaves), your separation will be as per the abandonment clause(s), as mentioned further on in the section Other Terms and Conditions of this letter.
19. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
- breach of governing laws, applicable rules and regulations;
  - breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - performance below defined targets as applicable from time to time;
  - any act/s which is/are regarded as breach to the interest of the Company.

#### Other Terms and Conditions

20. Whilst in the employment of the Company, you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
21. You will be bound by all the existing rules and regulations as framed by the Company, and those as enforced by the regulator in the insurance industry from time to time.
22. You are required to provide all the necessary documents / evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.

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23. We understand that we have your consent and authorization to take any pre or post-employment examinations and or Verification / checks as may be required by the Company (including its subsidiaries) or its representatives. You also authorize that HDFC Life Insurance Company Limited may use an outside external (third party) agency to verify and validate the information you have provided including but not limited to your employment history, your personal background, professional standing, work history and various qualifications, educational or otherwise. You understand that an external background check agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, college records and professional and personal references. You authorize, without reservation, any individual, corporation or other private or public entity to furnish to the Company and the external background check agency all information about you. You unconditionally release and hold harmless any individuals, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Company and the external agency information that they may request pursuant to this release. We believe that you have not made any false declaration or willfully suppressed any material information, including any previous employment history with the Company. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time, during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice. This authorization and release, in original, digital, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.
24. If for any reason, you remain absent / abstain from duty for a continuous period of seven (7) days without pre-approved leave or without intimating and obtaining the prior approval of your manager / immediate superior, or if you remain absent / abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager / immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
25. In case your employment with the Company is discontinued for any reason, within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company, on account of the expenses incurred by HDFC Life towards on-boarding activities.
26. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
27. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.
28. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein.
29. You will have to raise resignation only through Employee Self Service (ESS). Resignation through any mode other than ESS will not be considered.

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##### Corporate & Registered Office:

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30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through Employee Self Service (ESS) or other communication channel/s as prevalent at the time. If you are agreeable to the above-mentioned terms and conditions, please acknowledge your acceptance on the Candidate portal or via email to your respective HR partner.

We look forward to a mutually rewarding relationship.

Regards,

For & on behalf of  
**HDFC Life Insurance Company Limited**



**Sushil Chander**  
**Vice President - Human Resources**

I agree to and accept all the above terms and conditions.

**HDFC Life Insurance Company Limited**

**Corporate & Registered Office:**

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## Annexure 1

Date: March 22, 2024  
 Name: Kirana R  
 Designation: SDM - Corporate Agency  
 Location: Mysuru - J L B Road  
 Band: 1B

CTC STRUCTURE	
Components	Per Annum
<b>(I) Fixed Pay</b>	
Basic	90,000
House Rent Allowance	54,000
Other Allowance	79,588
Bonus	40,462
<b>Total Fixed Pay</b>	<b>264,049</b>
<b>(II) Retirals</b>	
Provident Fund	20,351
Gratuity	4,350
<b>(III) Valued Benefits</b>	
Group Insurance Benefit	11,250
<b>Fixed Cost to Company (FCTC)</b>	<b>300,000</b>

You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:**

The Bonus / Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives / VPP paid will be in accordance with the Payment of Bonus Act.

**Other Benefits (as per prevalent Company Policy):**

**Insurance benefits:**

**Mediclaim:** INR 200,000/- for self and dependents.

**Group Term Insurance:** Term cover of INR 1,200,000/-.

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Corporate & Registered Office:

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## Annexure 2 - Checklist of the Documents

You are requested to share following documents before your joining date, so that we can have everything in order for your joining.

### A. Photo ID, Address and Age Proof:

- i. PAN Card
- ii. Aadhaar card

### B. Work Experience:

- i. Experience letter / Relieving letter / Resignation acceptance letter with company stamp / Resignation acceptance email / Screen capture of HRIS resignation from last place of work

### C. Education Proof:

- i. Graduation - mark sheets for each year of the program & degree certificate
- ii. PG / MBA - mark sheets for each year of the program & degree certificate

### D. Other Documents:

- i. Scanned copy of a color passport size photograph (required for generation of Company ID card)

### E. Blood Group

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves its right to revoke the offer any time before your joining, and also its right to terminate your employment anytime after joining.

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Date: March 22, 2024

Rakashitha R  
Kurubarahundi (V) Kotekere (P)  
Gundlupet Tq, C H Nagar Dist  
Karnataka, India

Subject: Offer Letter

Dear Rakshitha,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

**Designation:** SDM - Corporate Agency

**Department:** Bancassurance

**Organizational Band / Grade:** 1B

**Location:** Mysuru - J L B Road

**Validity of Offer:** 15 days from date of issuance of this letter

#### Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

#### Compensation & other Benefits

1. Your annual emoluments will be INR **3,00,000/-** per annum on cost to company basis. The brief details of which are shown in Annexure 1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:
  - a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.

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- b. Medical Hospitalisation Scheme, as applicable
  - c. Group Term Insurance plan, as applicable
  - d. Gratuity: You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'. Please note that gratuity is payable only on completion of 5 years of service.
  - e. Your monthly pay would include the Bonus component, if applicable, in accordance with the Payment of Bonus Act, 1965. This applies to your emoluments as listed in Annexure 1. These will be in addition to any applicable sales incentives or variable pay for performance.
4. The Company in line with its business requirement or based on your performance, as applicable to you from time to time, reserves the right in its sole discretion to effect change in the compensation structure or its components.
5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

### Probation Period

6. You will be on probation for a period of Six (6) months from the date of your joining the Company, which may be extended in case it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of Six (6) months from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with written notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the Company's decision will be final and binding in this regard.

### Transfer

7. Although you are initially appointed at our Mysuru - J L B Road office, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 60 years and no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 60 years would be considered as your relieving date.

### Conflict of interest

#### HDFC Life Insurance Company Limited

#### Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC138245

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10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct / procedures / policies / laws / regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

#### Notice Period on confirmation

17. This engagement may be terminated by either party without providing any reason whatsoever by giving to the other, at any time, notice of 30 days in writing. In case of an ongoing internal investigation(s) / proceedings(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s).

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18. The decision of the Company will be final regarding the relieving date. In case, based on your request, the Company decides / agrees to reduce the notice period, then you will be bound to pay for the number of days which have not been served under the said notice period, as calculated by the Company on your last drawn basic pay. If the Company decides to relieve you prior to completion of notice period, the Company will pay (except where mutually agreed or for relieving you due to breach by you of the terms and conditions of your employment) for the number of days which have not been served under the said notice period amount, as calculated by the Company on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except for prior approved leaves), your separation will be as per the abandonment clause(s), as mentioned further on in the section Other Terms and Conditions of this letter.
19. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
- breach of governing laws, applicable rules and regulations;
  - breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - performance below defined targets as applicable from time to time;
  - any act/s which is/are regarded as breach to the interest of the Company.

#### Other Terms and Conditions

20. Whilst in the employment of the Company, you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
21. You will be bound by all the existing rules and regulations as framed by the Company, and those as enforced by the regulator in the insurance industry from time to time.
22. You are required to provide all the necessary documents / evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.

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23. We understand that we have your consent and authorization to take any pre or post-employment examinations and or Verification / checks as may be required by the Company (including its subsidiaries) or its representatives. You also authorize that HDFC Life Insurance Company Limited may use an outside external (third party) agency to verify and validate the information you have provided including but not limited to your employment history, your personal background, professional standing, work history and various qualifications, educational or otherwise. You understand that an external background check agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, college records and professional and personal references. You authorize, without reservation, any individual, corporation or other private or public entity to furnish to the Company and the external background check agency all information about you. You unconditionally release and hold harmless any individuals, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Company and the external agency information that they may request pursuant to this release. We believe that you have not made any false declaration or willfully suppressed any material information, including any previous employment history with the Company. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time, during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice. This authorization and release, in original, digital, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.
24. If for any reason, you remain absent / abstain from duty for a continuous period of seven (7) days without pre-approved leave or without intimating and obtaining the prior approval of your manager / immediate superior, or if you remain absent / abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager / immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
25. In case your employment with the Company is discontinued for any reason, within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company, on account of the expenses incurred by HDFC Life towards on-boarding activities.
26. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
27. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.
28. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein.
29. You will have to raise resignation only through Employee Self Service (ESS). Resignation through any mode other than ESS will not be considered.

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30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through Employee Self Service (ESS) or other communication channel/s as prevalent at the time. If you are agreeable to the above-mentioned terms and conditions, please acknowledge your acceptance on the Candidate portal or via email to your respective HR partner.

We look forward to a mutually rewarding relationship.

Regards,

For & on behalf of  
**HDFC Life Insurance Company Limited**



**Sushil Chander**  
**Vice President - Human Resources**

I agree to and accept all the above terms and conditions.

**HDFC Life Insurance Company Limited**

**Corporate & Registered Office:**

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## Annexure 1

Date: March 22, 2024  
 Name: Rakashitha R  
 Designation: SDM - Corporate Agency  
 Location: Mysuru - J L B Road  
 Band: 1B

CTC STRUCTURE	
Components	Per Annum
<b>(I) Fixed Pay</b>	
Basic	90,000
House Rent Allowance	54,000
Other Allowance	79,588
Bonus	40,462
<b>Total Fixed Pay</b>	<b>264,049</b>
<b>(II) Retirals</b>	
Provident Fund	20,351
Gratuity	4,350
<b>(III) Valued Benefits</b>	
Group Insurance Benefit	11,250
<b>Fixed Cost to Company (FCTC)</b>	<b>300,000</b>

You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

### Note:

The Bonus / Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives / VPP paid will be in accordance with the Payment of Bonus Act.

### Other Benefits (as per prevalent Company Policy):

#### Insurance benefits:

**Mediclaim:** INR 200,000/- for self and dependents.

**Group Term Insurance:** Term cover of INR 1,200,000/-.

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## Annexure 2 - Checklist of the Documents

You are requested to share following documents before your joining date, so that we can have everything in order for your joining.

### A. Photo ID, Address and Age Proof:

- i. PAN Card
- ii. Aadhaar card

### B. Work Experience:

- i. Experience letter / Relieving letter / Resignation acceptance letter with company stamp / Resignation acceptance email / Screen capture of HRIS resignation from last place of work

### C. Education Proof:

- i. Graduation - mark sheets for each year of the program & degree certificate
- ii. PG / MBA - mark sheets for each year of the program & degree certificate

### D. Other Documents:

- i. Scanned copy of a color passport size photograph (required for generation of Company ID card)

### E. Blood Group

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves its right to revoke the offer any time before your joining, and also its right to terminate your employment anytime after joining.

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Date: March 22, 2024

Rakshitha S D  
#288 1st main 8th cross, BM  
Shree Nagara, Metagalli, Near  
railway gate, Mysore - 570016,  
Karnataka, India

Subject: Offer Letter

Dear Rakshitha,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

**Designation:** SDM - Corporate Agency

**Department:** Bancassurance

**Organizational Band / Grade:** 1B

**Location:** Mysuru - J L B Road

**Validity of Offer:** 15 days from date of issuance of this letter

#### Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

#### Compensation & other Benefits

1. Your annual emoluments will be INR **3,00,000/-** per annum on cost to company basis. The brief details of which are shown in Annexure 1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:
  - a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.

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- b. Medical Hospitalisation Scheme, as applicable
  - c. Group Term Insurance plan, as applicable
  - d. Gratuity: You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'. Please note that gratuity is payable only on completion of 5 years of service.
  - e. Your monthly pay would include the Bonus component, if applicable, in accordance with the Payment of Bonus Act, 1965. This applies to your emoluments as listed in Annexure 1. These will be in addition to any applicable sales incentives or variable pay for performance.
4. The Company in line with its business requirement or based on your performance, as applicable to you from time to time, reserves the right in its sole discretion to effect change in the compensation structure or its components.
5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

### Probation Period

6. You will be on probation for a period of Six (6) months from the date of your joining the Company, which may be extended in case it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of Six (6) months from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with written notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the Company's decision will be final and binding in this regard.

### Transfer

7. Although you are initially appointed at our Mysuru - J L B Road office, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 60 years and no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 60 years would be considered as your relieving date.

### Conflict of interest

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12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct / procedures / policies / laws / regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

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17. This engagement may be terminated by either party without providing any reason whatsoever by giving to the other, at any time, notice of 30 days in writing. In case of an ongoing internal investigation(s) / proceedings(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s).

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24. If for any reason, you remain absent / abstain from duty for a continuous period of seven (7) days without pre-approved leave or without intimating and obtaining the prior approval of your manager / immediate superior, or if you remain absent / abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager / immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
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We look forward to a mutually rewarding relationship.

Regards,

For & on behalf of  
**HDFC Life Insurance Company Limited**



**Sushil Chander**  
**Vice President - Human Resources**

I agree to and accept all the above terms and conditions.

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## Annexure 1

Date: March 22, 2024  
 Name: Rakshitha S D  
 Designation: SDM - Corporate Agency  
 Location: Mysuru - J L B Road  
 Band: 1B

CTC STRUCTURE	
Components	Per Annum
<b>(I) Fixed Pay</b>	
Basic	90,000
House Rent Allowance	54,000
Other Allowance	79,588
Bonus	40,462
<b>Total Fixed Pay</b>	<b>264,049</b>
<b>(II) Retirals</b>	
Provident Fund	20,351
Gratuity	4,350
<b>(III) Valued Benefits</b>	
Group Insurance Benefit	11,250
<b>Fixed Cost to Company (FCTC)</b>	<b>300,000</b>

You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:**

The Bonus / Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives / VPP paid will be in accordance with the Payment of Bonus Act.

**Other Benefits (as per prevalent Company Policy):**

**Insurance benefits:**

**Mediclaim:** INR 200,000/- for self and dependents.  
**Group Term Insurance:** Term cover of INR 1,200,000/-.

HDFC Life Insurance Company Limited

**Corporate & Registered Office:**

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC113245

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)  
 DO NOT prefix any country code e.g. +91 or 00.

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## Annexure 2 - Checklist of the Documents

You are requested to share following documents before your joining date, so that we can have everything in order for your joining.

### A. Photo ID, Address and Age Proof:

- i. PAN Card
- ii. Aadhaar card

### B. Work Experience:

- i. Experience letter / Relieving letter / Resignation acceptance letter with company stamp / Resignation acceptance email / Screen capture of HRIS resignation from last place of work

### C. Education Proof:

- i. Graduation - mark sheets for each year of the program & degree certificate
- ii. PG / MBA - mark sheets for each year of the program & degree certificate

### D. Other Documents:

- i. Scanned copy of a color passport size photograph (required for generation of Company ID card)

### E. Blood Group

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves its right to revoke the offer any time before your joining, and also its right to terminate your employment anytime after joining.

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Date: March 22, 2024

Shivani Y P  
No.12 Madhu Nivas Behind Sri Variddivinayaka  
Temple, Gowrishankar nagar, Mysuru-570025  
Karnataka, India

Subject: Offer Letter

Dear Shivani,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

**Designation:** SDM - Corporate Agency

**Department:** Bancassurance

**Organizational Band / Grade:** 1B

**Location:** Mysuru - J L B Road

**Validity of Offer:** 15 days from date of issuance of this letter

#### Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

#### Compensation & other Benefits

1. Your annual emoluments will be INR **3,00,000/-** per annum on cost to company basis. The brief details of which are shown in Annexure 1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:
  - a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.

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- b. Medical Hospitalisation Scheme, as applicable
  - c. Group Term Insurance plan, as applicable
  - d. Gratuity: You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'. Please note that gratuity is payable only on completion of 5 years of service.
  - e. Your monthly pay would include the Bonus component, if applicable, in accordance with the Payment of Bonus Act, 1965. This applies to your emoluments as listed in Annexure 1. These will be in addition to any applicable sales incentives or variable pay for performance.
4. The Company in line with its business requirement or based on your performance, as applicable to you from time to time, reserves the right in its sole discretion to effect change in the compensation structure or its components.
5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

### Probation Period

6. You will be on probation for a period of Six (6) months from the date of your joining the Company, which may be extended in case it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of Six (6) months from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with written notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the Company's decision will be final and binding in this regard.

### Transfer

7. Although you are initially appointed at our Mysuru - J L B Road office, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 60 years and no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 60 years would be considered as your relieving date.

### Conflict of interest

#### HDFC Life Insurance Company Limited

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10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct / procedures / policies / laws / regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

#### Notice Period on confirmation

17. This engagement may be terminated by either party without providing any reason whatsoever by giving to the other, at any time, notice of 30 days in writing. In case of an ongoing internal investigation(s) / proceedings(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s).

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18. The decision of the Company will be final regarding the relieving date. In case, based on your request, the Company decides / agrees to reduce the notice period, then you will be bound to pay for the number of days which have not been served under the said notice period, as calculated by the Company on your last drawn basic pay. If the Company decides to relieve you prior to completion of notice period, the Company will pay (except where mutually agreed or for relieving you due to breach by you of the terms and conditions of your employment) for the number of days which have not been served under the said notice period amount, as calculated by the Company on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except for prior approved leaves), your separation will be as per the abandonment clause(s), as mentioned further on in the section Other Terms and Conditions of this letter.
19. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
- breach of governing laws, applicable rules and regulations;
  - breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - performance below defined targets as applicable from time to time;
  - any act/s which is/are regarded as breach to the interest of the Company.

#### Other Terms and Conditions

20. Whilst in the employment of the Company, you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
21. You will be bound by all the existing rules and regulations as framed by the Company, and those as enforced by the regulator in the insurance industry from time to time.
22. You are required to provide all the necessary documents / evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.

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23. We understand that we have your consent and authorization to take any pre or post-employment examinations and or Verification / checks as may be required by the Company (including its subsidiaries) or its representatives. You also authorize that HDFC Life Insurance Company Limited may use an outside external (third party) agency to verify and validate the information you have provided including but not limited to your employment history, your personal background, professional standing, work history and various qualifications, educational or otherwise. You understand that an external background check agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, college records and professional and personal references. You authorize, without reservation, any individual, corporation or other private or public entity to furnish to the Company and the external background check agency all information about you. You unconditionally release and hold harmless any individuals, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Company and the external agency information that they may request pursuant to this release. We believe that you have not made any false declaration or willfully suppressed any material information, including any previous employment history with the Company. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time, during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice. This authorization and release, in original, digital, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.
24. If for any reason, you remain absent / abstain from duty for a continuous period of seven (7) days without pre-approved leave or without intimating and obtaining the prior approval of your manager / immediate superior, or if you remain absent / abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager / immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
25. In case your employment with the Company is discontinued for any reason, within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company, on account of the expenses incurred by HDFC Life towards on-boarding activities.
26. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
27. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.
28. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein.
29. You will have to raise resignation only through Employee Self Service (ESS). Resignation through any mode other than ESS will not be considered.

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30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through Employee Self Service (ESS) or other communication channel/s as prevalent at the time. If you are agreeable to the above-mentioned terms and conditions, please acknowledge your acceptance on the Candidate portal or via email to your respective HR partner.

We look forward to a mutually rewarding relationship.

Regards,

For & on behalf of  
**HDFC Life Insurance Company Limited**



**Sushil Chander**  
**Vice President - Human Resources**

I agree to and accept all the above terms and conditions.

**HDFC Life Insurance Company Limited**

**Corporate & Registered Office:**

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## Annexure 1

Date: March 22, 2024  
 Name: Shivani Y P  
 Designation: SDM - Corporate Agency  
 Location: Mysuru - J L B Road  
 Band: 1B

CTC STRUCTURE	
Components	Per Annum
<b>(I) Fixed Pay</b>	
Basic	90,000
House Rent Allowance	54,000
Other Allowance	79,588
Bonus	40,462
<b>Total Fixed Pay</b>	<b>264,049</b>
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## Annexure 2 - Checklist of the Documents

You are requested to share following documents before your joining date, so that we can have everything in order for your joining.

### A. Photo ID, Address and Age Proof:

- i. PAN Card
- ii. Aadhaar card

### B. Work Experience:

- i. Experience letter / Relieving letter / Resignation acceptance letter with company stamp / Resignation acceptance email / Screen capture of HRIS resignation from last place of work

### C. Education Proof:

- i. Graduation - mark sheets for each year of the program & degree certificate
- ii. PG / MBA - mark sheets for each year of the program & degree certificate

### D. Other Documents:

- i. Scanned copy of a color passport size photograph (required for generation of Company ID card)

### E. Blood Group

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves its right to revoke the offer any time before your joining, and also its right to terminate your employment anytime after joining.

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**Letter of Intent (LOI)**

**December 13, 2023**

**HR/RS/1223/00054**

**Mr. Adarsh N  
Mysore.**

Dear Adarsh N,

We are pleased to make an Offer for “**Service Executive**” on the following terms and conditions.

- 1.1 You shall be appointed as an 'Service Executive– Process Consultant’ and will be paid a CTC of **INR 15,200/** per month minus applicable taxes and withholdings, if any.
- 1.2 Basis your performance during your probationary period the Company may at its discretion pay an One-Time additional Bonus of **INR 32,000/-**. This additional bonus will be paid in two installments provided you are not serving notice period at the time of payout.
- 1.3 Your initial place to work shall be **Mysore** and you will report to the respective Business Head, or any person as nominated by the Business Head and communicated to you.
- 1.4 Your job is subject to (a) your successful background verification and completion of your on boarding formalities to the satisfaction of the Company and (b) you successfully completing your probationary period, which will start on **December 14, 2023** and end on **December 13, 2024**. Your probationary period will end on after you complete your training. You are required to submit all the documents (as per the Mandatory Document Checklist) on **December 14, 2023** failing which the Company reserves the right to withdraw this letter and/or cancel your appointment.
- 1.5 Documentation: You are required to furnish the following at the time of joining duty
  - Proof of age - Aadhar card copy
  - PAN card copy
  - Certificates supplementing your SSLC (10th Standard) and highest educational / professional Qualification attainments.
  - 2 (Two) passport sized photographs
  - Any other documents as may be required by the Company.
- 1.6 Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 1.7 Company Regulations: You will be governed by the policies and the procedures, in force, from time to time as applicable. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.
- 1.8 Verification: Your probationary period is subject to satisfactory verification of your character, antecedents and testimonials.
- 1.9 You shall be entitled for a cumulative annual / earned leaves of 30 days, subject to attendance.

**HINDUJA GLOBAL SOLUTIONS LIMITED**

- 1.10 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.
- 1.11 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.
- 1.12 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and fixed weekly-off.

The Company reserves the right to terminate your probationary period, with or without cause, by giving a notice of **30 days**.

- 1.13 Upon termination of your probationary period, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, memos or any other property of the Company in your possession or under your control.
- 1.14 You will abide by the information security policy of the company and all the rules and regulations contained therein.
- 1.15 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you.
- 1.16 During the period of your probationary period, you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential, and you shall not disclose it to any unauthorized person.
- 1.17 All communication between yourself and the Company shall deem to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.
- 1.18 You will devote full time and attention to the work of the Company and will not, during the tenure of your training and probationary period, take any employment / assignment, direct/indirect business or work, honorary or for remuneration.
- 1.19 You may be required to travel on Company work, and you will be reimbursed expenses as per Company policy.
- 1.20 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.



Please Sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your probationary period stands confirmed only after you complete your joining formalities on the reporting date.

**Yours Sincerely,**

*Triveni*

---

**Triveni S**  
**General Manager – Human Resources**  
**Hinduja Global Solutions Limited**

I agree to accept the contract of probationary period on the above-mentioned terms and conditions. I Will report for duty on **December 14, 2023**

**Candidate Name** : \_\_\_\_\_

**Candidate Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Letter of Intent (LOI)**

December 13, 2023

HR/RS/1223/00068

**Mr Ajaykumar R  
Mysore.**

Dear Ajaykumar R,

We are pleased to make an Offer for “**Service Executive**” on the following terms and conditions.

- 1.1 You shall be appointed as an 'Service Executive– Process Consultant’ and will be paid a CTC of **INR 15,200/** per month minus applicable taxes and withholdings, if any.
- 1.2 Basis your performance during your probationary period the Company may at its discretion pay an One-Time additional Bonus of **INR 32,000/-**. This additional bonus will be paid in two installments provided you are not serving notice period at the time of payout.
- 1.3 Your initial place to work shall be **Mysore** and you will report to the respective Business Head, or any person as nominated by the Business Head and communicated to you.
- 1.4 Your job is subject to (a) your successful background verification and completion of your on boarding formalities to the satisfaction of the Company and (b) you successfully completing your probationary period, which will start on **December 14, 2023** and end on **December 13, 2024**. Your probationary period will end on after you complete your training. You are required to submit all the documents (as per the Mandatory Document Checklist) on **December 14, 2023** failing which the Company reserves the right to withdraw this letter and/or cancel your appointment.
- 1.5 Documentation: You are required to furnish the following at the time of joining duty
  - Proof of age - Aadhar card copy
  - PAN card copy
  - Certificates supplementing your SSLC (10th Standard) and highest educational / professional Qualification attainments.
  - 2 (Two) passport sized photographs
  - Any other documents as may be required by the Company.
- 1.6 Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 1.7 Company Regulations: You will be governed by the policies and the procedures, in force, from time to time as applicable. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.
- 1.8 Verification: Your probationary period is subject to satisfactory verification of your character, antecedents and testimonials.
- 1.9 You shall be entitled for a cumulative annual / earned leaves of 30 days, subject to attendance.

**HINDUJA GLOBAL SOLUTIONS LIMITED**

- 1.10 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.
- 1.11 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.
- 1.12 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and fixed weekly-off.

The Company reserves the right to terminate your probationary period, with or without cause, by giving a notice of **30 days**.

- 1.13 Upon termination of your probationary period, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, memos or any other property of the Company in your possession or under your control.
- 1.14 You will abide by the information security policy of the company and all the rules and regulations contained therein.
- 1.15 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you.
- 1.16 During the period of your probationary period, you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential, and you shall not disclose it to any unauthorized person.
- 1.17 All communication between yourself and the Company shall deem to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.
- 1.18 You will devote full time and attention to the work of the Company and will not, during the tenure of your training and probationary period, take any employment / assignment, direct/indirect business or work, honorary or for remuneration.
- 1.19 You may be required to travel on Company work, and you will be reimbursed expenses as per Company policy.
- 1.20 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.



Please Sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your probationary period stands confirmed only after you complete your joining formalities on the reporting date.

**Yours Sincerely,**

*Triveni*

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**Triveni S**  
**General Manager – Human Resources**  
**Hinduja Global Solutions Limited**

I agree to accept the contract of probationary period on the above-mentioned terms and conditions. I Will report for duty on **December 14, 2023**

**Candidate Name** : \_\_\_\_\_

**Candidate Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Letter of Intent (LOI)**

**December 13, 2023**

**HR/RS/1223/00055**

**Mr. Amly M  
Mysore.**

Dear Amly M,

We are pleased to make an Offer for “**Service Executive**” on the following terms and conditions.

- 1.1 You shall be appointed as an 'Service Executive– Process Consultant’ and will be paid a CTC of **INR 15,200/** per month minus applicable taxes and withholdings, if any.
- 1.2 Basis your performance during your probationary period the Company may at its discretion pay an One-Time additional Bonus of **INR 32,000/-**. This additional bonus will be paid in two installments provided you are not serving notice period at the time of payout.
- 1.3 Your initial place to work shall be **Mysore** and you will report to the respective Business Head, or any person as nominated by the Business Head and communicated to you.
- 1.4 Your job is subject to (a) your successful background verification and completion of your on boarding formalities to the satisfaction of the Company and (b) you successfully completing your probationary period, which will start on **December 14, 2023** and end on **December 13, 2024**. Your probationary period will end on after you complete your training. You are required to submit all the documents (as per the Mandatory Document Checklist) on **December 14, 2023** failing which the Company reserves the right to withdraw this letter and/or cancel your appointment.
- 1.5 Documentation: You are required to furnish the following at the time of joining duty
  - Proof of age - Aadhar card copy
  - PAN card copy
  - Certificates supplementing your SSLC (10th Standard) and highest educational / professional Qualification attainments.
  - 2 (Two) passport sized photographs
  - Any other documents as may be required by the Company.
- 1.6 Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 1.7 Company Regulations: You will be governed by the policies and the procedures, in force, from time to time as applicable. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.
- 1.8 Verification: Your probationary period is subject to satisfactory verification of your character, antecedents and testimonials.
- 1.9 You shall be entitled for a cumulative annual / earned leaves of 30 days, subject to attendance.

**HINDUJA GLOBAL SOLUTIONS LIMITED**

- 1.10 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.
- 1.11 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.
- 1.12 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and fixed weekly-off.

The Company reserves the right to terminate your probationary period, with or without cause, by giving a notice of **30 days**.

- 1.13 Upon termination of your probationary period, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, memos or any other property of the Company in your possession or under your control.
- 1.14 You will abide by the information security policy of the company and all the rules and regulations contained therein.
- 1.15 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you.
- 1.16 During the period of your probationary period, you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential, and you shall not disclose it to any unauthorized person.
- 1.17 All communication between yourself and the Company shall deem to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.
- 1.18 You will devote full time and attention to the work of the Company and will not, during the tenure of your training and probationary period, take any employment / assignment, direct/indirect business or work, honorary or for remuneration.
- 1.19 You may be required to travel on Company work, and you will be reimbursed expenses as per Company policy.
- 1.20 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.





Please Sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your probationary period stands confirmed only after you complete your joining formalities on the reporting date.

**Yours Sincerely,**

*Triveni*

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**Triveni S**  
**General Manager – Human Resources**  
**Hinduja Global Solutions Limited**

I agree to accept the contract of probationary period on the above-mentioned terms and conditions. I Will report for duty on **December 14, 2023**

**Candidate Name** : \_\_\_\_\_

**Candidate Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Letter of Intent (LOI)**

December 13, 2023

HR/RS/1223/00056

**Mr. Chandan H M**  
**Mysore.**

Dear Chandan H M,

We are pleased to make an Offer for “**Service Executive**” on the following terms and conditions.

- 1.1 You shall be appointed as an 'Service Executive– Process Consultant’ and will be paid a CTC of **INR 15,200/** per month minus applicable taxes and withholdings, if any.
- 1.2 Basis your performance during your probationary period the Company may at its discretion pay an One-Time additional Bonus of **INR 32,000/-**. This additional bonus will be paid in two installments provided you are not serving notice period at the time of payout.
- 1.3 Your initial place to work shall be **Mysore** and you will report to the respective Business Head, or any person as nominated by the Business Head and communicated to you.
- 1.4 Your job is subject to (a) your successful background verification and completion of your on boarding formalities to the satisfaction of the Company and (b) you successfully completing your probationary period, which will start on **December 14, 2023** and end on **December 13, 2024**. Your probationary period will end on after you complete your training. You are required to submit all the documents (as per the Mandatory Document Checklist) on **December 14, 2023** failing which the Company reserves the right to withdraw this letter and/or cancel your appointment.
- 1.5 Documentation: You are required to furnish the following at the time of joining duty
  - Proof of age - Aadhar card copy
  - PAN card copy
  - Certificates supplementing your SSLC (10th Standard) and highest educational / professional Qualification attainments.
  - 2 (Two) passport sized photographs
  - Any other documents as may be required by the Company.
- 1.6 Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 1.7 Company Regulations: You will be governed by the policies and the procedures, in force, from time to time as applicable. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.
- 1.8 Verification: Your probationary period is subject to satisfactory verification of your character, antecedents and testimonials.
- 1.9 You shall be entitled for a cumulative annual / earned leaves of 30 days, subject to attendance.

**HINDUJA GLOBAL SOLUTIONS LIMITED**

- 1.10 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.
- 1.11 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.
- 1.12 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and fixed weekly-off.

The Company reserves the right to terminate your probationary period, with or without cause, by giving a notice of **30 days**.

- 1.13 Upon termination of your probationary period, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, memos or any other property of the Company in your possession or under your control.
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- 1.19 You may be required to travel on Company work, and you will be reimbursed expenses as per Company policy.
- 1.20 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.



Please Sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your probationary period stands confirmed only after you complete your joining formalities on the reporting date.

**Yours Sincerely,**

*Triveni*

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**Triveni S**  
**General Manager – Human Resources**  
**Hinduja Global Solutions Limited**

I agree to accept the contract of probationary period on the above-mentioned terms and conditions. I Will report for duty on **December 14, 2023**

**Candidate Name** : \_\_\_\_\_

**Candidate Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Letter of Intent (LOI)**

**December 13, 2023**

**HR/RS/1223/00057**

**Mr. Faaiz Ahamed  
Mysore.**

Dear Faaiz Ahamed,

We are pleased to make an Offer for “**Service Executive**” on the following terms and conditions.

- 1.1 You shall be appointed as an 'Service Executive– Process Consultant’ and will be paid a CTC of **INR 15,200/** per month minus applicable taxes and withholdings, if any.
- 1.2 Basis your performance during your probationary period the Company may at its discretion pay an One-Time additional Bonus of **INR 32,000/-**. This additional bonus will be paid in two installments provided you are not serving notice period at the time of payout.
- 1.3 Your initial place to work shall be **Mysore** and you will report to the respective Business Head, or any person as nominated by the Business Head and communicated to you.
- 1.4 Your job is subject to (a) your successful background verification and completion of your on boarding formalities to the satisfaction of the Company and (b) you successfully completing your probationary period, which will start on **December 14, 2023** and end on **December 13, 2024**. Your probationary period will end on after you complete your training. You are required to submit all the documents (as per the Mandatory Document Checklist) on **December 14, 2023** failing which the Company reserves the right to withdraw this letter and/or cancel your appointment.
- 1.5 Documentation: You are required to furnish the following at the time of joining duty
  - Proof of age - Aadhar card copy
  - PAN card copy
  - Certificates supplementing your SSLC (10th Standard) and highest educational / professional Qualification attainments.
  - 2 (Two) passport sized photographs
  - Any other documents as may be required by the Company.
- 1.6 Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 1.7 Company Regulations: You will be governed by the policies and the procedures, in force, from time to time as applicable. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.
- 1.8 Verification: Your probationary period is subject to satisfactory verification of your character, antecedents and testimonials.
- 1.9 You shall be entitled for a cumulative annual / earned leaves of 30 days, subject to attendance.

**HINDUJA GLOBAL SOLUTIONS LIMITED**

- 1.10 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.
- 1.11 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.
- 1.12 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and fixed weekly-off.

The Company reserves the right to terminate your probationary period, with or without cause, by giving a notice of **30 days**.

- 1.13 Upon termination of your probationary period, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, memos or any other property of the Company in your possession or under your control.
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- 1.19 You may be required to travel on Company work, and you will be reimbursed expenses as per Company policy.
- 1.20 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.



Please Sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your probationary period stands confirmed only after you complete your joining formalities on the reporting date.

**Yours Sincerely,**

*Triveni*

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**Triveni S**  
**General Manager – Human Resources**  
**Hinduja Global Solutions Limited**

I agree to accept the contract of probationary period on the above-mentioned terms and conditions. I Will report for duty on **December 14, 2023**

**Candidate Name** : \_\_\_\_\_

**Candidate Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Letter of Intent (LOI)**

**December 13, 2023**

**HR/RS/1223/00058**

**Mr. Gagan S D  
Mysore.**

Dear Gagan S D,

We are pleased to make an Offer for “**Service Executive**” on the following terms and conditions.

- 1.1 You shall be appointed as an 'Service Executive– Process Consultant’ and will be paid a CTC of **INR 15,200/** per month minus applicable taxes and withholdings, if any.
- 1.2 Basis your performance during your probationary period the Company may at its discretion pay an One-Time additional Bonus of **INR 32,000/-**. This additional bonus will be paid in two installments provided you are not serving notice period at the time of payout.
- 1.3 Your initial place to work shall be **Mysore** and you will report to the respective Business Head, or any person as nominated by the Business Head and communicated to you.
- 1.4 Your job is subject to (a) your successful background verification and completion of your on boarding formalities to the satisfaction of the Company and (b) you successfully completing your probationary period, which will start on **December 14, 2023** and end on **December 13, 2024**. Your probationary period will end on after you complete your training. You are required to submit all the documents (as per the Mandatory Document Checklist) on **December 14, 2023** failing which the Company reserves the right to withdraw this letter and/or cancel your appointment.
- 1.5 Documentation: You are required to furnish the following at the time of joining duty
  - Proof of age - Aadhar card copy
  - PAN card copy
  - Certificates supplementing your SSLC (10th Standard) and highest educational / professional Qualification attainments.
  - 2 (Two) passport sized photographs
  - Any other documents as may be required by the Company.
- 1.6 Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 1.7 Company Regulations: You will be governed by the policies and the procedures, in force, from time to time as applicable. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.
- 1.8 Verification: Your probationary period is subject to satisfactory verification of your character, antecedents and testimonials.
- 1.9 You shall be entitled for a cumulative annual / earned leaves of 30 days, subject to attendance.

**HINDUJA GLOBAL SOLUTIONS LIMITED**



- 1.10 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.
- 1.11 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.
- 1.12 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and fixed weekly-off.

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- 1.13 Upon termination of your probationary period, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, memos or any other property of the Company in your possession or under your control.
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- 1.20 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.



Please Sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your probationary period stands confirmed only after you complete your joining formalities on the reporting date.

**Yours Sincerely,**

*Triveni*

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**Triveni S**  
**General Manager – Human Resources**  
**Hinduja Global Solutions Limited**

I agree to accept the contract of probationary period on the above-mentioned terms and conditions. I Will report for duty on **December 14, 2023**

**Candidate Name** : \_\_\_\_\_

**Candidate Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Letter of Intent (LOI)**

**December 13, 2023**

**HR/RS/1223/00059**

**Mr. Gaviprasad K B  
Mysore.**

Dear Gaviprasad K B,

We are pleased to make an Offer for “**Service Executive**” on the following terms and conditions.

- 1.1 You shall be appointed as an 'Service Executive– Process Consultant’ and will be paid a CTC of **INR 15,200/** per month minus applicable taxes and withholdings, if any.
- 1.2 Basis your performance during your probationary period the Company may at its discretion pay an One-Time additional Bonus of **INR 32,000/-**. This additional bonus will be paid in two installments provided you are not serving notice period at the time of payout.
- 1.3 Your initial place to work shall be **Mysore** and you will report to the respective Business Head, or any person as nominated by the Business Head and communicated to you.
- 1.4 Your job is subject to (a) your successful background verification and completion of your on boarding formalities to the satisfaction of the Company and (b) you successfully completing your probationary period, which will start on **December 14, 2023** and end on **December 13, 2024**. Your probationary period will end on after you complete your training. You are required to submit all the documents (as per the Mandatory Document Checklist) on **December 14, 2023** failing which the Company reserves the right to withdraw this letter and/or cancel your appointment.
- 1.5 Documentation: You are required to furnish the following at the time of joining duty
  - Proof of age - Aadhar card copy
  - PAN card copy
  - Certificates supplementing your SSLC (10th Standard) and highest educational / professional Qualification attainments.
  - 2 (Two) passport sized photographs
  - Any other documents as may be required by the Company.
- 1.6 Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
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- 1.9 You shall be entitled for a cumulative annual / earned leaves of 30 days, subject to attendance.

**HINDUJA GLOBAL SOLUTIONS LIMITED**

- 1.10 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.
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Please Sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your probationary period stands confirmed only after you complete your joining formalities on the reporting date.

**Yours Sincerely,**

*Triveni*

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**Triveni S**  
**General Manager – Human Resources**  
**Hinduja Global Solutions Limited**

I agree to accept the contract of probationary period on the above-mentioned terms and conditions. I Will report for duty on **December 14, 2023**

**Candidate Name** : \_\_\_\_\_

**Candidate Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Letter of Intent (LOI)**

**December 13, 2023**

**HR/RS/1223/00060**

**Mr. Jayasheela S D  
Mysore.**

Dear Jayasheela S D,

We are pleased to make an Offer for “**Service Executive**” on the following terms and conditions.

- 1.1 You shall be appointed as an 'Service Executive– Process Consultant’ and will be paid a CTC of **INR 15,200/** per month minus applicable taxes and withholdings, if any.
- 1.2 Basis your performance during your probationary period the Company may at its discretion pay an One-Time additional Bonus of **INR 32,000/-**. This additional bonus will be paid in two installments provided you are not serving notice period at the time of payout.
- 1.3 Your initial place to work shall be **Mysore** and you will report to the respective Business Head, or any person as nominated by the Business Head and communicated to you.
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- 1.5 Documentation: You are required to furnish the following at the time of joining duty
  - Proof of age - Aadhar card copy
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  - 2 (Two) passport sized photographs
  - Any other documents as may be required by the Company.
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- 1.9 You shall be entitled for a cumulative annual / earned leaves of 30 days, subject to attendance.

**HINDUJA GLOBAL SOLUTIONS LIMITED**

- 1.10 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.
- 1.11 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.
- 1.12 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and fixed weekly-off.

The Company reserves the right to terminate your probationary period, with or without cause, by giving a notice of **30 days**.

- 1.13 Upon termination of your probationary period, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, memos or any other property of the Company in your possession or under your control.
- 1.14 You will abide by the information security policy of the company and all the rules and regulations contained therein.
- 1.15 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you.
- 1.16 During the period of your probationary period, you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential, and you shall not disclose it to any unauthorized person.
- 1.17 All communication between yourself and the Company shall deem to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.
- 1.18 You will devote full time and attention to the work of the Company and will not, during the tenure of your training and probationary period, take any employment / assignment, direct/indirect business or work, honorary or for remuneration.
- 1.19 You may be required to travel on Company work, and you will be reimbursed expenses as per Company policy.
- 1.20 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.



Please Sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your probationary period stands confirmed only after you complete your joining formalities on the reporting date.

**Yours Sincerely,**

*Triveni*

---

**Triveni S**  
**General Manager – Human Resources**  
**Hinduja Global Solutions Limited**

I agree to accept the contract of probationary period on the above-mentioned terms and conditions. I Will report for duty on **December 14, 2023**

**Candidate Name** : \_\_\_\_\_

**Candidate Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_



**Letter of Intent (LOI)**

December 13, 2023

HR/RS/1223/00061

**Mr Latha M M**  
**Nanjangudu, Mysore.**

Dear Latha M M,

We are pleased to make an Offer for “**Service Executive**” on the following terms and conditions.

- 1.1 You shall be appointed as an 'Service Executive– Process Consultant’ and will be paid a CTC of **INR 15,200/** per month minus applicable taxes and withholdings, if any.
- 1.2 Basis your performance during your probationary period the Company may at its discretion pay an One-Time additional Bonus of **INR 32,000/-**. This additional bonus will be paid in two installments provided you are not serving notice period at the time of payout.
- 1.3 Your initial place to work shall be **Mysore** and you will report to the respective Business Head, or any person as nominated by the Business Head and communicated to you.
- 1.4 Your job is subject to (a) your successful background verification and completion of your on boarding formalities to the satisfaction of the Company and (b) you successfully completing your probationary period, which will start on **December 14, 2023** and end on **December 13, 2024**. Your probationary period will end on after you complete your training. You are required to submit all the documents (as per the Mandatory Document Checklist) on **December 14, 2023** failing which the Company reserves the right to withdraw this letter and/or cancel your appointment.
- 1.5 Documentation: You are required to furnish the following at the time of joining duty
  - Proof of age - Aadhar card copy
  - PAN card copy
  - Certificates supplementing your SSLC (10th Standard) and highest educational / professional Qualification attainments.
  - 2 (Two) passport sized photographs
  - Any other documents as may be required by the Company.
- 1.6 Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 1.7 Company Regulations: You will be governed by the policies and the procedures, in force, from time to time as applicable. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.
- 1.8 Verification: Your probationary period is subject to satisfactory verification of your character, antecedents and testimonials.
- 1.9 You shall be entitled for a cumulative annual / earned leaves of 30 days, subject to attendance.

**HINDUJA GLOBAL SOLUTIONS LIMITED**

**Corporate Office:** Gold Hill Square Software Park, No. 690, 1st Floor, Hosur Road, Bommanahalli, Bengaluru - 560 068. India. Telephone: +91-80-4643 1000 / 4643 1222

**Regd. Office:** Tower C (1st floor), Plot C-21, G Block, Bandra Kurla Complex, Bandra East, Mumbai – 400 051. India. Telephone: +91-22-6136 0407, E-mail: [investor.relations@teamhgs.com](mailto:investor.relations@teamhgs.com) Website: [www.hgs.cx](http://www.hgs.cx) Corporate Identity Number: L92199MH1995PLC084610

- 1.10 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.
- 1.11 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.
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- 1.16 During the period of your probationary period, you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential, and you shall not disclose it to any unauthorized person.
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Please Sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your probationary period stands confirmed only after you complete your joining formalities on the reporting date.

**Yours Sincerely,**

*Triveni*

---

**Triveni S**  
**General Manager – Human Resources**  
**Hinduja Global Solutions Limited**

I agree to accept the contract of probationary period on the above-mentioned terms and conditions. I Will report for duty on **December 14, 2023**

**Candidate Name** : \_\_\_\_\_

**Candidate Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Letter of Intent (LOI)**

December 13, 2023

HR/RS/1223/00062

**Mr Pavana U  
Chamarajanagara.**

Dear Pavana U,

We are pleased to make an Offer for “**Service Executive**” on the following terms and conditions.

- 1.1 You shall be appointed as an 'Service Executive– Process Consultant’ and will be paid a CTC of **INR 15,200/** per month minus applicable taxes and withholdings, if any.
- 1.2 Basis your performance during your probationary period the Company may at its discretion pay an One-Time additional Bonus of **INR 32,000/-**. This additional bonus will be paid in two installments provided you are not serving notice period at the time of payout.
- 1.3 Your initial place to work shall be **Mysore** and you will report to the respective Business Head, or any person as nominated by the Business Head and communicated to you.
- 1.4 Your job is subject to (a) your successful background verification and completion of your on boarding formalities to the satisfaction of the Company and (b) you successfully completing your probationary period, which will start on **December 14, 2023** and end on **December 13, 2024**. Your probationary period will end on after you complete your training. You are required to submit all the documents (as per the Mandatory Document Checklist) on **December 14, 2023** failing which the Company reserves the right to withdraw this letter and/or cancel your appointment.
- 1.5 Documentation: You are required to furnish the following at the time of joining duty
  - Proof of age - Aadhar card copy
  - PAN card copy
  - Certificates supplementing your SSLC (10th Standard) and highest educational / professional Qualification attainments.
  - 2 (Two) passport sized photographs
  - Any other documents as may be required by the Company.
- 1.6 Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 1.7 Company Regulations: You will be governed by the policies and the procedures, in force, from time to time as applicable. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.
- 1.8 Verification: Your probationary period is subject to satisfactory verification of your character, antecedents and testimonials.
- 1.9 You shall be entitled for a cumulative annual / earned leaves of 30 days, subject to attendance.

**HINDUJA GLOBAL SOLUTIONS LIMITED**

- 1.10 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.
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- 1.20 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.



Please Sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your probationary period stands confirmed only after you complete your joining formalities on the reporting date.

**Yours Sincerely,**

*Triveni*

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**Triveni S**  
**General Manager – Human Resources**  
**Hinduja Global Solutions Limited**

I agree to accept the contract of probationary period on the above-mentioned terms and conditions. I Will report for duty on **December 14, 2023**

**Candidate Name** : \_\_\_\_\_

**Candidate Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Letter of Intent (LOI)**

**December 13, 2023**

**HR/RS/1223/00063**

**Mr Prajwal G N  
Mandya.**

Dear Prajwal G N,

We are pleased to make an Offer for “**Service Executive**” on the following terms and conditions.

- 1.1 You shall be appointed as an 'Service Executive– Process Consultant’ and will be paid a CTC of **INR 15,200/** per month minus applicable taxes and withholdings, if any.
- 1.2 Basis your performance during your probationary period the Company may at its discretion pay an One-Time additional Bonus of **INR 32,000/-**. This additional bonus will be paid in two installments provided you are not serving notice period at the time of payout.
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**HINDUJA GLOBAL SOLUTIONS LIMITED**

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Please Sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your probationary period stands confirmed only after you complete your joining formalities on the reporting date.

**Yours Sincerely,**

*Triveni*

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**Triveni S**  
**General Manager – Human Resources**  
**Hinduja Global Solutions Limited**

I agree to accept the contract of probationary period on the above-mentioned terms and conditions. I Will report for duty on **December 14, 2023**

**Candidate Name** : \_\_\_\_\_

**Candidate Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Letter of Intent (LOI)**

December 13, 2023

HR/RS/1223/00064

**Mr Sudeep K J  
Kodagu.**

Dear Sudeep K J,

We are pleased to make an Offer for “**Service Executive**” on the following terms and conditions.

- 1.1 You shall be appointed as an 'Service Executive– Process Consultant’ and will be paid a CTC of **INR 15,200/** per month minus applicable taxes and withholdings, if any.
- 1.2 Basis your performance during your probationary period the Company may at its discretion pay an One-Time additional Bonus of **INR 32,000/-**. This additional bonus will be paid in two installments provided you are not serving notice period at the time of payout.
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**HINDUJA GLOBAL SOLUTIONS LIMITED**

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**Yours Sincerely,**

*Triveni*

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**Triveni S**  
**General Manager – Human Resources**  
**Hinduja Global Solutions Limited**

I agree to accept the contract of probationary period on the above-mentioned terms and conditions. I Will report for duty on **December 14, 2023**

**Candidate Name** : \_\_\_\_\_

**Candidate Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Letter of Intent (LOI)**

**December 13, 2023**

**HR/RS/1223/00066**

**Mr Supreeth V  
Mysore.**

Dear Supreeth V,

We are pleased to make an Offer for “**Service Executive**” on the following terms and conditions.

- 1.1 You shall be appointed as an 'Service Executive– Process Consultant’ and will be paid a CTC of **INR 15,200/** per month minus applicable taxes and withholdings, if any.
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**HINDUJA GLOBAL SOLUTIONS LIMITED**

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**Yours Sincerely,**

*Triveni*

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**Triveni S**  
**General Manager – Human Resources**  
**Hinduja Global Solutions Limited**

I agree to accept the contract of probationary period on the above-mentioned terms and conditions. I Will report for duty on **December 14, 2023**

**Candidate Name** : \_\_\_\_\_

**Candidate Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Letter of Intent (LOI)**

**December 13, 2023**

**HR/RS/1223/00065**

**Mr Tjejas L Urs**  
**Mysore.**

Dear Tjejas L Urs,

We are pleased to make an Offer for “**Service Executive**” on the following terms and conditions.

- 1.1 You shall be appointed as an 'Service Executive– Process Consultant’ and will be paid a CTC of **INR 15,200/** per month minus applicable taxes and withholdings, if any.
- 1.2 Basis your performance during your probationary period the Company may at its discretion pay an One-Time additional Bonus of **INR 32,000/-**. This additional bonus will be paid in two installments provided you are not serving notice period at the time of payout.
- 1.3 Your initial place to work shall be **Mysore** and you will report to the respective Business Head, or any person as nominated by the Business Head and communicated to you.
- 1.4 Your job is subject to (a) your successful background verification and completion of your on boarding formalities to the satisfaction of the Company and (b) you successfully completing your probationary period, which will start on **December 14, 2023** and end on **December 13, 2024**. Your probationary period will end on after you complete your training. You are required to submit all the documents (as per the Mandatory Document Checklist) on **December 14, 2023** failing which the Company reserves the right to withdraw this letter and/or cancel your appointment.
- 1.5 Documentation: You are required to furnish the following at the time of joining duty
  - Proof of age - Aadhar card copy
  - PAN card copy
  - Certificates supplementing your SSLC (10th Standard) and highest educational / professional Qualification attainments.
  - 2 (Two) passport sized photographs
  - Any other documents as may be required by the Company.
- 1.6 Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 1.7 Company Regulations: You will be governed by the policies and the procedures, in force, from time to time as applicable. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.
- 1.8 Verification: Your probationary period is subject to satisfactory verification of your character, antecedents and testimonials.
- 1.9 You shall be entitled for a cumulative annual / earned leaves of 30 days, subject to attendance.

**HINDUJA GLOBAL SOLUTIONS LIMITED**



- 1.10 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.
- 1.11 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.
- 1.12 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and fixed weekly-off.

The Company reserves the right to terminate your probationary period, with or without cause, by giving a notice of **30 days**.

- 1.13 Upon termination of your probationary period, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, memos or any other property of the Company in your possession or under your control.
- 1.14 You will abide by the information security policy of the company and all the rules and regulations contained therein.
- 1.15 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you.
- 1.16 During the period of your probationary period, you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential, and you shall not disclose it to any unauthorized person.
- 1.17 All communication between yourself and the Company shall deem to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.
- 1.18 You will devote full time and attention to the work of the Company and will not, during the tenure of your training and probationary period, take any employment / assignment, direct/indirect business or work, honorary or for remuneration.
- 1.19 You may be required to travel on Company work, and you will be reimbursed expenses as per Company policy.
- 1.20 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.



Please Sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your probationary period stands confirmed only after you complete your joining formalities on the reporting date.

**Yours Sincerely,**

*Triveni*

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**Triveni S**  
**General Manager – Human Resources**  
**Hinduja Global Solutions Limited**

I agree to accept the contract of probationary period on the above-mentioned terms and conditions. I Will report for duty on **December 14, 2023**

**Candidate Name** : \_\_\_\_\_

**Candidate Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Letter of Intent (LOI)**

**December 13, 2023**

**HR/RS/1223/00067**

**Mr Usha N  
Mysore.**

Dear Usha N,

We are pleased to make an Offer for “**Service Executive**” on the following terms and conditions.

- 1.1 You shall be appointed as an 'Service Executive– Process Consultant’ and will be paid a CTC of **INR 15,200/** per month minus applicable taxes and withholdings, if any.
- 1.2 Basis your performance during your probationary period the Company may at its discretion pay an One-Time additional Bonus of **INR 32,000/-**. This additional bonus will be paid in two installments provided you are not serving notice period at the time of payout.
- 1.3 Your initial place to work shall be **Mysore** and you will report to the respective Business Head, or any person as nominated by the Business Head and communicated to you.
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**HINDUJA GLOBAL SOLUTIONS LIMITED**

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**Yours Sincerely,**

*Triveni*

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**Triveni S**  
**General Manager – Human Resources**  
**Hinduja Global Solutions Limited**

I agree to accept the contract of probationary period on the above-mentioned terms and conditions. I Will report for duty on **December 14, 2023**

**Candidate Name** : \_\_\_\_\_

**Candidate Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_