



Aptean India Pvt. Ltd.

Golden Heights, 8th Floor (Level 5), no. ½ 59th C Cross Road, 4th M Block Rajajinagar, Bangalore, Karnataka 560010, India
+91 80 67007000 | CIN U72200KA1998PTC023715 | Aptean.com | Info@Aptean.com

October 11, 2021

Shambhavi Patil R
Bangalore

Employment Letter

Congratulations and Welcome to the **Aptean** family!

We are pleased to offer you employment as **Associate Engineer, QA** with Aptean India Private Limited (branded as “Aptean”) hereinafter referred to as “Company”. Your joining date will be **October 11, 2021** and you will be reporting to a Company designate.

Following are the terms of your employment:

Place of work

You will work from the Company’s office located in Bangalore India which is currently located at Golden Heights, 5th Floor, Dr. Raj Kumar Road, Rajajinagar, Bangalore 560010, Karnataka, India. You may also be transferred to any other department office, client’s site or other places anywhere in India or abroad, or subsidiary or affiliated company as and when required by the Company.

Compensation

The salary shall be paid on a monthly basis, net of all applicable deductions, on the last working day of the month. Please note that professional tax, income tax and other taxes (if any) as applicable shall be deducted from the gross monthly salary payable each month. As such, your net salary will depend on amount and nature of tax saving investments you make, as well as the bills and receipts you produce for tax-exempt reimbursable expenses. Your current compensation structure*, will be as follows:

		Frequency of Payment	Annual Amount (INR)
1	Basic Salary	Monthly	275,000
2	House Rent Allowance	Monthly	137,500
3	Education Allowance	Monthly	2,400
4	Statutory Bonus	Monthly	NA
5	Special Allowance	Monthly	79,193
6	Leave Travel Allowance	Monthly	22,907
7	Provident Fund -company contribution	Monthly	33,000
Total Fixed Component			550,000

Ready for **What’s Next, Now™**





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Incentive Compensation: You will be eligible to participate in APTEAN's annual incentive plan with an incentive compensation target of 8 % of your base salary INR 550,000 at the 100% plan achievement, prorated for 2021. The details of this compensation plan will be communicated to you by your hiring manager. The Company reserves the right to review, alter, or amend the Plan at any time.

Note: Employees who are hired on or after October 1 of a Plan Year will not be eligible to participate in that year's Plan.

In addition to the above you will also be eligible for gratuity and insurance benefit.

Note*: Please note the above compensation structure is subject to change as per the policies of the company from time to time

Hours of Work

Your official working hours are 9:00 a.m. - 6:00 p.m. The official workweek is Monday to Friday. We recognize the importance of work-life balance and hence our system is flexible and trust based. We suspect that to meet our world-class standards of customer service, we need to be available at work whenever there is a business need. You together with the manager will establish guidelines for anticipated office hours and other work commitments.

Performance Review

A review of your performance and salary shall be carried out annually, in accordance with the policy of the Company.

Company Software Property/Assets

When your employment ends, or at any other time if you are requested to do so, you must promptly return to the Company all property and equipment belonging or relating to the Company. If any damage is caused to the equipment or property of the Company due to negligence, you are liable to make good such loss.

Employee Handbook

Company's Employee Handbook enlists all the benefits, policies and procedures of the organization.





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Termination of Employment

The first 6 months of your employment will be considered as probationary period and during probation your employment with the Company may be terminated by either party giving 1 months' notice in writing. Probation may be extended in certain cases. Upon confirmation, appointment may be terminated by either party giving a notice of 2 months in writing. Management reserves the right to decide & deduct the notice pay (gross salary) in lieu of notice period. However, the Company has the right to terminate your services without assigning any reason on the grounds of indiscipline, default, negligence, misconduct or any breach of the terms and conditions of this letter or any Company policies as may be applicable to your employment with the Company and you will not be entitled to any such notice or salary in lieu of notice. Termination of service by you is not permissible during the period of deputation abroad or while on project assignment. You will also be required to reimburse the Company for training costs incurred abroad if you decide to terminate within the first year of your employment.

In the event, where the Company concludes your employment and wants you to leave before the completion of the notice period, the gross salary for the balance period will be paid to you by the Company. Taking into consideration the nature of your duty it will be absolutely necessary for you to work for the Company during the notice period unless the same is specifically waived by Company.

Changes to Employment Terms

This offer of employment contains the initial terms of employment which may change from time to time and must be agreed upon by both parties. Any changes to employment terms will be communicated to you through acceptable channels of communication like email or letter.

Governing law and arbitration

Your employment in Aptean shall be governed by the laws of India. Any disputes pertaining to the terms and conditions of your employment which cannot be settled amicably shall be subject to arbitration under the Indian Arbitration and Conciliation Act, 1996 as amended from time to time. The seat of Arbitration shall be Bangalore and the courts of Bangalore shall have jurisdiction to try any disputes in this regard. The Arbitrator shall be appointed by the company.





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Verification

This offer of employment is subject to and contingent upon the Company completing a background check to its satisfaction, including obtaining information verification, employment and education confirmation, and satisfactory references. Any false information provided shall become reason for termination of employment without any compensation.

I look forward to having you as a part of the Aptean Team.

For Aptean India Private Limited

Kiran Punja
Senior Director, Human Resources APAC

I have read the terms of my offer of employment described in the above letter.

Signature:

Date:

Personal Information

Father's name:

Address:

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