

December 16, 2020

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Jayanta Paul** was engaged with **TATA CONSULTANCY SERVICES Limited** as trainee from **June 4**, **2018** to **July 31**, **2019**.

With kind regards, Yours sincerely, For Tata Consultancy Services Limited

Nabbecl

Milind Lakkad Executive Vice President & Global Head - Human Resources

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House Raveline Street 21 D S Marg Fort Mumbai 400 001 India Tel 91 22 6778 9999 Fax 91 22 6778 9000 e-mail corporate.office@tcs.com website www.tcs.com Registered Office 9th Floor Nirmal Building Nariman Point Mumbai 400 021 Corporate Identification No. (CIN): L22210MH1995PLC084781

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LETTER OF INTENT

Date: 14/11/19 Name: Dear Joy KISHORE SAIHA

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of Customer Service Associate for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 90 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 90 day period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education) •
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR (Rupees _), payable as per the following structure:

- 1. Annual Base Pay of INR 158750 (Rupees) per annum payable in arrears in accordance with the Company's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.
- otherwise. 2. Variable Pay of INR $28^{\circ}5^{\circ}$, Rupees) per annum, payable on quarterly basis and subject to meeting performance levels as per the Company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per Company policy and also subject to your continuing employment with the Company on the date of payout. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

Tower B - 3rd Floor, India Land Tech Park Private Limited CHIL SEZ Area, Keeranatham Village, Saravanampatti, Coimbatore – 641 035, Tamil Nadu. Tel. : +91 – 422 – 666 5000 www.amazon.com CIN: U72200KA2004FTC034233



amazon[®] Development Centre (India) Private Limited

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LO: relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to call us on csrecruiting-pune@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

Arindam Ganguly Sr. Site Lead

ACCEPTANCE OF LOI

l accept the terms set forth in this letter with the company:

Signature

Date

Level - 1 & Part of Level - 2, Unit No's : 101, 102, Trion IT Park, Survey No. 35, Hissa No's. 9+10+11+12 B, Situated at 7 Ahmednagar Road, Village Vadgaon Sheri, Taluka Haveli District, Pune-411 014. CIN : U72200KA2004FTC034233

Name	JOY KISTORE SAIN
Date	(MIII)
Designation on Joining	Kolkata
CS Location	Nomata

Please refer the annexure for an explanation of the salary components

Components Compensation	on Structure	
	Monthly (INR)	Annual (INR)
Pay Component	6,623	79,475
Basic	3,311	39,738
House Rent Allowance	795	9,537
Employer contribution to PF	2,517	30,201
Flexi Components	13,246	158,950
Total Base	2,338	28,050
Variable Pay		187,000
Total Compensation	15,583	13,200
Food Coupons	1,100	15,000
Internet Reimbursement	1,250	215,200
Total Cost to Company	17,933	215,200

Overtime Allowance:

Hours worked by an employee in excess of their regular work hours on a scheduled day and, similarly, any hours worked on their work off or non-working day are considered an "Overtime Hours." For each overtime hour, employee will receive additional pay as applicable by the policy.

Night Shift Allowance:

Employees spending 50% of work hours of a day between 8.00 PM to 8.00 AM as per their shift timing are eligible for Night Shift allowance as per the policy.

Statutory Bonus:

Depending upon the profits of the company for the accounting year one would be eligible for an additional bonus of maximum 20% as per the policy and eligibility.

Gratuity:

Gratuity is a statutory benefit paid to the employees who have rendered continuous service for at least 5 years and will payable to an employee on cessation of employment as per the policy.

*The above is subject to changes as per local laws and company policy

*The above amounts are subject to Govt deductions which include employee & employer contribution to PF, PT, Income tax, ESI etc applicable

ANNEXURE 1

EXPLANATION OF SALARY COMPONENTS

- 1. Basic It is 50% of total base salary.
- 2. House Rent Allowance- It is 50% of basic salary. HRA exemption is applicable as per income tax
 - rules on submission of the required documents.

- Employer Contribution to PF (Provident Fund) It is computed as 12% of basic salary. Employee has an option to fix employer contribution to PF at INR 1800 per month (INR 21600 per annum) if the minimum annual PF computed as 12% of basic salary is more than INR 21600.
- 4. Flexi Components Employees can choose to allocate the un-allocated amount of their Annual Base Pay to any of the tax friendly components like self-education, children's education allowance, children's hostel allowance, self-owned vehicle expenses, national pension system. These are collectively referred to as Flexi Components and employees have the option to select them within the applicable limits.

The residual of flexi components post allocation to the Flexi Basket components will be autoallocated to certain fixed allowances up to a maximum value in the following order - (1) LTA, (2) Medical, (3) Conveyance allowance, and (4) Meal Allowance. Lastly, the residual Base Pay (if any), which has not been allocated under any of the above, is called Flexi Allowance.

5. Variable Pay -

Paid on quarterly basis, after training is completed. Actual payout may be as high as 49% of annual base pay or zero subject to individual's performance level and as per the Company standards and policy.

- Food Coupons Amazon India provides Meal Card/Vouchers worth INR 1100/- every month to all its employees
- Internet Reimbursement This Benefit is applicable ONLY to Virtual Customer Service (VCS) employees. VCS employees would be eligible for an amount of INR 1250 per month. There is no restriction on the service provider and the maximum sum reimbursable would be INR 1250 per month on submission of bills.

Disclaimer: This document has been created for informational purpose only. The content of this document and applicability are subject to change with or without prior notice. In case of any change in the policy at any point of time, the new policy supersedes the details captured in this document with or without any notice or explicit communication.

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amazon[®] Development Centre India Pvt. Ltd.

LETTER OF INTENT

Date: 14/119 Name: Dear SUBHAM (ACHARYA

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of Customer Service Associate for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 90 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 90 day period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

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amazon[®] Development Centre (India) Private Limited

LETTER OF INTENT

Date: 14/1/19

Name:

7 EBA GABASSUM Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of *Customer Service Associate* for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company"). Your employment shall be aFixed Term Employment, the duration of which will be communicated to you at the time of issuance of Offer Letter mentioned below, and such duration not exceeding a maximum of 12 (twelve) months.

Please treat this as a letter of intent ("LOI") valid for a period of 90 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 90 day period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

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- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. <u>158950</u> per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

Leba Pabasum 14/1/49

Level - 1 & Part of Level - 2, Unit No's : 101, 102, Trion IT Park, Survey No. 35, Hissa No's. 9+10+11+12 B, Situated at 7 Ahmednagar Road, Village Vadgaon Sheri, Taluka Haveli District, Pune-411 014. CIN : U72200KA2004FTC034233

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Provisional Offer : BUSINESS PROCESS SERVICES Ref: TCSL/DT20184781999/Kolkata/BPS/BTN Date:12/11/2018

Dear Ms. Payel Banerjee,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

 TCS Confidential
 TATA CONSULTANCY SERVICES
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 TCS House Raveline Street Mumbai 400 001 India
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 Tel 91 22 6778 9999 Fax 91 22 6778 9000, e-mail corporate.office@tcs.com, website www.tcs.com
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 Registered Office
 9th Floor Nirmal Building Nariman Point Mumbai 400 021.
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