



Offer Letter

Date: 05th July, 2022

Strictly Private and Confidential

Bojjireddy Soujanya

02-433, BLK 359, Tampines Street 34,

520359

Dear Soujanya,

Further to your application in response to our online advertisement and to your subsequent interview with our client, we are pleased to offer you employment with U3 Infotech Pte Ltd (hereinafter referred to as "Company") as **"Software Tester"** (your role and responsibilities are set out in Annexure A).

The terms and conditions of your employment are set out in the enclosed Employment Contract. We hope you will find the terms satisfactory and we would invite you to indicate your acceptance by signing and returning its duplicate to us. Please note this offer is contingent to successful outcome of reference checks including but not limited to Criminal, Credit, Litigation, Past employment and educational qualification checks and any other project specific security clearance and checks.

We welcome you to the Company and look forward to your contributing to our mutual long-term success and prosperity.

Yours Sincerely

For U3 Infotech Pte Ltd

Umesh Ursekar

Managing Director

Encl: Employment Contract dated

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EMPLOYMENT CONTRACT

1. DUTIES

You will be responsible for performing services for the Company and/or its Client/Client affiliates/Client' Client as assigned by the Company's authorized officers. You will be required to comply with all rules, regulations and procedures of the Company as well as of its Client/Client affiliates/Client' Client. You are required to provide reports concerning your work activities from time to time as requested. During your employment, you shall not directly or indirectly expropriate any corporate opportunities or otherwise engage in any conduct adverse to the interests of the Company and or its Client/Client affiliates/Client' Client You acknowledge that you will be responsible for performing and maintaining high professional standards throughout the term of the project in order to maintain and enhance the business reputation of the Company and to meet the requirements of the Company's Client/Client affiliates/Client' Client .

2. REMUNERATION

Your monthly basic salary will be **SGD 7000 per month** (Singapore Dollars Seven Thousand Only). You will be entitled for client discretionary bonus of up to 1-month basic salary to be given upon the successful completion of 12 months. The salary will be paid on the 7th (seventh) of each month for your services during the previous month. Should the 7th fall a on non-business day, payment will be done on the next nearest working day.

Central Provident Fund ("CPF") contribution, if applicable, shall be payable by the Company as employer to the extent required by law and the employee CPF contribution will be deducted from your basic salary.

Payment of personal income tax is your own responsibility and the Company would not be liable for payment of your past or future income tax.

3. BENEFITS

a. Annual Leaves: 14 days per annum

- Annual leaves entitlement will be granted upon completion of 3 months of service with the company.
- Upon completion of 3 months of your service annual leaves to be used on Prorated basis. You should inform the Company in writing one week before availing vacation leaves (more than 3 days) and the manager/supervisor nominated by client must agree to the dates proposed.
- The leaves cannot be encashed or offset against your notice period. The leaves can be carried forward to the next term if you accept the contract extension.
- Upon termination of your employment, if you have taken more than your accrued entitlement, the appropriate deduction will be made to your final salary.

b. Medical and Hospitalization Leaves: 14 days per annum

- The Medical and Hospitalization leaves entitlement and consumption is in accordance with Statutory guidelines
- Medical leaves entitlement will be granted upon completion of 3 months of service with the company. Any leave taken on medical ground within first 3 months of service will be considered as unpaid leave

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- If you take leave on medical grounds, you should provide a Medical Certificate issued by a registered medical practitioner in Singapore or else it may be treated as annual leave and deducted from your annual leave
- You must inform/ try to inform the company representative and/or manager/supervisor nominated by client within 48 hours of your absence on medical ground

c. Hospitalization and Outpatient Benefits:

You will be covered under the company's hospitalization and surgical insurance policy provided by AIA with outpatient benefits (excluding dental/pregnancy/maternity), effective from the date mentioned on the insurance card issued in your name which you would receive within 30 days from the start date of your employment. The insurance coverage will cease on the last date of your employment with the Company whether on retirement, resignation or for any other reason. The company will not be responsible for any illness/sickness which is self-inflicted or which arises from your misdeeds or misdemeanours.

d. Childcare leave: As per the statutory guidelines

e. Referral Policy

Employee Referral Policy: Should the Company employ the services of the person referred by you, the Company would pay you one-time incentive based on seniority of the role and upon successful completion of the probation period of the referred candidate. The referral incentive is payable only for persons referred directly by you and who have not earlier applied to the Company directly for a job.

2. COMMENCEMENT OF EMPLOYMENT AND PROJECT DURATION

Start Date: 25th July, 2022

Project Duration: 12 months (extendable)

The assignment will commence not later than the start date OR on the same day you will report for work at Client's office and will continue for project duration (12 months) from the start date of your employment unless terminated sooner by: (a) completion of client's project (b) pursuant to the terms of sections 5, 8, 9 and 11 hereof, (c) inability or refusal by you to perform in a professional and diligent manner all tasks and duties assigned by the client during the term hereof. You acknowledge that the Company has incurred costs, resources and time to offer you employment and in the event that you accept this offer but fail to join the Company by the scheduled date for whatsoever reason, you would be deemed to have breached the contract with the Company, in which case you agree to pay a compensation amount equivalent to one month's salary to the Company to compensate the Company for such wasted costs in addition to indemnifying the Company for any losses/additional operational costs directly or indirectly occasioned by your breach of contract.

3. PROBATION AND PERFORMANCE APPRAISAL

You accept that you would be on probation during the first three (3) months of this assignment. Your performance would be reviewed after successful completion of 12 months with the Company. Adjustment in your compensation will be based on the review of your performance and achievements, as per company's policy and at sole discretion of the company and its client to which you are deputed to work.

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4. INDEMNITY / FORCE MAJURE

The Company shall not be held responsible for any claims, costs, damages, loss or liability arising from your performance of your duties for our clients or arising from a negligent or unlawful act of omission by you. You undertake to indemnify and hold the Company harmless against any form of legal liability that arises from your negligent or unlawful act or omission.

5. RIGHT TO OWNERSHIP, SOFTWARE AND DOCUMENTATION

You agree that all information, material and software programs related to his employment shall be exclusive property of the Company and/or its Client/Client affiliates/Client' Client.

6. CLIENT STANDARDS

You will be responsible for conforming to all standards, rules and regulations specified by the Company and/or its Client/Client affiliates/Client' Client while engaged in this assignment. In the event that you commit a serious breach of any standards, rules and regulations of clients, the Company may upon written notice to you, terminate this agreement forthwith and be under no further liability whatsoever.

Your official working hours shall be in accordance with the official working hours of the Company or its Client/Client affiliates/Client' Client. However, you shall devote sufficient time to your duties to enable them to be carried out efficiently and diligently, which may require you to attend the office or to be available to fulfil your function, outside those hours and days.

7. CONFIDENTIALITY

You acknowledge that all material and information related to the Company and Client and/or Client' Client that has or would come into your possession in the course of your employment and in connection with this agreement shall be regarded as confidential and not to be disclosed to any third party unless required by law. This includes but is not limited to all information, method of dealings, and relationships of trust, concerning the Company and/or its employee and clients. Confidential information pertaining to the activities of the Company cannot be disclosed, for personal gain or otherwise, without prior approval. This obligation of confidentiality and non-disclosure shall survive the termination of your employment with the Company. You are further obligated to keep confidential at all times all the terms of employment with the Company, including your salary and other benefits and this information cannot be disclosed to the client, or any other employee of the Company. Upon the termination of your employment, you must return all documents and information pertaining to and/or concerning the Company or its clients or its employees.

8. NON-COMPETITION AND NON-SOLICITATION

During the term of this agreement and for a period of one year following the termination of your employment for whatever reason, you shall not be employed, involved or concerned, whether directly or indirectly, with any business providing similar services as the Company, shall not directly or indirectly solicit the business or otherwise deal in a manner adverse to the Company, shall not solicit the services of any employee of U3 Infotech, shall not induce or otherwise procure the termination of his/her employment, shall not provide any professional services, software engineering, consulting or programming services to the Company's Client or Client' Client for which or for whose benefit you have provided services during your employment; this also includes joining the services of U3 Infotech's Client or Client' Client, directly or indirectly or through another agency, without the written consent of U3 Infotech. You further agree that

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- a. These non-compete obligations are legitimate and necessary to protect the full extent of the company's business interests and that damages are not an adequate remedy in the event of a breach of these obligations;
- b. The Company shall be entitled to injunctive relief in addition to damages for any violation by you of paragraph 9 or 10 of this Agreement (which shall survive the termination of this Agreement and your employment)
- c. Paragraphs 9, 10 and 11 are intended to be enforced in accordance with their terms but that such terms shall be deemed modified as necessary so as to render them valid and enforceable to the fullest extent permissible by applicable law.

9. TERMINATION

Notwithstanding any provision herein to the contrary, your employment shall be terminated forthwith by written notice in the following event: A. Redundancy of services:

- a. Client discontinues trading, becomes bankrupt or insolvent;
- b. Client is in breach of its agreement with the Company;
- c. Cancellation of assignment by Client before the expected start or completion date: or
- d. Client decides not to pursue the contract with the Company in relation to your service, and this Letter of Offer shall be deemed to be withdrawn without any further liability on the part of you or the Company;
- e. Completion of Client's assignment/project;

B. Gross misconduct on your part

- f. Client informs the Company and after due inquiry, the Company is convinced that your conduct has been improper or otherwise unbefitting,
- g. You disobey or neglect or refuse orders or directions given or will fully neglect or refuse to perform any duties given by the company or Company' Client
- h. You enter into any form of formal or informal agreement (whether financial or non-financial) with the Client OR the Company's /Client affiliates/Client' Client / client's vendor / business associate / supplier during your services without written approval from the Company's management.
- i. You perform unprofessionally during the period of service; and
- j. You fail to comply with one or more of the terms and conditions of this agreement.
- k. If you are absent from work continuously for more than 2 working days without approval and/or informing and attempting to inform the company of the reason of absence.
- l. If you become bankrupt or make any arrangement or composition with your creditors
- m. If you are convicted of any criminal offence (save an offence under any road traffic legislation for which you are not sentenced to any term of immediate or suspended imprisonment) and sentenced to any term of immediate or suspended imprisonment.

Upon termination of this agreement for any of the above causes, the Company's sole obligation to you shall be for payment of client-approved hours worked by you till the effective date of termination hereof at the rates set forth in section 1 hereof.

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10. NOTICE PERIOD

Your employment with the company is on a 'at will' basis; if you wish to terminate this agreement of your service then you are required to give one month's advance notice. The Company reserves the right to require you to serve your notice period in full, depending on the nature of tasks and projects assigned to you. In the event of your inability to serve the requisite notice period, the Company reserves the right to set off an amount equivalent to the shortfall of the notice period from the total dues payable by the Company to you.

The Company will give you one months' notice if the Company decides to terminate this agreement without any reason or in the event that the Company' client to whom you have been providing services gives the Company notice to terminate the contract.

11. JURISDICTION

All clauses are intended to be enforced in accordance with their terms to render them valid and enforceable to the fullest extent permissible by applicable law. The agreement shall be governed by, construed and enforced in accordance with the laws of Singapore.

12. ENTIRE AGREEMENT

This agreement represents the entire agreement of the parties and it supersedes all prior statements, discussions and understandings. The Company reserves the right to change its policies from time to time. You would be informed in writing about any change subject to all rules and regulations as are made /amended by the Company.

RECITALS

You warrant that you are free from any legal obligations, such as an employment agreement or performance contract and/or past or ongoing criminal investigations, that would conflict with your entering into this agreement. Should it later be determined that such a conflict exists, you will be responsible for defending the Company and it necessary, Company' client/s from any lawsuit or legal action which arises from such a conflict.

I, BOJJIREDDY SOUJANYA, accept the Letter of Offer dated 5th July 2022 and hereby sign the Employment Contract in duplicate to indicate my acceptance of the terms herein.

Signature _____

Name Umesh URSEKAR

Title Managing Director

Date 05th July 2022

Signature _____

Name Bojjireddy Soujanya

NRIC S8477350F

Date 05th July 2022

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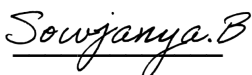
Annexure A

Designation/Occupation : "Software Tester"
Grade : Executive (G2)
Client : DBS
Work Location : DBS Asia Hub, 2 Changi Business Park Cres, Singapore 486029 or any other Premises under the Client's Control where the Services as required by the Client.

Roles and Responsibilities

- Advocate the quality culture in cross-functional teams and make sure that the best practices are followed.
- Design, develop, execute and maintain test cases, for our Android and iOS applications, web browsers and REST API across different digital platform offerings
- Establish testing as an integral part of the development process within cross-functional teams
- Develop maintainable automated checks in collaboration with our development teams
- Proactively suggest improvements in testing tools for better test coverage
- Detect and report defects and close follow up to ensure closure of issues
- Use exploratory testing techniques to discover and prevent issues
- Assess and bring improvements to the quality of our applications and services
- Analyse BDD/User stories from the PO, review and come up with high level test scenarios to meet user requirements.
- Perform code verifications to ensure that all end-to-end scenarios are covered.
- Responsible for verifying overall project software quality.

I fully understand and agree that the Roles and Responsibilities, work location specified in Annexure A can be changed at any time during the employment period at the sole discretion of the client.

Signature 
Name Bojjireddy Soujanya
Passport/NRIC S8477350F
Date 05th July 2022





Annexure B

DATA PROTECTION POLICY FOR EMPLOYEES

This Data Protection Policy ("Policy") sets out the basis upon which U3 Infotech Pte Ltd ("we", "us" or "our") may collect, use, disclose or otherwise process personal data of employees in accordance with the Personal Data Protection Act ("PDPA"). This Policy applies to personal data in our possession or under our control, including personal data in the possession of organisations which we have engaged to collect, use, disclose or process personal data for our purposes.

APPLICATION OF THIS POLICY

1. This Policy applies to all persons engaged in a contract of service with us (whether on a part time, temporary or full-time basis) and interns and trainees working at or attached to us (collectively referred to as "employees") as well as persons who have applied for any such position with us ("job applicants"), and all references to "employment" shall apply equally to internships and traineeships (as may be applicable).

PERSONAL DATA

2. As used in this Policy, "personal data" means data, whether true or not, about an employee or a job applicant who can be identified: (a) from that data; or (b) from that data and other information to which we have or are likely to have access.

3. Personal data which we may collect in the context of your employment with us includes, without limitation, your:

- (a) name or alias, gender, NRIC/FIN or passport number, date of birth, nationality, and country and city of birth;
- (b) mailing address, telephone numbers, email address and other contact details;
- (c) resume, educational qualifications, professional qualifications and certifications and employment references;
- (d) employment and training history;
- (e) salary information and bank account details;
- (f) details of your next-of-kin, spouse and other family members;
- (g) work-related health issues and disabilities;
- (h) records on leave of absence from work;
- (i) photographs and other audio-visual information;
- (j) performance assessments and disciplinary records; and
- (k) any additional information provided to us by you as a job applicant (that is, prior to being engaged as an employee).

4. Other terms used in this Policy shall have the meanings given to them in the PDPA (where the context so permits).

COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA

5. We generally collect personal data that (a) you knowingly and voluntarily provide in the course of or in connection with your employment or job application with us, or via a third party who has been duly authorised by you to disclose your personal data to us (your "authorised representative", which may

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include your job placement agent), after (i) you (or your authorised representative) have been notified of the purposes for which the data is collected, and (ii) you (or your authorised representative) have provided written consent to the collection and usage of your personal data for those purposes, or (b) collection and use of personal data without consent is permitted or required by the PDPA or other laws. We shall seek your consent before collecting any additional personal data and before using your personal data for a purpose which has not been notified to you (except where permitted or authorized by law).

6. Your personal data will be collected and used by us for the following purposes and we may disclose your personal data to third parties where necessary for the following purposes:

- (a) assessing and evaluating your suitability for employment in any current or prospective position within the organization;
- (b) verifying your identity and the accuracy of your personal details and other information provided.
- (c) performing obligations under or in connection with your contract of employment with us, including payment of remuneration and tax;
- (d) all administrative and human resources related matters within our organisation, including administering payroll, granting access to our premises and computer systems, processing leave applications, administering your insurance and other benefits, processing your claims and expenses, investigating any acts or defaults (or suspected acts or defaults) and developing human resource policies;
- (e) managing and terminating our employment relationship with you, including monitoring your internet access and your use of our intranet email to investigate potential contraventions of our internal or external compliance regulations, and resolving any employment related grievances;
- (f) assessing and evaluating your suitability for employment/appointment or continued employment/appointment in any position within our organization;
- (g) ensuring business continuity for our organisation in the event that your employment with us is or will be terminated;
- (h) performing obligations under or in connection with the provision of our goods or services to our clients;
- (i) facilitating any proposed or confirmed merger, acquisition or business asset transaction involving any part of our organisation, or corporate restructuring process; and
- (j) facilitating our compliance with any laws, customs and regulations which may be applicable to us.

7. The purposes listed in the above clauses may continue to apply even in situations where your relationship with us (for example, pursuant to a contract) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under any contract with you).

8. The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is being withdrawn by you in writing or via email to our Data Protection Officer at the contact details provided below.

9. Upon receipt of your written request to withdraw your consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us. In general, we shall seek to process and effect your request within 30 days of receiving it.

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10. Please note that withdrawing consent does not affect our right to continue to collect, use and disclose personal data where such collection, use and disclose without consent is permitted or required under applicable laws.

ACCESS TO AND CORRECTION OF PERSONAL DATA

11. If you wish to make (a) an access request for access to a copy of the personal data which we hold about you or information about the ways in which we use or disclose your personal data, or (b) a correction request to correct or update any of your personal data which we hold, you may submit your request in writing or via email to our Data Protection Officer at the contact details provided below.

12. We will respond to your access request as soon as reasonably possible. Should we not be able to respond to your access request within thirty (30) days after receiving your access request, we will inform you in writing within thirty (30) days of the time by which we will be able to respond to your request. If we are unable to provide you with any personal data or to make a correction requested by you, we shall generally inform you of the reasons why we are unable to do so (except where we are not required to do so under the PDPA).

13. Please note that depending on the request that is being made, we will only need to provide you with access to the personal data contained in the documents requested, and not to the entire documents themselves.² In those cases, it may be appropriate for us to simply provide you with confirmation of the personal data that our organization has on record, if the record of your personal data forms a negligible part of the document.

PROTECTION OF PERSONAL DATA

14. To safeguard your personal data from unauthorized access, collection, use, disclosure, copying, modification, disposal or similar risks, we have introduced appropriate administrative, physical and technical measures such as up-to-date antivirus protection, encryption and the use of privacy filters to secure all storage and transmission of personal data by us, and disclosing personal data both internally and to our authorized third party service providers and agents only on a need-to-know basis.

15. You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your information and are constantly reviewing and enhancing our information security measures.

ACCURACY OF PERSONAL DATA

16 We generally rely on personal data provided by you (or your authorized representative). In order to ensure that your personal data is current, complete and accurate, please update us if there are changes to your personal data by informing our Data Protection Officer in writing or via email at the contact details provided below.

RETENTION OF PERSONAL DATA

17. We may retain your personal data for as long as it is necessary to fulfil the purposes for which they were collected, or as required or permitted by applicable laws.

18. We will cease to retain your personal data, or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the

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purposes for which the personal data were collected, and are no longer necessary for legal or business purposes.

TRANSFERS OF PERSONAL DATA OUTSIDE OF SINGAPORE

19. Where we consider it necessary or appropriate for the purposes of data storage or processing or human resource management or perform back ground checks, we may transfer your Personal Information to
- (a) a third-party service or product providers within or outside Singapore
 - (b) any other U3 Infotech Pte Ltd subsidiary outside Singapore under conditions of confidentiality and similar levels of security safeguards to ensure that your personal data continues to receive a standard of protection that is at least comparable to that provided under the PDPA

DATA PROTECTION OFFICER

20. You may contact our Data Protection Officer if you have any enquiries or feedback on our personal data protection policies and procedures; or if you wish to make any request, by sending email at following address U3infotech.pdpa@u3infotech.com

EFFECT OF POLICY AND CHANGES TO POLICY

21. This Policy applies in conjunction with any other policies, notices, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of your personal data by us.
22. We may revise this Policy from time to time without any prior notice. You may determine if any such revision has taken place by referring to the date on which this Notice was last updated. Your continued employment and participation in our recruitment process constitute your acknowledgement and acceptance of such changes.

Effective date: 1 March 2019

Last updated: 1 September 2019

CONSENT FORM

You acknowledge that you have read and understood U3 infotech Pte Ltd' Data Protection Policy for Employees (the "Policy"), and consent to the collection, use and disclosure of your personal data by U3 Infotech Pte Ltd for the purposes set out in the Policy. You may withdraw consent for such collection, use and disclosure, and make an access or correction request in respect of your personal data, in accordance with the Policy.

Name: BOJJIREDDY SOUJANYA

Signature & Date: *Sowjanya.B* 5th July 2022

Annexure C

FREQUENTLY ASKED QUESTIONS (FAQ)

1. When is pay day?

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7th of every month for the salary for work done in earlier month

2. Supporting document for the salary payment

Timesheet approved by the client nominated supervisor/manager. This approval is accepted in below formats

- You can send us physical copy of approved timesheet or Fax us (@62243760) the approved timesheet or email us the scan copy of approved timesheet at U3-Timesheet@U3infotech.com - Email approval on the soft copy of the timesheet

3. When is payroll cut-off?

2nd of next month by 6pm; for example - January timesheet to be submitted by 2nd Feb ,6:00 PM

Approved timesheets submitted by 2nd of the month - Pay day 7th of the month

Approved timesheets submitted between 3rd -7th of the month - Pay day 9th of the month

Note: Timesheets submitted after payroll cut-off date might effect the payday .

4. Who shall I send my payroll queries to?

U3-Timesheet@U3infotech.com

5. Where do I send timesheet to? U3-Timesheet@U3infotech.com

6. How do I receive my Payslip ?

You will receive an autogenerated e-mail from u3-hr@u3infotech.com on 7th of every month. Please check your junk folder in case as this is automated email.

7. When will my CPF be remitted / paid (if applicable) ?

CPF remitted on 14th of following month

8. What is the method to calculate payroll?

(Monthly Salary / number of monthly working days) X number of the days worked as per approved timesheet

Note: If you have taken any leave within entitlement then it will be considered as working day. If a public holiday falls on a working day, it will follow the same computation of a working day.

9. What is my leave entitlement?

This is shown in your contract Please check your leave eligibility before applying. If you are on leave (i.e. Annual leave, medical Leave, time off or off in lieu), please indicate them clearly on the timesheet before submission.

10. Unused annual leave?

You may carry forward unused Annual leaves to the next contract term if you renew the contract of your services, upon a formal approval from your client (DBS) manager. Annual leaves cannot be encashed or offset against the notice period.

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11. I have not been paid the salary on 7th

Please check below escalating to HR/payroll team

- Did you submit your timesheet in the system and has it been approved by your approving officer and has it been shared with the payroll?
- Did you submit the APPROVED timesheet before the monthly payroll cut off?
- Did you change your bank details and if so, did you advise HR/payroll team before monthly payroll cut off?
- Did you provide all mandatory documents to payroll before the monthly payroll cut-off?

12. My expenses have not been paid

Please check below escalating to HR/payroll team:

- Did you submit your APPROVED expense claims before monthly payroll cut off;
- Did you enter your claims in client's claim portal and has it been approved by your approving officer;
- Did you provide all substantiating receipts with your expense claim form before monthly payroll cut off;
- Did the receipts match the approved expense claims?

13. Public holiday

All contractors are entitled to paid public holiday. If the contractors worked on public holiday, payroll will calculate the overtime OR Off in Lieu based on client policies and your manager's approval.

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