

April 7, 2015

Bojjiieddy Soujanya,

(Passport No / NRIC_____)

Dear Bojjiieddy Soujanya,

Congratulations! With reference to your application and subsequent interview with us, we are pleased to inform you that you have been selected for **Contract Retainer** in our organization as **Consultant**.

You are requested to join us on or before **April 9, 2015**, subject to Employment Pass approval from Ministry of Manpower (if applicable).

You will be on a contract for an initial period of **Twelve months**, with an option to extend. Any extension thereafter shall be by mutual consent.

During the period of this contract your compensation would be as outlined in **Annexure I**. The general terms and conditions governing your contract are outlined in **Annexure II**. On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of this contract.

As confirmation of your acceptance, please sign the duplicate copy of this Contract Letter & Annexure and email scanned copy to balapitchiah.c@hcl.com (or) submit the same to **Balapitchiah.C.P.** at the address given below within 2 days:

8 Shenton Way, #33-03, Singapore 068811

You are required to report at the above mentioned address for completing joining formalities on the day of joining by 9:00 a.m.

Welcome to our Organization! We look forward to a mutually fruitful association.

For **HCL Singapore Pte Ltd.,**



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I accept the offer and related terms and conditions. I will join by _____

Name: Bojjiieddy Soujanya

ANNEXURE I

NAME: **Bojjiieddy Soujanya**

Monthly Components (in S\$)

Basic Salary **2640**

Monthly Salary **2640**

Benefits:

- Hospitalization Insurance coverage as per company's insurance scheme for Self and immediate family.
- Domiciliary Medical Claims shall be based on actual but limited to S\$ 500 per annum for Single employees and S\$1500 per annum for married employees. Dental and Optical are not allowed to be claimed.
- During the contract period, you will be entitled for up to Twelve (12) days of Annual Leave and Eight (8) days of Medical Leave per annum on a pro rata basis. Annual Leave requires prior approval and Medical Leave needs to be supported by a Medical Certificate. In the event of any absences beyond these days, pro-rated deductions will be made from your salary. Note that there will be no encashment of any kind of un-availed leaves. In case of contract extension, the un-availed Annual leaves can be carried forward.

NOTE:

- The Salary mentioned:
 - Excludes the Statutory Employer's contribution to CPF as applicable.
 - Includes 13th month Annual Wage Supplement
 - Includes other Statutory contributions as applicable
- All Salary components are governed by the company policies and statutory guidelines.
- This Salary sheet is strictly confidential and must not be discussed with anyone other than your HCL Reporting Manager.
- Any personal Tax liability arising out of this compensation will be borne solely by employee.
- Details of all benefits and policies are available on company's intranet for your reference. Alternatively, you may contact HR for more information.

For HCL Singapore Pte Ltd



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ANNEXURE II

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. The company has the option to use your services for any of its internal projects. The initial period for the contract would be for **Twelve months**. At the end of this period, the contract will come to an end automatically unless extended in writing by the Company.

2. Notice Period/ Separation:

Your contract with the Company can also be terminated either by the Company or by you by giving the other party **two month** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

On termination of your contract for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

3. Agreements:

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

4. Background Check:

The company may undertake the process of checking the background of employees in terms of education, previous employment(s), claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required.

5. Working Hours:

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

6. Mobility:

The Company may require you to perform duties and undertake assignments for the Company in any part of Singapore or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in Singapore or abroad. During deputation to any

customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

7. Tax: You will be liable to pay all applicable taxes arising out of the compensation as per applicable laws. You will also be responsible for filing your personal income tax returns.

8. Confidentiality: You will be required to maintain complete confidentiality of all information, whether belonging to HCL and/ or its clients that become available to you during the course of your contract. You shall not reveal such information to any third party without prior authorization. Further, all intellectual property/inventions/material goods or products that are a result of your efforts during the course of contract shall remain the property of HCL or its clients, and you shall have no rights or claims of any kind on the same.

9. Governing Law and Jurisdiction: The contract shall be governed and construed in accordance with the laws of Singapore and the parties hereby submit to the exclusive jurisdiction of the courts in Singapore in the event of any disputes arising between the parties during the course of contract.

10. Miscellaneous: This contract letter agreement supersedes and incorporates all oral and written agreements and understandings between you and HCL and contains all the terms between you and HCL regarding your contract with HCL. This letter agreement may not be amended except in writing executed by both parties, and the agreement prohibition against amendments accept in wring may not be waived by either party. No waiver of any nature, whether by conduct or otherwise, shall be deemed to be a further or continued waiver of any condition or of any breach or a waiver of any other condition or breach of this letter agreement. All notices pursuant to this letter agreement shall be given in writing and shall be deemed given upon actual receipt of three days after mailing, whichever is earlier.

ANNEXURE III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ON JOINING

S. No	Particulars
1	Copies of the following: • 10th std or equivalent marks card and certificate, • 12th std, Diploma or equivalent marks card and certificate, • Graduation marks card and certificate, • Post-graduation Certificate marks card and certificate, • Other relevant educational or skill certifications
2	Copy of Date of Birth Certificate
3	Copy of Relieving Letter / Experience Certificate from the previous employers (if applicable)
4	Copy of Latest Pay-slip / Salary Certificate from the last employer (if applicable)
5	2 passport size color photographs
6	Copy of Passport (all non-blank pages)
7	Copy of NRIC (If applicable)
8	Previous employment details including period of employment.
9	Joiner's family (Parents, Spouse, Children) details including their DOB
10	Bank Account No. (If Any)
11	Blood Group of Self and Family
12	Copy of the Offer Letter
13	Copy of the Signed Confidentiality Agreement