



NCS Pte. Ltd. (Co. Reg. No. 198101793G)
5 Ang Mo Kio Street 62, NCS Hub, Singapore 569141
T 65.6556 8000 F 65.6556 7000 W www.ncs.com.sg
A member of the SingTel Group

CONFIDENTIAL

7621/4/HRM/EMP/S8477350F

19 May 2014

Bojjireddy Soujanya
Blk 359 Tampines Street 34
#02-433
Singapore 520359

Dear Soujanya,

I refer to your recent discussion with us regarding the possibility of your joining us. I am pleased to offer you employment as Specialist, Service Desk on a 1-year contract commencing as soon as possible.

Your base salary on commencement is SGD1,900 per month. The other terms and conditions of your employment are detailed in the Annex for your information and retention.

Where applicable, you are also required to contribute to the Central Provident Fund (CPF) on your earnings in accordance with the prevailing CPF Act. If you are currently not a Singapore Permanent Resident, kindly advise us soonest when you attain the said status.

This offer of employment is subject to you satisfying the following conditions:

- (a) A satisfactory medical and eye examination report from an NCS' appointed doctor. Please go for your medical examination if you are accepting our offer. If you should subsequently decline our offer, the medical costs incurred will have to be borne by you.
- (b) Security clearance, where applicable.
- (c) Your execution of the "Undertakings and Declarations by Employee" Form.

It is a condition of this offer that should you accept this offer but fail to commence employment on the agreed date you shall pay the Company by way of liquidated damages and not as a penalty, a sum equivalent to one (1) month's salary.

Kindly sign the duplicate of this letter and return it to us within 3 days from the date of this letter.

Please feel free to contact us if there are any matters that you may wish to clarify:

Chia Pei-Pei
Associate Director, Human Resources
Tel: 6556-5490
Email: ppchia@ncs.com.sg

Kate Chng
Senior Associate, Human Resources
Tel: 6556-5428
Email: katechng@ncs.com.sg

B. Soujanya

I take this opportunity to extend a warm welcome to you and wish you a satisfying career in NCS.

Yours sincerely



Chia Pei-Pei
Associate Director
Human Resources

CONFIRMATION OF ACCEPTANCE *(please do not detach this portion)*

I, Bojjireddy Soujanya, have read and understood your letter of offer of employment dated 19 May 2014. I hereby accept your offer of employment on the terms and conditions in the letter and will commence work on 21/07/14.

B. Soujanya
Signature

19/5/14
Date



Annex

Direct Contract – 1 Year (Grade 1 to 6, P1)
Page 1 of 6

PRIVATE & CONFIDENTIAL

All references to “NCS” and the “Company” are to the applicable companies within the NCS Group that employs the employee in question. As of the date of this document, companies currently in the NCS Group include, without limitation, NCS Pte Ltd and NCS Communications Engineering Pte Ltd located in Singapore.

NCS reserves the right to amend, supplement, or rescind any provisions of the terms and conditions of employment as it deems appropriate at its sole and absolute discretion.

1. WORKING HOURS

Your official working hours will be:

Mondays to Thursdays	:	8.30am to 6.00pm
Fridays	:	8.30am to 5.30pm
Lunch	:	1.00pm to 2.00pm

However, in the event that there is a business requirement to change your working hours, you are required to observe.

2. SALARY REVIEW

You will be eligible for salary review, if any, provided that you are offered a contract renewal upon successful completion of your one (1) year contract.

3. BONUS

You will be eligible for a Bonus upon completion of your one (1) year contract, subject to Company and individual performance.

4. ANNUAL LEAVE

You will be eligible for fourteen (14) days of annual leave for one (1) complete year of contract.

You must complete three (3) months of continuous service with the Company before you are allowed to apply for your earned leave. Employees with incomplete calendar year of service shall receive pro-rated annual leave based on the number of days of continuous service in that calendar year.

You may carry forward up to 50% of your full year leave entitlement to the following contractual term in the event that your contract is being renewed. Such unconsumed leave must be utilized within three (3) months of the following contractual term, else forfeited.

B. S. S. S. S.
[Signature]

Annex

Direct Contract – 1 Year (Grade 1 to 6, P1)
Page 2 of 6

PRIVATE & CONFIDENTIAL

5. STATUTORY AND EXTENDED CHILD CARE LEAVE

Employees who have completed at least three (3) months of continuous service with the Company and have children (including legally adopted children and stepchildren) aged up to twelve (12) years inclusive will be eligible for statutory and extended child care leave as provided for in the Children Development Co-Savings Act and Employment Act.

Childcare leave is non-cumulative and thus any such unused leave cannot be encashed nor brought forward to the following year. Childcare leave shall not be used to off-set against notice period. Details of the statutory and extended childcare leave are available on NCS Intranet.

6. FLEXI-FAMILY LEAVE

You will be eligible for three (3) days of flexi-family leave per one (1) complete year of contract. The types of leave subsumed under the flexi-family leave are as follows:

- (i) Family Care
- (ii) Marriage
- (iii) Birthday
- (iv) Adoption

You are required to submit the relevant supporting document when applying for the respective leave type. Details of the flexi-family leave are available on NCS Intranet.

7. COMPASSIONATE LEAVE

You shall be given three (3) working days off, immediately on or following the day of the demise of a family member.

A family member refers to the employees' spouse, child, parent, parent-in-law, sibling, grandparent, grandparent-in-law, great grandparent or great grandparent-in-law.

You are required to submit the relevant supporting document when applying for the leave. Details of the leave are available on NCS Intranet.

8. MEDICAL AND HOSPITALISATION LEAVE

You are, after examination by and on the recommendation of a registered medical practitioner, eligible for paid medical leave not exceeding 14 working days per year if no hospitalisation is necessary.

In the event of hospitalisation, you are eligible up to a maximum of 60 days per year inclusive of the maximum 14 days of non-hospitalisation sick leave provided for in the paragraph immediately above.

B. Sojany



Annex

Direct Contract – 1 Year (Grade 1 to 6, P1)

Page 4 of 6

PRIVATE & CONFIDENTIAL

13. TERMINATION

(i) Without Cause

Termination of your service will be one (1) month's written notice or payment of one (1) month's basic salary in lieu of notice by either party, without any reason being assigned.

The written notice shall be served on an official working day and the period of notice shall not include any period of absence such as Maternity Leave, National Service Leave, Statutory Childcare Leave or Annual Leave.

(ii) With Cause

Documents supporting your application for employment are subject to verification by the Company, which reserves the right to verify their authenticity with the issuers of the original documents. Notwithstanding anything to the contrary in this agreement, the Company may exercise its discretion to terminate your service immediately without pay in lieu of notice should you be found to have supplied false information in your application for employment.

Your employment with the Company may be terminated without notice or compensation to you whatsoever if:

- you commit any serious or persistent breach of any of the provisions of this Offer of Employment; or
- in the Company's reasonable opinion, are guilty of any gross negligence or dishonest act or omission in the discharge of your duties and responsibilities; or
- in the Company's reasonable opinion, are guilty of insubordination gross misconduct or breach of your fiduciary duty to the Company; or
- you are made a bankrupt in any jurisdiction; or
- you are convicted in a court of law of any criminal offence which reasonable opinion of the Company affects your position as an employee of the Company or causes disrepute to the Company; or
- in the Company's reasonable opinion, become unable by reason of accident, illness, or unsoundness of mind from performing your duties and responsibilities competently

14. SECRECY AND SECURITY

- (i)** You will not during or after termination of your employment without the prior written consent of NCS disclose or permit the disclosure of any confidential information obtained in the course of or as a result of this employment concerning the affairs of NCS (including but not limited to departments of the Government of Singapore, where applicable) to any person or body not authorised to receive such information. For purpose hereof, all information is to be treated as confidential except such as is or has become public knowledge otherwise than through your default or neglect.

B. Soujanya



Annex

Direct Contract – 1 Year (Grade 1 to 6, P1)
Page 5 of 6

PRIVATE & CONFIDENTIAL

- (ii) You will also take all reasonable precautions in dealing with any information documents and papers provided to you by NCS (including as aforesaid) so as to prevent any unauthorised person from having access to such information documents or papers.
- (iii) Upon the termination of your employment, you will return to NCS all documents, papers and property belonging to the Company which are in your possession, custody or control.

15. PART-TIME EMPLOYMENT AND PRIVATE PRACTICE

You will devote the whole of your time to your employment with NCS. You are not permitted to take up part-time employment or to engage in any trade or to practise privately on your own account.

16. OVERSEAS ASSIGNMENT

You will be required to undertake overseas assignment as and when needed depending on your job requirement.

17. GENERAL

You are required to observe all corporate policies and regulations which are now in force, or from time to time, published or laid down by the Company.

Situations that have not been envisaged could arise. Therefore, the Company reserves the rights to modify, revoke, suspend, terminate or change in whole or in part, at any time, with or without notice any information in relation to these terms.

Some of the benefits listed are for employees in service; employees who have tendered their resignation, or given notice of termination may not be entitled to them. You may contact your respective business human resource representative for clarification.

18. CHOICE OF LAW

Your employment with the Company shall be governed by and construed in accordance with the laws and legislations of Singapore. Any dispute, legal action or proceeding between the Company and employee or any transaction related hereto shall be brought in the courts of Singapore.

19. OTHERS

For the convenience of non-Singapore Citizens and non-Permanent Residents, the following are some website that will be useful:

- (i) About CPF Contribution
Central Provident Fund (CPF): <http://www.cpf.gov.sg>

B. Sanyal





Annex

Direct Contract – 1 Year (Grade 1 to 6, P1)
Page 6 of 6

PRIVATE & CONFIDENTIAL

- (ii) About Your Personal Income Tax
Inland Revenue Authority of Singapore (IRAS): <http://www.iras.gov.sg>
- (iii) About Living in Singapore
Contact Singapore: <http://www.contactsingapore.org>

B. Suwangs
..



LIST OF DOCUMENTS

If you accept our offer of employment, please complete and return (if not submitted earlier) the following to us:

- (a) NCS Application Form (with recent photograph attached);
- (b) 1 set of the letter of offer with the confirmation of Acceptance Section completed;
- (c) Direct Salary Notification form;
- (d) Photocopies of your:
 - i. GCE 'O', 'A' levels and university result transcripts (including the convocation certificate for graduates);
 - ii. Professional certificates and testimonials from previous employer(s);
 - iii. Extra Curricular Activities Records for recent school leavers;
- (e) Certificates of Service from MINDEF (where applicable);
- (f) 1 original set of the Application Form for Employment Pass/ Work Permit (for non-Singapore citizen);

[Handwritten signature]

B. Seng