



BNY MELLON

BNY Mellon International Operations
(India) Private Limited
CIN: U72900PN2004FTC022163

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Park, Nandambakkam Post,
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Level 1, Tower S3, Cybercity,
Magarpatta City, Hadapsar,
Pune - 411 013, India

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November 16, 2020

Dear Uma R
No.66, S6, Sai Ashirvad Apartment
2nd floor, PVS nagar
1st cross street, Thoraipakkam
Chennai - 600097
PAN No. ADEPU4114C

Subject : Letter of Intent

Subsequent to the discussions between BNY Mellon & you, we are interested in making an offer of employment. The proposed broad terms are set out as below:

1. You will be offered the position of **Representative**
2. Your job level will be **E**
3. You will be appointed on a fixed pay of **INR 260,000 p.a.** This would be payable to you in accordance with the prevailing standard compensation plan of the company.
4. We will contact you regarding the joining date, upon completion of your course.
5. You will serve an initial probationary period of six months from the date of joining unless communicated otherwise in writing.
6. Your place of work will be **Chennai** and you may be asked to serve the company or any of its subsidiaries or associated companies in any location within or outside of India, as may be required from time to time and as communicated to you in writing.
7. You will be required to work in shifts as per business requirements.

If you are interested in receiving a formal offer for this role on above terms, please provide duly notarised copies of all testimonials and other documents referred to in Annexure I (attached hereto) within 5 working days of the date of this letter. On receipt of the same we shall arrange for the formal offer documentation ("Formal Offer") to be issued to you.

DocuSigned by:

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DocuSigned by:

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Please note that the Formal Offer will be made subject to the following conditions:

- a. Accuracy of the testimonials and information provided by you and your being free from any contractual restrictions / obligations preventing you from accepting the Formal Offer or starting work on the above mentioned date
- b. Submission of background form, reference check form & completion of medical tests

Please note that this letter is not and should not be construed as a formal offer of employment. A formal offer of employment will be issued to you subject to returning this letter duly signed, and receipt by us of all documents mentioned in Annexure I. If you do not sign and return this letter to us by **November 20, 2020** the offer as per this Letter of Intent will expire.

Kindly sign the duplicate copy of this letter as indication of your interest in proceeding to Formal Offer.

Wishing you the very best.

Yours sincerely,

DocuSigned by:

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Authorized Signatory

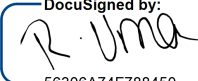
I accept the terms & conditions of this Letter of Intent

Candidate Name: Uma R

'MyCareer' ID:

Date: 19 November 2020 | 4:23:39 AM EST

Sign:

DocuSigned by:

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