



TEMENOS

TEMENOS INDIA PVT LTD

No 146 Sterling Road
Nungambakkam
Chennai 600 034 India

T: +91 (0) 44 7133 1000

www.temenos.com
CIN – U30006TN1995PTC032883

Temenos Offer

July 1, 2021 (MM/DD/YYYY)

Dear **Koteeswari K**
1/84 A, Mettu street, Eadamachi
village, Kancheepauram-603107

It gives us immense pleasure in inviting you to join Temenos India (P) Ltd as one of its valuable members. We believe that organizations grow and flourish fuelled by the enthusiasm and energy of the people, who are willing to invest in to the future. We are sure that with your joining, we will be adding to our organization's strengths of competence, commitment and customer orientation.

1.Position: **Software Engineer**

2.Band: **A**

3.Job Family: **Technical**

4.Location & Department: You will be posted any location based on the resource requirement at the time of your joining and allotted to a role in development/Testing/Support teams, as per the decision of management. Please note that all such roles enjoy equal premium and diversified career paths. We will communicate Location, role and Department details, after your successful completion of Induction Training.

5.Salary: Please refer to the annexure attached with the offer document for Salary Emoluments.

6.Date of joining: **August 13, 2021 (MM/DD/YYYY)**

7.Probation: There will be a standard 6-month probationary period at the end of which the probationary period will automatically terminate unless intimated to you otherwise.

8.Termination: One month notice during probationary period and three months notice after probation must be given should either party wish to terminate employment. However, any misdemeanor or misconduct will justify immediate dismissal without notice or compensation.

9.Working Hours: 8 hours per day, 5 days per week (Mon to Fri). Working hours may be subject to change following business requirements.

10.Vacation: Grant of leave will be governed by the provision of Leave Policy prevailing in Temenos India. You will be eligible

for 12 days each of Paid Casual leave, Sick leave and Privilege leave for every calendar year. There is a provision to accumulate privilege leave, subject to a maximum limit of 45 days. Apart from this you will also be entitled to statutory public holidays.

11. Insurance: You will be entitled to the standard group medical insurance cover taken out by the company.

12. Confidentiality: All matters, information or work undertaken by you in the course of your employment are confidential and you shall not release to third parties or make known any such matters, information or work without the prior written consent of the company.

13. Company's Procedures: Temenos has a Group Policy for staff that contains the company's operating rules and procedures. You shall abide to them.

14. Training: You will be provided adequate classroom training and the duration of training would be purely based on the business requirement. Based on the business requirement, period of training will vary or get extended. Your confirmation and continuation of employment will be primarily based on your performance in the training and your meeting the training criteria during and at the end of training. The criteria will be decided based on the type of training. During the Training / probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one week notice.

15. Training Agreement: At the time of joining, you need to sign the Training Agreement, which stipulates a condition that you have to serve the company for a minimum period of two (2) years after the Training period. Failing which you will be required to reimburse the company an amount of INR 300,000/- (Rupees Three Lakhs Only) towards the cost of Training / Training Certification and all other costs related to training.

16. Product Knowledge Incentive: As part of Product Knowledge upgrade program, all employees working in Temenos Products will be assigned the Product Knowledge objectives after completing the probation period. Objectives will be set on quarterly / annual basis and the payment will be made only to those successfully achieved their Product Knowledge Incentive. You may need to discuss with your Manager on the same after joining Temenos. More details related to Product Knowledge Incentive is available in Temenos Intranet Portal.

17. Passport: You will need to produce the photocopy of the passport or receipt for having applied for the same.

18. Background Checks: The company at its sole discretion may conduct background checks, prior to or after your joining service in Temenos, verify your identity, the address you reside in, your educational qualifications and details to your prior employment/s, if any, as mentioned in your application form / Offer Annexure, and conduct any criminal checks / records. You expressly consent to the company for conducting such background checks. You will be required to furnish documents as specified in "Offer Annexure" towards the background checks. If the company is not satisfied on the outcome of your background checks, the company at its sole discretion, reserves the right to withdraw this offer without any notice and may request for compensation or will take appropriate action against you, including, but not limited to termination of your employment. While conducting background checks, if there arises any doubts regarding any of the details furnished by you in the Offer Annexure, the company may at its sole discretion, ask you for further information to validate the facts or to substantiate the details that you have earlier provided to the company, to take appropriate action.

19. Validity of the Offer: Offer of employment is subject to the following

a. Clearance by the company doctor based on the "medical examination".

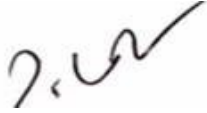
b. This offer of employment shall be valid till August 13, 2021 (**MM/DD/YYYY**). Upon receiving this offer letter, you are requested to communicate your acceptance on the Cornerstone portal. You should join latest by August 13, 2021 (**MM/DD/YYYY**).

c. In case you do not communicate your acceptance of the offer or do not join duties on the date mentioned above, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by Temenos India, in writing or by

email.

Please acknowledge your offer acceptance in Cornerstone to indicate your agreement to these terms and consideration of employment. Formal Letter of Employment will replace this letter after you have joined Temenos India.

Yours sincerely,

A handwritten signature in dark ink, appearing to be 'T. Sethu Rathinam', written in a cursive style.

T. Sethu Rathinam
Vice President – Human Resources

**TEMENOS****ANNEXURE I - Salary Structure**

Your salary structure would be as indicated below:

Salary Components	INR Per Annum
A - Gross Salary	
Basic	275,000.00
HRA	137,500.00
Basket of Allowance	113,500.00
Total	526,000.00
A.1-Incentive	
Product Knowledge Incentive	24,000.00
Total (A+A.1)	550,000.00
B - Other benefits	
Employer's contribution to Provident Fund (12% on Basic) as per law	33,000.00
Contribution to Gratuity as per law	13,221.00
Superannuation*	27,500.00
Insurance Benefit	7,150.00
C - Short Term incentive*	
Short Term incentive*	As per applicable Short Term Incentive(STI) plan
Total Compensation (A+A.1+B)	630,871.00

* **Short Term Incentive (STI):** The percentage of STI eligibility is based on the Band. The actual STI payment is subject to company performance and individual performance.

Please note that the payment of variable compensation is based on the sole discretion of the management. In case of disputes, management reserves the right to make a final decision.

Yours sincerely,

T. Sethu Rathinam
Vice President – Human Resources

**Salary Components:**

a. **HRA:** Eligibility as per statutory requirements.

b. **Basket of Allowances (BOA):** BOA offers you the flexibility to design your salary structure within the defined tax framework, twice (Every April and after salary revision / After Joining) in a financial year. HRA, Professional Development Allowance, Telephone Reimbursement, Fuel Reimbursement, LTA, Children Education allowance and Hostel Allowance are part of BOA.

c. **Product Knowledge Incentive (PKI):** As part of Product Knowledge upgrade program, all employees working in Temenos Products will be assigned a set of Product Knowledge objectives for completion every year. This will kick in once you complete the 6 month probation period. Objectives will be set on quarterly / annual basis and the incentive would be paid on completion against the designated timeline. Your reporting manager would discuss with you on this after your confirmation.

Other Benefits:

d. **Provident Fund:** Employer's contribution towards the Provident fund.

e. **Gratuity:** Eligibility & Payment as per statutory requirements.

f. **Superannuation:** The Superannuation policy will be applicable to all confirmed employees who opt for this scheme and equals the amount of contribution made by the employee subject to the maximum limit of 10% of employee basic salary.

g. **Insurance details:** You are eligible for the below schemes as per our company policy.

1. Group life Insurance
2. Group Mediclaim
3. Personal accident Insurance

I confirm I have received this offer letter and accept the terms detailed within.

Name: **Koteeswari K**

**TEMENOS****ANNEXURE II - Joining Documents Checklist**Name: **Koteeswari K**

Please refer to our Offer of Employment dated **July 1, 2021 (MM/DD/YYYY)** You may report for duty at 9.00 a.m on **August 13, 2021 (MM/DD/YYYY)** at II Floor, KG 360,IT Business Park, Plot No. 41: No 232/1, Dr. MGR Salai, Chennai, TAMIL NADU 600 096 IND.

You will be receiving an email from Connect (our HR portal for on-boarding) to complete the pre-boarding journey within 24 hours from your acceptance of our offer letter in Cornerstone. Before you enter Connect, kindly ensure that you have read the Instructions in the email received from Connect carefully and keep all the necessary information/scanned copies of the below mentioned documents ready. With regards to the experience certificate and relieving letter from your current employer, you may submit the hard copy on your date of joining and email the soft copy to anthony@temenos.com and cassandra@temenos.com.

On the date of joining, our dress code is business casuals / Indian formals. We reiterate that submission of documents detailed below is a qualifying condition for employment and no exceptions will be entertained.

1. Passport Size colour Photograph - 4 Nos. and Stamp Size Colour Photograph – 2 Nos. (Dark Shirt with White Background) and send your Passport Size Photo softcopy via email to geetha.venkatesan@temenos.com and cassandra@temenos.com

2. Scanned copies of the documents listed below

- X & XII Mark sheet
- UG: Semester wise mark sheets, consolidated mark sheet, Provisional & Degree Certificate
- PG: (If Applicable): Semester wise mark sheets, consolidated mark sheet, Provisional & Degree Certificate
- Diploma / Certificate Courses / Professional Courses: Certificate Copy
- Passport, Aadhaar Card, Birth Certificates and PAN Card copy or proof of applying for the same.

3.Experience and relieving letters from previous employers, previous employer UAN number or PF number if applicable.

4.Previous Employer PF Passbook.

5.For Freshers : Two reference letters to be submitted (Not to be obtained from friends or relatives)

6.Date of Birth of Parents/Spouse (Proof not required at the time of joining)

7.Communication Address proof document for opening salary account (photocopy of Passport / Telephone bill / Driving License / Bank Account Statement / Voters ID card)

Yours sincerely,

T. Sethu Rathinam
Vice President – Human Resources



TEMENOS

TEMENOS INDIA PVT LTD

No 146 Sterling Road
Nungambakkam
Chennai 600 034 India

T: +91 (0) 44 7133 1000

www.temenos.com
CIN – U30006TN1995PTC032883

ANNEXURE III - Temenos Pre - Employment Checkup

July 1, 2021 (MM/DD/YYYY)

DOC Medical Services Pvt Ltd
No.4, Ambadi Road, Kotturpuram,
Chennai – 600 085.
Phone Nos: 42188814 / 24472405

Dear Sir,

The bearer of this letter **Koteeswari K** has been selected to join our company. Please carry out the Temenos Pre-Employment Checkup and send the report directly to our office immediately. You may submit the bills to us on monthly basis, along with the copy of this letter, for settlement in due course.

Yours sincerely,

T. Sethu Rathinam
Vice President – Human Resources