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12-Jun-2021

Hemalatha Venugopal

no.6,Baludaiyar Street Extension ,Kamaraj nagar, Vandavasi, Tiruvannamalai district.

Candidate ID : **C1690886**

Subject: Offer of Employment ("Offer")

Dear **Hemalatha Venugopal**,

Based on our recent discussion with you, we are pleased to offer you a position in Accenture Solutions Private Limited (hereafter referred to as Company) in Global Strategy & Consulting - Applied Intelligence, India as per the below terms and conditions:

Job Profile - **Data Engineering Analyst**

Management Level - **11**

Job Family Group - **Analytics and Insights**

Your joining location would be **Chennai**

Your gross annual fixed pay for **Financial Year 2021(FY21 i.e September 2020 - August 2021)** will be **INR 750000/-**; it includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. From the date of your joining, this compensation will be applicable for you until any further communication from the Company. The annual fixed pay includes employer's contribution to Provident Fund, as applicable.

- Variable Bonus: You will be eligible to participate in the FY21 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 21%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

This Offer is contingent on you commencing employment with the Company on or before **29-Jun-2021**. By accepting this Offer, you expressly agree that you will join on such date. The terms of this letter and this Offer are valid for **seven (7) days** from the date of this letter. Request you to send an email to **nitasha.kapoor@accenture.com** to confirm your date of joining. If we do not receive your acceptance before the expiration of **seven (7) days** from the date of this letter, or if, after your acceptance of this Offer, you have not joined the Company by aforementioned date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as part of accepting this Offer. As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You are required to submit on the day of your joining a signed copy of this letter along with the copies of the following annexures:

- Annexure 1 – Compensation and Benefit
- Annexure 2 – Declaration
- Terms of Employment, with your original signature on each page of these documents.

Your joining the Company will be subject to submission of all of the above along with all documentation listed in Annexure 3.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Hemalatha, we look forward to hearing from you regarding your decision to join our team. I believe you have a successful career ahead of you and look forward to your joining us.

After accepting your Offer with the Company, we encourage you visit Countdown to Accenture website(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career with the Company. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to contact any of the following individuals:

Recruitment team:

- > nitasha kapoor
 - Email address - **nitasha.kapoor@accenture.com**
- > AKSHAT SHANKAR
 - Email address - **akshat.shankar@accenture.com**
- > Onboarding team:
 - Aditya Cr - aditya.cr@accenture.com
 - Ramya Karkera - ramya.karkera@accenture.com

For any clarifications reach out **nitasha.kapoor@accenture.com** and

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Sanjay Sharma

Version 4.6 March 2020

ANNEXURE 1

COMPENSATION & BENEFITS

Compensation Details

Total Cash Compensation Elements		
Annual (INR)		
(A) Annual Fixed Compensation*	INR 750000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	21%
Annual Total earning potential (A+B)	Min.	Max.
	INR 750000	INR 907500

* Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

Benefits

In addition to your annual total earning potential, you will be eligible for following benefits, which will be governed by Company guidelines:

1. Medical Insurance for self, spouse and 2 dependant children up to INR 300,000 per annum. Premium for this will be paid by the Company. You have the option of availing Accenture negotiated rates to cover your parents, parents in law and any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
 - 10% of such claims for self, spouse and 2 dependant children
 - 20% of such claims for parents , parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of INR 5,00,000
4. Gratuity as per The Payment of Gratuity Act, 1972
5. Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance programme guidelines.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/ joining/ relocation/ retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE 2

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Accenture or employment with Accenture, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Hemalatha Venugopal

Date :

ANNEXURE 3

REQUIRED DOCUMENTATION

1. Two copies of your recent passport size photographs
2. Pan Card Copy
3. Copy of Degree/PG/Diploma (wherever applicable) certificates
4. Copy of any mark sheets (Last semester mandatory)
5. Experience Certificate from 2 previous employers
6. Relieving Letters from previous employer
7. Valid Passport copy (if not available please apply immediately)
8. References from two socially responsible persons supporting your qualifications and character
9. Signed hard copy of this Offer
10. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others