

17th August 2021

Seetha Lakshmi G M
Chennai

E-mail ID - seethalakshmi1607@gmail.com

Offer Letter

Dear Seetha Lakshmi G M,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of employment:

1. Designation : **IT Trainee / InP - IT Trainee**
2. Company : **FIS Global Business Solutions India Private Limited**
3. Place of Posting : 338th 37 th street, TVS Avenue, Anna nagar west extension
Chennai, Tamil Nadu 600101
4. Date of Joining : **30th August 2021**
5. Compensation & Benefits :

Annual Base Pay	: Rs.	465,116 /-
Performance Pay	: Rs.	34,884 /-
Total Compensation (TC)	: Rs.	500,000 /-

Break up of above Compensation details are provided in Annexure 1.

7. **Background Checks** :- Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer.
8. **Confidentiality** : You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
9. **Notice Period**: Notwithstanding anything stated herein, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days Notice or salary in lieu of Notice. Salary for this purpose will be computed on Monthly Base pay excluding Employer PF contribution.
10. **Probation Period**: You will be on probation initially for a period of six months during which time your progress will be monitored. At the end of this period, your employment will be deemed confirmed, provided you achieve performance standard. In the event of unsatisfactory progress, appropriate procedures will be implemented which may either result in extension of your probationary period or termination of your employment either during or at the end of probation.

11. **Cause for Termination means:** A wilful failure by You to substantially perform your duties and responsibilities, breach of Company policies and Code of Business Conduct and Ethics and the commission by You of theft, fraud, breach of trust or any material act of dishonesty involving the Company or its Affiliates.
12. **Hours of work :** Your normal working hours shall be 9 hours per day and 45 hours per week, including applicable intervals for rest. The Company also reserves the right to vary your hours of work and days of attendance, either on a permanent or temporary basis, dependent on business requirements. In the event of this you will be provided with reasonable notice.

The company follows a flexible working time system, which will enable You to choose your arrival and/or departure time from a range of available hours, subject to approval from your Reporting Manager. Further, You may be required to work in shifts or in a different weekly work schedule due to business reasons. You will be communicated about such differential schedule and work timings by your Reporting Manager.

You will be required to devote the whole of your time, attention and skill to the business and affairs of the Company both during normal business hours and during such additional hours, as permitted by Law as are necessary for the proper performance of your duties or as the Company may reasonably require from time to time.

Sharing of this information will result in withdrawal of your letter of offer

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

The Annexure II needs to be accepted and signed along with this offer letter.

We look forward to having you on board with Team FIS.

Yours sincerely



Amol Gupta
People Leader – India & Philippines

ANNEXURE I
Compensation and Benefits

Name: **Seetha Lakshmi G M,** **DOJ** **30-Aug-21**

FIXED PAY

Particulars	Amount (PM)	Amount (PA)
Basic Salary	19,380	232,560
House Rent Allowance	9,690	116,280
Flexi Benefit Plan^	7,364	88,364
Employer's contribution to Provident Fund	2,326	27,912
BASE PAY (FIXED PAY)	38,760	465,116
Performance Bonus*		34,884
TOTAL COMPENSATION (TC)		500,000

ANNUAL BENEFITS

Benefit Particulars	Amount (PA)
Gratuity (As per payment of Gratuity Act)	11,187
Premium paid by the employer for Group Health Medical Insurance**	24,145
COST TO COMPANY (CTC)	535,332

* Your Performance Bonus represents the target amount (at 100% payout). Actual payouts can vary depending on performance and subject to the terms and conditions of the Incentive plan policy. Plan details are at the sole discretion of the company and subject to change.

Taxes and other statutory deductions/payments as per applicable law.

** To know your eligibilities for Group Health Medical Insurance, please refer to the policy

**You will also be covered as part of Group Term Life Insurance & Group Personal Accident policy. To know your eligibility please refer to the respective policy.

^ Please refer to FBP Policy for details

Your compensation can be restructured at any time protecting Total Compensation (TC)

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 Reporting Manager

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Seetha Lakshmi G M,,** confirm that I am voluntarily sharing my Personal Information with **FIS Global Business Solutions India Private Limited** for the following purposes:

- a) Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
- b) Processing my job application including background verification checks and medical checks
- c) Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with **FIS Global Business Solutions India Private Limited.**

In this context, I also agree to the retention of such Personal Information by **FIS Global Business Solutions India Private Limited** for any future reference/verification and authorize **FIS Global Business Solutions India Private Limited** to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with **FIS Global Business Solutions India Private Limited** and is capable of identifying me.

Name: Seetha Lakshmi G M,

Signature: _____

Date: