

**Congratulations and Welcome to SitusAMC!**

We are excited to have you onboard in what we are sure will be an exciting journey! We wish that you achieve all that you aspire for in your career here at **SitusAMC India Pvt Ltd.,- Title Production Services.**

At SitusAMC, we strongly believe, our people are source of our success and we are committed to providing numerous opportunities for smart, self - motivated, pro - active and collaborative individuals to learn and grow. We understand, respect, and identify talent around the globe to find and develop the brightest minds and to build dynamic, lasting career with us.

SitusAMC Holdings Corp. ("SitusAMC"), is a prominent provider of technology and services to the real estate finance industry. SitusAMC head quartered in New York, United States was founded in year 1985. Our 30+years legacy since its inception continues to deliver superior client services across 31 global offices with 6,500+ employees in the United States, EMEA and India to support our clients' global needs.

As we wait for you to come onboard and experience this dynamic culture ,we recommend that you make time to go through [www.situsamc.com](http://www.situsamc.com) to understand life and culture at Assimilate/ SitusAMC India.

This Letter includes detailed information you would need to know related Company Policy and Summary of benefits. In case you have more questions please raise them with our Human Resources team and we will revert with a response at the earliest.

Congratulations once again on your journey with us. We wish you good luck and a rewarding career with us!

Yours sincerely,

for / **SitusAMC India Pvt Ltd.,**



**Linda Ryley**  
**Director, Global HR Operations**

17<sup>th</sup> August 2021

**Mr. Santhosh Kumar. K,**

Chennai,

kbsanthoshkumar019@gmail.com

Subject : Offer of Employment

Dear **Santhosh Kumar. K,**

Congratulations!

Subsequent to the discussion we had recently with you, we are pleased to extend the offer of Employment in SitusAMC India Pvt Ltd., ("**Company**") as per the terms and conditions mentioned below. Kindly confirm your acceptance of this offer by signing the Terms and Conditions:

1. You are offered this position based on the particulars provided in your application and in case the details are found incorrect, the offer/ appointment with the company shall stand cancelled/ terminated without any further notice. You understand that this offer is conditional on you executing an employment agreement with the Company on the date of joining the Company.
2. This offer and your continuance in this designation is subject to completion of background checks and other on-boarding processes including pre-employment reference checks, criminal background check, education verification, and drug screening results (with necessary services to be provided by and at the Company's cost) to company's satisfaction. This offer can be revoked (or where your employment has already commenced, your employment can be terminated) with immediate effect in case of an unsatisfactory background verification/screening result, without any claim against or liability to The Company. You further acknowledge that The Company may, at any point during your employment with the company, repeat any such verifications, and in particular, require you to submit to drug screening tests with or without prior warning, since such tests are an essential requirement of The Company's business with its customers and also an essential condition of continued employment with The Company. Any abuse of prescription medication is also prohibited. Should you fail to cooperate, or if the outcome of any such test is unsatisfactory in The Company's opinion, The Company reserves the right to take disciplinary action, up to and including termination of your employment with immediate effect (without notice or payment in lieu thereof).
3. Date of Joining  
Your employment will commence on **18<sup>th</sup> August 2021.**
4. Designation  
**Research Analyst**, Band – B1, Grade – 1A
5. Compensation  
Your total salary per annum is **INR 1,62,012/-** (Rs. One Lakh and Sixty two thousand and Twelve only). Details of your salary structure are given in the Annexure A.

Compensation is paid in monthly installments by bank transfer on the last day of each month for the whole calendar month. Your salary will be reviewed as per the company policy.

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**6. Working Hours**

Company follows 9-hour workday and 05 working days a week, with Saturday and Sunday as weekly offs. The working shift hours and working days would vary depending on requirements and at company discretion with reasonable notice in accordance with applicable laws. If you are designated to work in shifts, you shall be eligible for shift allowance as per company policy.

**7. Placement of Work. Your place of work will be at **Chennai**.**

You will be in employment at any one of Company's offices, its affiliates, or Company's customer locations, as per business requirement. You understand that the Company reserves the right to transfer you to any of its offices or offices of its affiliates or customer locations. You would be required to be present within the specified city limits for which you have been hired on throughout your tenure. The Company reserves the right to transfer you on a temporary or permanent basis to other job functions or departments within the Company and assign such other duties as may be deemed fit in the interest of the Company. You would be required to be present within the city limits for which you have been hired on or prior to your date of joining and throughout your tenure. You would require prior approval from the Company for a change in the city at which you are residing.

You will be required to report to the office based on business requirements or after the COVID-19 pandemic situation normalizes, whichever is earlier.

**8. Disclosure of Contractual and Other Restrictions**

Before accepting The Company's offer of employment, you must fully disclose all contractual and other restrictions or obligations with other parties, including any non-competition or non-solicitation agreements with prior employers, that may or will impose limitations on your professional activities with The Company. Failure to disclose contractual and other restrictions or obligations may lead to rescission of your offer of employment. The Company expects you to abide by all such restrictions or obligations and to avoid involvement, while employed by The Company, in any matter that could pose or appears to pose a conflict with any contractual or other duty to which you are subject, including as a result of confidential, proprietary or trade secret information obtained by you prior to your employment with The Company. By agreeing to become employed by The Company, you represent that none of these restrictions or obligations is inconsistent with your acceptance of this offer of employment or your becoming, and serving as, an employee of The Company as contemplated under this offer of employment.

**9. Probation Period:**

The probationary period is six (6) months from your date of joining. The Company reserves the right to extend the probationary period. While on probation your performance will be reviewed and on successful completion of your probation, your services will be confirmed. You will be on probation until such time your services are confirmed in writing by the company.

**10. Leave**

You will be entitled to 42 Days leave in a calendar year on monthly accruals basis. If your joining is in between a calendar year, the said number of leaves shall be pro-rated.

| Leave Type   | Duration |
|--------------|----------|
| Sick Leave   | 12 Days  |
| Casual Leave | 12 Days  |
| Earned Leave | 18 Days  |

Employees will be entitled for the first credit of eighteen days Earned leave upon completion of one year with the Company and subsequently 1.5 days is credited every month. Earned Leave are credited to an employee's leave balance as per the policy and applicable law.

- a. Subject to applicable law, during the probation period you are not eligible for leave. In case you absent yourself from duty for 3 days or more or extend leave on your own without the consent of management beyond originally granted leaves, you shall be deemed to have relinquished your service and repudiated your right to serve in our employment any further.

Your leaves are subject to local laws applicable to you and the company leave policy. Your leaves may be revised basis applicable law.

## 11. Holidays

You shall be eligible for 10 holidays in a calendar year as per the published Holiday calendar. Your holidays are subject to local laws applicable to you and any company policy. Your holidays may be revised basis applicable law.

## 12. Company Policies & Benefits:

You will be expected to abide by the Company's rules and regulations. You will be required to sign an acknowledgment that you have read, understood, and agree to abide by the Company rules of conduct, which are included in the Employee Handbook or Manual. You will be governed by the appropriate Company policies regarding hours of work, leave entitlement and other conditions of employment. You will be eligible for the Company's standard benefits package. Information regarding the Company's benefits package will be forwarded to you separately. The Company reserves the right to modify its standard benefits as necessary, which would also modify the benefits available to you. You will abide by all the Rules and Regulations of the Company which are in force or may be in force from time to time. The Company shall have the right to vary or modify any or all the terms and conditions of the service which shall be binding on you.

## 13. Termination of Service

- (i) In addition to these terms and conditions stated in the above documents, there are other company policies and procedures which you agree to observe and follow during your employment with the Company. These company policies and procedures may be varied from time to time.
- (ii) If at any time, in the opinion of the Company, which shall be final, you are deemed insolvent or are found to be guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, or of any conduct unbecoming of the status and the post you hold in the Company's interests or of violation of one or more terms of this letter, your services may be terminated immediately.
- (iii) You have been offered position on good faith that all the information and documents provided by you at the time of employment are true and correct. Your continued employment is contingent upon satisfactory background verification. The Company reserves the right to terminate your employment or your onboarding process without notice if the information and documents provided by you are found incorrect. The Company warrants the right to recover the costs incurred to perform the check and withhold your salary thereby.

## 14. Confidentiality

You shall not divulge, communicate or pass on any information, which you may come to possess as a result of your employment with The Company to any outsider or to anyone not employed by The Company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration/ terms of employment to any other employee of The Company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.

**15. Notice Period**

During the probation period, your services may be terminated by either party by giving the other party sixty (60) days written notice or gross salary in lieu thereof; provided that for cessation of employment on account of non-performance or connected matters, the written notice period shall be for a period thirty (30) days. The management reserves the right to waive off the notice and/or relieve you immediately and pay you salary for notice period.

Notice period post successful completion of probation period is Sixty (60) days, either party may terminate Services by giving Sixty (60) days' notice or gross salary in lieu thereof, subject to the Company accepting gross salary in lieu of notice period. It is at the discretion of Company to accept or decline gross salary in lieu of notice period solely based on actual circumstances related to client deliverables and availability of backfill resource.

It is mandatory for you to serve full notice period and it is your responsibility to complete your handover during the notice period before leaving organization/Company. If you chose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company.

In case you opt for leave during notice period, the notice period will be extended to the tune of leaves availed. If during the notice period you are absent without permission, your services can be terminated without any notice. Any reduction/ waiver to notice period shall be at the sole discretion of the Company. Company may adjust balance of annual leaves, while granting such reduction/ waiver. The management reserves the right to waive off the notice and/or relieve you immediately and pay you salary for notice period.

**16. Conflict of Interest:**

During the term of your employment with the Company, you are in no way allowed to be employed by any person/legal entity/public authority on a temporary or part-time basis with or without pay, without the prior written consent of the Company.

**17. Retirement**

You shall automatically retire from the services of the Company on attaining the age of 58 years and shall have no claim to be continued in the services of the Company thereafter.

**18. IT Security & Related Policies**

You are required to abide by the terms of the Company's IT Handbook, Security Policy, Email policy and other related policies from time to time in force, details of which will be provided to you by the Company.

**19. Dispute Resolution**

This offer letter is made under and shall be governed by and construed in accordance with the laws of India & the courts at [Chennai, India] shall have the exclusive jurisdiction to deal with any dispute arising out of or in connection with this Agreement. In case of any dispute between you and the Company, inter alia, in respect of the validity, interpretation, implementation, enforcement or alleged breach of any provision of this offer letter (or the subject matter of this offer letter), including regarding a question arising out of or in connection with this Agreement (a "**Dispute**") between the disputing Parties ("**Disputing Parties**"), the Disputing Parties shall attempt to first resolve such Dispute or claim through consultation.

On failure of the Disputing Parties to settle their Dispute through a consultation, such Dispute shall be settled by arbitration by reference to a single arbitrator appointed jointly by the you and the Company ("**Arbitrator**"). The decision of the Arbitrator in this regard shall be final and binding on both Parties. The

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venue of the Arbitration shall be Chennai, India and the language of the Arbitration proceedings would be English.

## 20. Data Protection

By signing this offer letter, You voluntarily acknowledge and consent to the collection, use, processing and transfer of certain personal information about you, including Your name, home address and telephone number, date of birth or other identification number, salary, nationality, job title, any shares of stock or directorships held in the Company, and details of all options or any other entitlement to shares of stock awarded, canceled, purchased, vested, unvested or outstanding in Your favor ("**Data**"). The Company and/or its subsidiaries will transfer Data among themselves as necessary for the purpose of administration and management of the Company. You authorize the Company to receive, survey, possess, use, retain and transfer the Data, in electronic or other form. The Company also reserves the right to monitor its employees, including you, using various security measures including but not limited to closed circuit television systems. These may be installed on the Company's premises overtly or covertly to ensure that the employees do not participate or propagate any activities which are or could be prejudicial to the Company's business interests or which could bring it into disrepute. Please note that any data managed by, collected from or exchanged with, affiliates located in different jurisdictions are subject to specific policies of the Company.

You acknowledge that you have read this Offer of Employment Letter. Your acceptance of this offer carries with it your agreement to observe all such rules, regulations, and orders. This offer will automatically lapse if not accepted within one (1) week from the date hereof.

### *Acceptance*

I acknowledge receipt of the terms and conditions of employment offered and the discretionary benefits and confirm my acceptance of the offer on the terms as described above.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Santhosh Kumar. K

**For SitusAMC India Pvt Ltd.,**



**Linda Ryley**  
**Director, Global HR Operations**

## Annexure A

**Mr. Santhosh Kumar. K**

**Research Analyst**

| Components                | Monthly (INR) | Annual (INR)   |
|---------------------------|---------------|----------------|
| Basic                     | 5,000         | 60,000         |
| House Rent Allowance      | 3,750         | 45,000         |
| Special Allowance         | 3,355         | 40,260         |
| <b>Gross Salary</b>       | <b>12,105</b> | <b>145,260</b> |
| Employer's Provident Fund | 1,003         | 12,036         |
| ESIC                      | 393           | 4,716          |
|                           |               |                |
| <b>Cost to Company</b>    | <b>13,501</b> | <b>162,012</b> |

### Additional Components:

Night Shift Allowance\*\* - up to INR 3000/- monthly; Monthly Incentive\*\* - Up to INR 5000/- monthly

Note\*\*: Depends on the shift, project allotted and the volumes of work; Under management discretion.

### Special Allowances:

Special allowances include Flexible benefits as a component to your salary structure that you can select from the below given list to avail tax benefits per the Income Tax act provisions and as provisioned in the payroll structure/policy of the company. Conditions and limitations may apply.

| Allowance Type    | Limit                           |
|-------------------|---------------------------------|
| Paytm Meal Wallet | Maximum of INR 2500/- per month |

### Documents:

1. Resume
2. Previous Company Pay slips (last 6 months)
3. Relieving & Experience Letters (all previous employers)
4. Declaration of income through Form 12B or Form 16 whichever is applicable
5. UG/PG – Consolidated Marksheets
6. Degree Certificate of highest qualification
7. PAN Card
8. Aadhar Card
9. Unique Account Number (UAN) for Provident Fund
10. Six (6) Passport Size Photographs
11. Current and permanent address proof
12. Names of 2 professional references

## **Annexure 'B' - Summary of Benefits**

You would be entitled for the below given benefits.

### **1. Insurance Benefits:**

| <b>Policy</b>           | <b>Details</b>                                                                                                                                                         |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Group Medical Health    | Medical insurance coverage of INR 1,00,000/- as family floater for self, spouse and up to 2 children.<br>Family Definition: Self + Spouse + up to 2 Dependent Children |
| Group Personal Accident | Personal Accident Insurance – Coverage with Insurance Company for INR 1,00,000/                                                                                        |

### **2. ESIC:**

In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate.

### **3. Wedding Anniversary Leave**

All Confirmed Employees are eligible to avail paid leave on their Wedding day and Wedding anniversary day subject to approval by their manager.

### **4. Gift Vouchers – Marriage & Child birth**

All Employees who get married during their tenure in the organization are entitled to a gift voucher worth INR 5,000. This is also extended to employees who are blessed with parenthood (eligible for birth of up to 2 children). Details would be made available on joining.

### **5. Employee Education Allowance Program**

After 1 year of active employment, employees are eligible to participate in the Education Allowance Program. The Educational Reimbursement and Allowance is credited in the year in which the course(s) is completed.

| <b>Position</b>   | <b>Amount</b> |
|-------------------|---------------|
| Band 1:           | INR 20,000    |
| Band 2 - 3:       | INR 50,000    |
| Band 4 and above: | INR 70,000    |

All Benefits are subject to revision at the discretion of Management from time to time.

With warm regards,

for **SitusAMC India Pvt Ltd.,**



**Linda Ryley**

**Director, Global HR Operations**