

15 Aug 2021

Dear Ms. Kiran Mayi H,

We are pleased to appoint you for the position of Jr Analyst - Performance Management. The company offers you regular employment with M/S Full Creative Private Limited as on 2 Aug 2021.

The value of your annualized Total Compensation (TC) will be of Rs 3,00,000 per annum.

Compensation Structure

The break up of the CTC per month is specified in Annexure - I, and will be given to you later.

We will be proud to have you as a member of our team to further enhance FULL CREATIVE position as a leading software company. Please feel free to get in touch for any questions or assistance that you may need. Looking forward to your joining with FULL CREATIVE team!

As per Company policy, you would be required to sign a standard Employment Agreement to protect classified/proprietary information at the time of joining.

Important

This appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation by you or is detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.

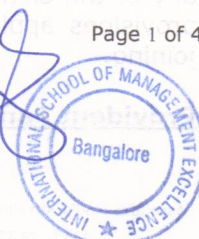
The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

Notice for Separation/Termination

During your employment with FULL CREATIVE may be terminated by giving a notice of one month to either side or payment of an amount equivalent to 1 month (Basic). However, at the time of leaving, you will ensure that all your on-going activities are successfully completed and handed over as per the company guidelines on the separation process. Depending on business requirements, FULL CREATIVE may or may not accept your offer to shorten the notice period.

Probation

You will be on probation for a period of six months from the date of your joining and may be confirmed as a regular employee upon successful completion of your probation. Your confirmation will be based on your performance and positive contribution to the company's objectives. The period of probation can be extended for a further period of six months or part thereof. During the probation period, your services can be terminated with Fifteen(15) days notice on either side.





Abandonment of Employment

In the event that you have been absent from work for three consecutive working days without any notification to the Company, and the Company has made reasonable efforts to contact the Employee, this employment shall automatically terminate on the expiry of the third day without the need for notice of termination of employment.

Working Hours

The normal working hours are from 1:00 p.m. to 10:00 p.m., Monday to Friday, and the first Saturday of the month with 60-minutes break including meals. Your Position requires you to work in flexible shifts.

Holidays

There are 10 holidays in a calendar year. Please refer to HR for the list of holidays.

Leave

The company provides 12 days of Casual leave (CL), 12 days of Sick Leave (SL) and 12 days of Privilege Leave (PL) per year (on a pro rata basis depending on the number of months worked in the company in a year).

Explanation of Various Benefits

This section gives details of the various benefit schemes at FULL CREATIVE and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to Human Resources for further assistance.

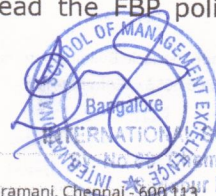
Flexible Benefit Plan (FBP)

Under Flexible Benefit Plan (FBP), you can choose the amount allocated to one or more of the following benefits each year (within the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a cash allowance. FBP is subject to Income Tax and Fringe Benefit Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Vehicle Running & Maintenance
- Telephone expenses
- Conveyance Allowance

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted for the Tax exemption. The adjustment of Income Tax and Fringe Benefit Tax would be done each quarter based on the prevailing Income Tax laws from time to time. Please note that the Income Tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy in detail on joining.

Provident Fund (PF):



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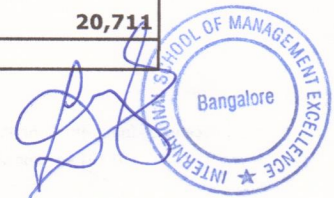
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FULL Creative Private Limited

FULL

Compensation Structure			
Name		Kiran Mayi H	
Employee ID		111271	
Date Of Joining		2-Aug-2021	
		Monthly	Yearly
A	Salary - Monthly Components		
	Basic	10,000	120,000
	House Rent Allowance	5,000	60,000
	Leave Travel Allowance	-	-
	Statutory bonus	1,400	16,800
	Special Allowance	6,319	75,828
	Night Shift Allowance	-	-
	Sub Total [A]	22,719	272,628
B	Retirals		
	Provident Fund	1,800	21,600
	Gratuity	481	5,772
	Sub Total [B]	2,281	27,372
	Total [A+B]	25,000	300,000
The above compensation is subject to complying with the requirements of company policy and law applicable from time to time.			
Gratuity Component will be paid subject to the fulfillment of provisions of the Payment of Gratuity Act, 1972 & rules made thereunder.			
The PF, ESI components of the salary may change in the future in accordance with the new rules and regulations announced by the Government of India from time to time.			
Company reserves the right to modify/amend the structure in part or full without any notice or assigning any reasons.			
	Net Pay [after PF and Professional tax before TDS]		20,711


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 INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
 Sy. No.88, Chembanahalli, Near Dommasanadra Circle,
 Sarjapur Road, Bangalore 562 125 INDIA



PF is a statutory benefit available to all employees of FULL CREATIVE. The objective of the scheme is to provide adequate social security (as per Government rules) to the employees after active work life. Automatic on joining FULL CREATIVE, 12% of the employee's basic pay is contributed to the PF account of the employee every month. The company will contribute equally 12% every month.

The PF is administered as per the Provident Fund Act as laid by the Govt. of India. Please visit <http://www.epfochennai.tn.nic.in/>.

Insurance Coverage

Upon joining FULL CREATIVE you will be eligible for the Insurance coverage as follows:-

- (1) Medi-Claim Insurance
- (2) Personal Accident Insurance

For specific details please contact HR.

For **Full Creative Private Limited,**

Vidya Balakrishnan

Authorized Signatory

I accept the above referred pay and benefits, and the general terms and conditions of employment.

Date : 17th August 2021

Signature : *Kiran Mayi*

Place: Bengaluru

Candidate's Name : Kiran Mayi H

[Handwritten Signature]
[Handwritten Signature]

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88, Chembanahalli, Near Doramangala Circle,
Banjapur Road, Bangalore