

**Pradumn Chauhan,**  
Chauhan Nivas, Roushan Vihar, Badowala, Anandi Gram,  
Dehradun, Uttarakhand.

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### **Consulting Services Agreement**

This letter is intended to delineate the arrangement relative to the certain consulting services to be provided by you on terms and conditions as more specifically set forth below:

#### **1. Services**

You will be in consulting services during the term of this Agreement and you will be designated as **Analyst** at **Highspring India LLP**.

#### **2. Commencement Date and Completion**

The commencement date for the Consulting Services to be provided by you will be **10th December 2025** and the said services arrangement shall remain in force till **31st March 2026** In connection with the provision of services hereunder, you will exercise the utmost degree of skill, competence, and diligence in performing such services.

#### **3. General Conduct**

You are required to adhere to the assigned shift hours/days and break timings. Uninformed/ unexplained /excess breaks from work or not complying with the assigned shift timings / days shall be considered operating against the effective Code of Conduct and lead to action as per company policy, that may even culminate in the termination of your services, if found to be grave and serious.

#### **4. Background checks**

Your association with Highspring is subject to clearing any background check, as applicable.

#### **5. Point of Contact**

Your point of contact at Highspring India LLP will be a designated representative from **Gurugram** and you will receive your instructions through him/her and coordinate your services and performance of work for Highspring.

Highspring India LLP  
LLP No. AAI-1086  
Plot 15, Electronic City, Sector 18,  
Gurugram, Haryana, 122015, India

## 6. Fees and Payment

In consideration, Highspring will pay you subject to applicable tax payment in the sum of **INR 28,000/-per month (subject to 10% TDS)** to be paid within the first 7 business days of each succeeding calendar month (Prorated amount). You will not incur any costs, expenses, or charges on account of the company without the prior written approval of the Management. GST/Compliance will be applicable.

## 7. Leaves

During a calendar year, you shall be entitled to 7 casual leaves annually and public holidays as per the Company's leave policy, which is subject to change from time to time.

## 8. Official Property

Equipment supplied by the Company is to be used for business purposes only. You may be provided office equipment (like laptops, headsets and cell phones, as applicable), essential to perform your job duties. You are required to take utmost care of all tangible and intangible office property including intellectual property /digital assets in your possession during your assignment. At the end of the assignment, all office equipment /assets should be promptly returned.

The Company reserves the right to take due action, recover/forfeit dues, and/or withhold relieving certificates in case of non-submission, damage or loss of such property, in full or part.

## 9. Termination

Either side can terminate this service arrangement by giving a notice of 15 days. In the event of termination of your services, all Highspring property, assets, materials, and work, including all documents in your possession, whether proprietary or otherwise, shall be delivered to Highspring. Notwithstanding the above, the Company also reserves the right to terminate the services without notice on the following grounds and the Company reserves the right to take action, recover/forfeit dues, and/or withhold relieving cum experience certificates in such cases.

- A. Failure in certification / training / written test or any other evaluation during your assignment.
- B. Continuous non-performance / failure to clear through performance improvement plans.
- C. Continuous uniformed / unresponsive absence from work for more than 3 working days.
- D. Violation of company policies, code of conduct, NDA terms or any other agreement terms designed during assignment.
- E. Severe breach of data / information and physical security policies
- F. Sexual harassment of an employee at the workplace as provided under the Company's Policy Prevention of Sexual Harassment.
- G. Moral turpitude.

### **10. Records Retention**

You will maintain complete records to adequately substantiate the services provided by you and shall provide such records to Highspring, or a Highspring designee, upon Highspring request, throughout the term of this Agreement.

### **11. Confidentiality**

That you will keep confidential all information concerning Highspring and will not divulge or disclose the same to any person during the term of the agreement other than as may be necessary for the performance of services hereunder. Pursuant to termination you will not disclose or divulge the same to any person whatsoever or use the same for business and gain.

### **12. Return of Highspring Material**

Upon completion of the assignment or where applicable on earlier termination of your consulting services, you agree to return to Highspring all property of Highspring of which you have custody, including, without limitation, any copies made of any Highspring documents or other material.

### **13. General**

You shall use your best efforts to provide the services and shall comply with and adhere to Highspring India LLP policies, standards of business practices, and ethics including compliance with all applicable laws.

***Wishing you a successful journey ahead!***  
***Yours Sincerely***



**Prema Swamy**  
**Human Resources**