



TaskUs India Private Limited

CIN: U74999MH2019FTC318980

**Registered Office: 1102 Level 11, Tower B, Peninsula Business Park,
S.B. Road, Lower Parel, Mumbai 40013, India.**

**Corporate Office: 6th Floor, C-21 Business Park, Pushp Vihar Colony,
Scheme No 131, Indore, Madhya Pradesh 452010**

Website: www.taskus.com ; Email: hello.recruitment@taskus.com

Strictly Private and Confidential

Dear Shreya Billore,

Subject: Conditional Offer for Employment

TaskUs India Private Limited (the "Company") is pleased to offer you an opportunity for full-time employment in the position of **Teammate** on a probationary basis. You shall report to the **Team Leader** and are required to follow directions given by the person(s) occupying that position or as delegated. Your initial place of work shall be **Indore** which shall be subject to change as per company policies.

Your total all-inclusive annual compensation on a cost-to-company basis will be **INR ₹252,000.00** which shall include your basic salary, statutory components and various allowances, which may be claimed in compliance with and subject to limits under the applicable tax laws and the Company's policies and practices. All payments by the Company shall be subject to statutory deductions and contributions. Any provident fund and/or pension fund contribution that the Company shall be required to make on your behalf shall be deducted from your compensation. Please refer to the remuneration schedule for more details on the same. The salary will be paid on a monthly basis. TaskUs may make changes to the payroll cycle in its sole discretion. The terms and conditions of your employment with the Company will be provided along with this letter.

Please note that this offer for employment is contingent upon (1) successful completion by the Company of your background checks and; (2) your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way may limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer for employment and (3) there being no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or on the Company. The Company reserves the right to withdraw this offer or terminate your employment without any obligation whatsoever in the event that it receives any negative background check results or determines that any contractual or other obligation may limit your ability to engage in business activities for the Company or if you are found to be part of any pending investigation (whether judicial, quasi-judicial or otherwise).

If you wish to accept our offer along with the terms and conditions hereunder, please sign and return to the undersigned a duplicate copy of this letter along with the Annexures within 5 days from the date of this letter. This offer shall automatically lapse unless you confirm your acceptance and return to us a copy within the prescribed time. Upon your acceptance of this offer for employment and subject to successful completion of your background checks by the Company, you will be required to join on **January 03, 2022** or such later date as may be communicated to you by the Company.

Should you accept this offer, you are requested to provide the Company with copies of the documents as listed out in Annexure A (unless provided earlier). Please treat this letter and its contents as strictly confidential and do not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without the Company's prior written consent. Your salary and benefits are confidential and you should refrain from discussing it with other employees of the Company.

If you have any questions in relation to this offer, please contact the undersigned.

Yours Sincerely,

For TaskUs India Private Limited



Preena Kumar
Recruitment Director

Acceptance

I hereby accept the offer along with the terms and conditions of employment with TaskUs India Private Limited as stated hereinafter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Signature: {{Sig_es_:signer1:signature}}

Name: **Shreya Billore**
Place: {{*city_es_:signer1}}

Annexure A

List of Documents

1. 2 recent passport-sized photographs
2. Relieving letter issued by your most recent employer
3. Copy of active passport
4. Relevant educational certificates
5. Last 3 months salary drawn payslips
6. Permanent Account Number (PAN) (For statutory purpose only)
7. Provident Fund UAN (For statutory purpose only)
8. Aadhar card (For statutory purpose only)
9. Bank Account Details (For salary purposes only)

Annexure B

Terms and Conditions of Employment

1. INTRODUCTION

The Company's offer of employment is based on the particulars, information and declarations provided by you. If at any time it is observed that the information provided by you is false or misleading or there is any concealment of facts by you, the Company reserves the right to immediately terminate your employment.

2. PROBATION

Your employment will be subject to three (3) months initial probationary period, which period shall commence from the date of your joining the Company. During the probationary period your employment can be terminated by the Company as per applicable laws. If your performance is satisfactory to the Company during this period, then the Company shall confirm the appointment in writing. Your probation shall automatically be deemed to have been extended in a situation where you do not receive the aforesaid written communication from the Company. Depending on your performance and/or other consideration, the Company may choose to extend such probationary period to the extent it deems fit.

Notwithstanding anything aforesaid, if the Employee is serving his/her probationary period, the employment can be terminated by the Company immediately, without giving any notice to the Employee. However, in case the Employee wishes to terminate the Employment during such period, the Employee shall give at least seven (7) days' written notice to the Company. In such an event, the Company may, at its sole discretion, permit the Employee to leave service during the period of notice without any salary in lieu of notice or pro-rated salary for the balance notice period as per this Clause.

3. DUTIES AND RESPONSIBILITIES, TRANSFER, ETC.

3.1. Your duties and responsibilities are set out within the job description attached herewith in the Appendix. You may be required to perform other duties as required by the Company from time to time. You shall not refuse to perform other duties and undertake responsibilities as and when called upon by your reporting manager, if any.

3.2. During the term of your employment, the Company may require you to work with other consultants, advisors, employees, officers and directors of the Company and entities with which the Company has contracted with, or may have a contract with in the future and you agree to do in accordance with the instructions received from the Company from time to time.

3.3. You shall deliver reports, assignments to the Company in the manner prescribed by the Company and in accordance with the requirements of the entities with which the Company has contracted, currently or in the future.

3.4. In addition to your day-to-day responsibilities, you are also expected to record and report information concerning your work. You are required to record information accurately, honestly, and maintain and submit to the Company's corporate office, records of financial transactions as per the policies, rules and regulations of the Company.

3.5. During the term of your employment, in addition to your assigned tasks and work responsibilities, the Company may require you to interact and work directly or indirectly with external entities and/or authorized representatives of such entities. While dealing or working with such associates, you are expected to act as a brand ambassador of the Company through courteous conduct, positive behaviour, cooperative attitude and working skills so that the reputation and goodwill of the Company is enhanced and not adversely effected. Any omission or commission on your part, brought to the notice of the Company may result in strict disciplinary action against you, including but not limited to termination of employment.

3.6. Depending on business needs, the Company may, at its sole discretion, change your designation or transfer you to any other team, department or offices of the Company or of its affiliates.

3.7 .The Company has a right to assign, second or depute you to any affiliated companies, departments, subsidiaries or associate companies of the Company or to any group companies in which the Company may have an interest whether existing or which may be set up or established or acquired in future in any other location in India or to any third parties. The Company does not guarantee the continuation of any benefits at the new location. In all such cases of transfer, you will be governed by the relocation policies and policies of the Company existing at that time.

3.8. During the term of your employment, you agree to devote all your skill, knowledge and working time to the conscientious performance of your duties and responsibilities and agree to perform your duties with diligence and devotion. Since this is a full-time employment with the Company, while in the employment of the Company, you are not allowed to be employed in any other organization on a permanent, temporary or part-time basis nor shall you offer your services with or without consideration to any physical person, legal entity or public authority or be occupied in your own business, without the prior written consent of the Company. You will comply with all directions given to you by the Company and faithfully observe all the rules, regulations, and arrangements applicable to you.

3.9. Your employment will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time, including those as may be provided in the Company's Employee Handbook and other policies and procedures.

3.10. You shall be medically fit to perform the duties assigned to you. You may be required by the Company to undergo a medical assessment from time to time to determine whether you are medically fit.

3.11. You shall not make any false, defamatory or disparaging statements about the Company, its employees, officers or directors.

3.12. You shall not engage in activities that could result in a conflict of interest with the Company without prior approval from your manager. Any conflict of interest or potential conflict of interest shall be immediately disclosed to the Company.

3.13. Your employment will also be governed by statutory laws enacted by the government or local authorities as may be applicable from time to time. You shall comply with all applicable laws, regulations, and governmental orders of India, now or hereafter in effect, relating to your employment by the Company, including but not limited to the provisions of the Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States of America and the Bribery Act 2010 of the United Kingdom. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

3.14. From time to time, the Company may require you to undergo specialised training, whether onsite or offsite, in order to enhance your skills and capabilities. Such training is also likely to enhance your career prospects. As a result, and as a condition of our offer, the Company may require you to sign a training bond and provide a commitment to work and remain in the Company's employment for a minimum term as provided in the training bond, failing which, you shall be liable to reimburse the training expenses and pay liquidated damages to the Company.

4. REMUNERATION AND BENEFITS

4.1. Your total all-inclusive gross annual compensation on a cost-to-company basis is as provided in the offer letter. Your salary, payable on a monthly basis, shall be inclusive of the applicable statutory benefits, if any, and tax to be deducted at source by the Company. Any contributions (including but not limited to any provident fund contributions) to be made by the Company on your behalf shall be deducted from your salary.

4.2. Your compensation may be amended from time to time by the Company at its sole discretion. You understand and acknowledge that any future increments, promotions or any other incentives shall be based on your performance during employment and solely at the discretion of the Company.

4.3. The Company may offer certain employee benefits to you, subject to and in accordance with the applicable benefit plan(s), as may be amended from time to time.

4.4. Female employees shall be entitled to maternity benefits in accordance with applicable law and as described in the Company policies and subject to the terms provided therein.

4.5. The Company reserves the right to amend, alter or cease to provide (without compensation) any benefit (including any commission plan or incentive based pay) at any time. You may request the Company for more information in relation to the currently applicable benefits.

4.6. You are entitled to leaves and public holidays in accordance with applicable law and the Company's policies as implemented and/or amended from time to time.

4.7. You may be offered a relocation benefit plan on company's discretion. In such an event, if you leave the company before completion of one (1) year of service from the date of your joining the company. The company is entitled to deduct and recover such relocation benefit from your full and final settlement.

4.8. The company as part of the recruitment process may offer to buy your existing notice period. In such an event, if you leave the company before completion of one (1) year of service from the date of your joining the company. The company is entitled to deduct and recover such from your full and final settlement.

5. WORK LOCATION AND HOURS OF WORK

5.1. You shall report to the Company's offices or locations as specified in this offer letter. The Company reserves the right to change the office location or relocate you, as may be desired by the Company from time to time.

5.2. You shall be required to work up to 10 hours in a day (with a one hour daily break) limited upto 48 hours in a week. Your specific work hours shall be as stipulated under the Company policies, or as otherwise directed by the Company. However, you may be required to work additional hours as and when necessary to properly and effectively perform your duties and responsibilities.

5.3. The Company may require you from time to time, to travel to locations in India or overseas and work out of client's/customer sites. The Company may also require you to engage in travel on behalf of the Company, and to work night hours, required by the nature of the business of the Company. You expressly agree to accept such travel and hours of work without any additional compensation. Reasonable and necessary professional expenses for travel and lodging, incurred by you, in furtherance of Company business, shall be reimbursed to you in accordance with the standard policies of the Company, as in effect from time to time, upon presentation of documentary evidence that is acceptable to the Company.

6. SECRECY & CONFIDENTIALITY

6.1. You shall not during and after termination of your employment with the Company, give out, publish, disclose, disseminate or divulge to any person or entity, by word of mouth or otherwise, the 'Proprietary and Confidential Information' of the Company and or its clients/customers, that shall include but not limited to, all information, software (whether in object or source code), statistics, data, data base, knowledge, trade secrets, inventions, product details, know-how, formula, processes, designs, drawings, charts, maps, concepts, ideas, systems, project plans, business plans, client details, security information, any other creations of whatsoever nature, kind or description, organizational matters etc. which is communicated to you or acquired by you or which may have come to your knowledge by virtue of being an employee of the Company, and might be of a nature not generally known to others operating in the Company's area of business. You acknowledge that the Company has explained that such Proprietary and Confidential Information is the valuable property of the Company and/or their customers and is critical to the business of the Company. Further, you shall not at any time, whether during or after the period of employment with the Company, use such Proprietary or Confidential Information or any part thereof, for your own benefit or for the benefit of any person, firm, company or other legal entity other than the Company.

6.2. Notwithstanding the aforesaid provisions, you may disclose Proprietary and Confidential Information where ordered to do so, by any government, judicial or quasi-judicial authority; provided however, that you shall in such a case, give the Company a reasonable notice of any prospective disclosure and shall assist the Company in obtaining an exemption or protective order preventing such disclosure.

6.3. You shall return to the Company or to its nominees, Proprietary and Confidential Information, including copies thereof irrespective of storage or presentation medium, including all electronic and hard copies thereof, and any other material containing or disclosing any Proprietary and Confidential Information which is in your possession, power and control as and when called upon by the Company and upon termination, not later than the date of termination of employment or at the option of the Company, as the case may be, destroy the same and will not make or retain any copies of such Proprietary and Confidential Information.

6.4. The obligations enumerated above shall be binding on you at all times, irrespective of whether you continue to be employed by the Company or not.

7. INTELLECTUAL PROPERTY

7.1. You acknowledge the Company's proprietorship and sole ownership over all intellectual property i.e. any invention, product, process, know-how, formula, design, concept, idea, data, data base, statistics, or any other creation which is discovered, developed, created or conceived by you during the term of your employment with the Company, related to any business of the Company.

7.2. You hereby irrevocably, absolutely and perpetually assign worldwide rights including proprietary rights / intellectual property rights (i.e. trade secret, data base, patent, copyright, trade name, trademark, design or application therefore, or any other commercial, industrial or intellectual property right of whatsoever nature, pertaining to any intellectual property) that subsist in you to the Company free from encumbrances of any kind for the full term of each and every such right, including renewal or extension of any such term. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein shall revert to you, even if the Company does not exercise the rights under the assignment within a period of 1 year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You waive all your rights pertaining to such intellectual property, which may not be assignable or transferable in law. You hereby undertake that no future claims, actions or demands will lie in respect of such waived rights pertaining to the intellectual property, which may not be assignable or transferable in law.

7.3. You represent and warrant that you will not use or integrate any third-party materials or data that are not validly licensed to the Company in the intellectual property that you generate. You further represent and warrant that you have not violated the intellectual property rights of any third party, and that you shall not violate the intellectual property rights of any third party in the course of your employment with Company. Provided that, in the event the Company is held liable for your violation of any intellectual property rights, you undertake to indemnify the Company or affiliate as the case may be, against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting therefrom.

7.4. Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any intellectual property rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorney to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of intellectual property rights with the same force and effect as if executed and delivered by you. The Company reserves the right to appoint another attorney in lieu of the attorney as appointed hereinabove.

8. TERMINATION OF EMPLOYMENT AND GARDEN LEAVE

8.1. Following the successful completion of your probationary period, your employment may be terminated at any time by either party by serving the other party days' notice in writing. If you have given a notice to resign from services, you are expected and required to diligently serve the entire notice period. The Company may in its sole discretion, pay you in lieu of notice.

8.2. Notwithstanding anything aforesaid, if the Employee is serving his/her probationary period, the employment can be terminated by the Company immediately, without giving any notice to the Employee. However, in case the Employee wishes to terminate the employment during such period, the Employee shall give at least seven (7) days' written notice to the Company. In such an event, the Company may, at its sole discretion, permit the Employee to leave service during the period of notice without any salary in lieu of notice or pro-rated salary for the balance notice period as per this Clause.

8.3. Notwithstanding the provisions of Paragraph 8.1 and 8.2 or anything else to the contrary, the Company may terminate your employment with immediate effect without notice or payment in lieu of notice, for any of the following reasons:

- a) fraudulent, dishonest or undisciplined conduct on your part;
- b) you are found to have willfully suppressed material information or misrepresented or provided false information at the time of interview, appointment or during the course of employment;
- c) your breach of integrity, embezzlement, misappropriation, misuse or causing damage to the Company's property;
- d) your failure to comply with the directions given to you by your manager or any other authorised person;
- e) your insolvency or conviction for a criminal offence or you are found to be involved in any act which is punishable as an offence under the Indian Penal Code, 1860 within or outside the premises of the Company;
- f) your breach of the terms or conditions of this Agreement or the Company's policies or other directions of the Company;
- g) you abetting a strike in contravention of any law for the time being in force;
- h) your unauthorised absence for a continuous period of 3 days from work (including due to unapproved overstay of leave/training);
- i) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients;
- j) any misconduct on your part as provided under labour laws or Company policies.

8.4. Suspension: In case you are charged with any act of misconduct, you may be suspended from service pending enquiry. During the suspension period, you will be entitled only to 50% of your salary towards suspension allowance. While claiming suspension allowance you will tender an undertaking or affidavit every month in writing that you were neither employed nor self-employed during such period.

8.5. Your employment with the Company shall automatically terminate upon your permanent disability, mental or physical illness that may hamper your working efficiency and performance, or death.

8.6. You shall retire from the Company upon reaching the age of 60 years. The Company however reserves the right to extend the retirement age. For determination of age, the details in the documents furnished by you at the time of joining will be deemed to be final.

8.7. The Company shall be entitled to place you on 'garden leave' during any period of notice. During garden leave, you shall continue to be employed by the Company and shall be paid your annual salary and other applicable benefits. The Company reserves its right during garden leave to:

- a) cease to vest in or assign to you any powers or duties or to provide any work to you;
- b) change your designation or duties as the Company decides appropriate;
- c) prevent you contacting or communicating with any current, former or proposed clients, customers, employees, or vendors of the Company;
- d) exclude you from the premises of the Company; and/or
- e) announce to employees, clients, customers, vendors and other relevant persons of the Company that you have been given notice of termination or have resigned.

8.8. You hereby acknowledge and confirm to comply with any conditions laid down by the Company during the period of garden leave and accept that your duties of confidentiality and good faith continue to apply, together with all of the obligations contained in this letter.

8.9. The Company may set off any amounts owing and payable by you to the Company at the date of termination against any amount then payable to you by the Company. The Company may also set off against any loss or damage to the company provided equipment/assets such as desktop, laptop, headset, monitor alike.

8.10. If your employment is terminated by reason of the liquidation of the Company for the purpose of reconstruction, merger, spin-off, acquisition, amalgamation or by reason of any reorganisation of the Company or any other corporate action (including a transfer of establishment / unit / undertaking) and if you have been offered employment with the Company succeeding to the Company upon such event on terms no less favourable to you than the terms in effect under this Agreement then, you shall have no legal or contractual claim against the Company by reason of the termination of the employment.

8.11. You hereby agree that if the termination is found to be wrongful by an appropriate court in India, based on a non-appealable order, the maximum liability of the Company shall not exceed your thirty (30) days' salary and statutory benefits for every year of service, in case the Company does not reinstate you in employment.

8.12. Upon termination of your employment with the Company for any reason, the Company may require you to sign a Separation and Release Agreement with the Company at no additional consideration or payment.

9. AUTHORITY TO BIND THE COMPANY

9.1. Unless authorised by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

9.2. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

10. SENSITIVE AND PERSONAL DATA OR INFORMATION

10.1. The Company may, in connection with your employment collect sensitive personal data or information ("SPDI") relating to you. Such SPDI may be collected from you and some limited SPDI may be recorded directly or indirectly by internal security systems or by other means.

10.2. By accepting our offer, you expressly consent to the following: (i) the collection, use, processing and storage of your SPDI; (ii) the transfer worldwide of your SPDI held by the Company to other employees and offices of the Company's worldwide organisation and to third parties where disclosure to such third parties is required in the normal course of business or by law; (iii) that you shall have read and understood the Company's Privacy Policy, as and when implemented, in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof; (iv) use of your personal images and voices in marketing material, videos, etc.; and (v) treating any personal data to which you have access in the course of your employment strictly in accordance with the Company's policies and procedures and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

11. RESPONSIBILITY FOR LOSS OR DAMAGE CAUSED DUE TO NEGLIGENCE, MISCONDUCT

11.1. You shall be responsible for your act or conduct during the course of your employment with the Company. If any loss or damage is caused to the Company, its consultants, advisors, employees, officers, directors or entities with which the Company has contracted, on account of the negligence, misbehaviour or misconduct on your part, the Company shall be entitled to seek compensation for such damage or loss from you.

11.2. In case you fail to compensate the Company within ten (10) days of the demand so made by the Company, the Company shall be entitled to make deductions of the said amount from the remuneration payable to you by the Company in accordance with applicable laws and/or the Company reserves the right to subject you to strict disciplinary action including but not limited to termination of employment with the Company.

12. INDEMNITY

You shall indemnify and hold the Company harmless from and against any and all damages, loss, injury or liability for a claim of damage, loss or injury to person or property caused by or resulting from any of your act or omission to the Company, agents, principals or its employees or representatives which constitutes a breach of the term of your employment or negligent performance of your duties as expected from you while in the employment of the Company.

13. NON-DISPARAGEMENT



During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

14. COMPANY'S POLICIES

14.1. You shall comply with the Company's policies, rules and procedures as may be drafted, enforced, amended and/or altered from time to time during the course of your employment. This would include the policies contained in the TaskUs Employee Handbook and Global Code of Conduct.

14.2. You may be entitled to receiving compensation under the Employees' Compensation Act, 1923 (if applicable) in case any personal injury is caused to you by way of an accident arising out of and in the course of your employment with the Company, unless the payment obligation is covered by the insurance policies taken by the Company on your behalf.

15. RETURN OF DOCUMENTS AND COMPANY PROPERTY

15.1. On termination of your employment, you shall return to the Company all the assets and property documents, files, books, papers, information, memos, compact disks, data files or other computer programs, confidential information of the Company or any other property and equipment belonging to the Company in your possession or under your control (this includes all IP and any leased properties). You will be liable to pay damages including cost of such goods, equipment, etc. as may have been provided to you by the Company in case you fail to return the same in good condition.

15.2. You shall also return to the Company any Letter of Authority or Power of Attorney on demand or on termination of your employment.

16. NOTICES

16.1. Any notices, approvals or requests required or permitted to be given hereunder by either party to the other shall be given in writing and delivered: (1) by personal delivery; (2) by bonded courier or by a nationally recognized overnight delivery company; or (3) by electronic facsimile, with confirmation sent by any of the delivery methods in the preceding clauses (1) through (2). Notices shall be deemed given as of the day they are delivered. Notices from either party to the other must be given in writing to the respective addresses of the parties listed below (or to such other addresses as the parties may request in writing by notice given pursuant to this Paragraph 16):

To the Company:
To TaskUs India
preena.kumar@taskus.com
benefitsadministration.rgz@taskus.com

To you:
At the address on file with the Company or by e-mail to:
Shreyabillore1@gmail.com

16.2. You shall keep the Company informed about your latest postal address at all times and indicate in writing in case of a change in address.

16.3. Any communication sent to you by the Company at your last known address (as indicated by you) shall be deemed to have been duly served upon you in accordance with this Paragraph. In addition, you shall inform the Company, in writing, about any change in your name/surname with supportive documents facilitating an update of the Company's record and for taking up such administrative actions, which may be necessary as a consequence of change in name/surname etc.

17. GOVERNING LAW, JURISDICTION AND DISPUTE RESOLUTION

Your employment with the Company shall be governed and construed in accordance with the laws of India and subject to the exclusive jurisdiction of the courts in Indore. Subject to applicable laws, any dispute that may arise with respect to your employment or its terms shall be submitted for resolution by a sole arbitrator appointed as per the rules of the Mumbai Centre for International Arbitration (“MCIA”). The arbitration shall be governed by the MCIA Rules and the Indian Arbitration & Conciliation Act, 1996. The award made by the sole arbitrator shall be binding on both parties. The language of the arbitration shall be English. The venue and seat of the arbitration shall be Mumbai. You agree to sign such further documents as required by the Company for the purposes of resolving any dispute by way of arbitration. Notwithstanding the aforesaid provision on arbitration, in the event of your breach or apprehended breach of any of the provisions of this Agreement, the Company shall be entitled, in addition to all other remedies, to an injunction, whether interlocutory or preliminary, restraining any such breach, without recourse to arbitration.

18. REPRESENTATIONS AND WARRANTIES

You hereby represent to the Company that:

- a) you are and shall continue to be legally permitted to reside and be employed in India;
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees;
- f) these terms and conditions are in all respects reasonable and necessary to protect the legitimate business interests of the Company;
- g) you have all requisite power and authority, and do not require the consent of any third party to accept our offer; and
- h) you are not a party to or bound by any employment agreement, consulting agreement, non-compete agreement, confidentiality agreement or similar agreement with any other person, organization or body corporate.

Agreed and accepted:

Signature: {{Sig_es_:signer1:signature}}

Name: Shreya Billore
Place: Rangreza, India

Remuneration Break Up

Name of the Employee: **Shreya Billore**

Salary Structure

A. Fixed Components

Per Month Amount

- Basic Salary: INR ₹11,963.00
- HRA: INR ₹4,785.00
- Other Allowance: INR ₹0.00
- GROSS SALARY (Includes Employee's contribution to statutory deductions): INR ₹16,748.00

Per Annum Amount

- Basic Salary: INR ₹143,558.00
- HRA: INR ₹57,423.00
- Other Allowance: INR ₹2.00
- GROSS SALARY (Includes Employee's contribution to statutory deductions): INR ₹200,983.00

B. Variable Pay - N/A**C. Employer Contributions****Per Month Amount**

- ESIC - Employer Contribution (3.25% of Gross Salary + Stat Bonus): INR ₹616.00
- PF - Employer Contribution (12% of Basic): INR ₹1,436.00

Per Annum Amount

- ESIC - Employer Contribution (3.25% of Gross Salary + Stat Bonus): INR ₹7,390.00
- PF - Employer Contribution (12% of Basic): INR ₹17,227.00

COST TO COMPANY (A+B+C)

Per Month Amount – INR ₹21,000.00

Per Annum Amount – INR ₹252,000.00

Benefits Schedule

This document will give you clarity on terms associated with compensation and benefits as per organisation policies in effect. Kindly go through and provide your acceptance for the same.

1. Retirals (Whichever is applicable)

- You will participate in the Employees Provident Fund ('EPF') as set out in the Employees Provident Fund Scheme, 1952 ("The Scheme"). The company's total employer contribution to the Scheme shall be equivalent to 12% of your basic salary irrespective of the maximum statutory limit)
- Eligible employees will participate in the Employees State Insurance ('ESI') as set out in the Employees State Insurance Scheme, 1948 ("The Insurance Scheme"). The company's total employer contribution to the Scheme shall be equivalent to 3.25% of your gross salary.
- Cost to company (CTC) excludes the component of gratuity benefit which is payable on cessation of employment after a minimum of five years continuous employment as per the provisions of 'The Payment of Gratuity Act 1972'.

Notwithstanding what is stated under statutory schemes hereinbefore these are subject to change as per the applicable law in India from time to time.

2. Insurance

- The Employee will be eligible to participate in the company group personal accident, group medical insurance policies upon onboarding.
- The Employee will be eligible to participate in the company group term life insurance policy upon onboarding.

3. Relocation (Only If applicable and approved as part of offer)

- Please refer to the clause no. 4.7 and 4.8 for deductions policy if benefits are granted.

Relocation Benefits (If Applicable)

Designation	Travel	Accommodation	Relocation Lump Sum Amount
Team Mates	NA	NA	Rs 10,000
All other than TeamMates and Below Manager level	Upto Rs 1500 or actual whichever is lesser	15 days stay in company provided accommodation	Rs 15,000
Manager & above	Economy class Flight Tickets for self, Spouse and upto . 2 kids. Maximum of Rs 5,000 per ticket or actual whichever is lesser	15 days stay in company provided accommodation	50% of Monthly Gross Salary

Terms of Relocation allowance

- Travel ticket reimbursement is provisioned for expenses incurred on travel tickets and does not include other ancillary expenses like transit from airport, food at the airport, excess baggage etc. as the same must be considered as part of relocation lump sum allowance.
- Travel tickets must be booked by the candidate and claim for reimbursement needs to be submitted within 60 days of joining the organisation to the Finance team
- In case an employee leaves the company before 1 year, Relocation Expenses including Travel, accommodation and lump-sum allowance will be deducted from full & final settlement
- In case of any candidate moving back to work location as his/her hometown, Accommodation from company will not be applicable for any level. In such scenarios, Relocation lump-sum allowance will be applicable for Managers & above only
- Any extension to accommodation would not be allowed and in case of any emergency extension scenario, additional expenses over and above 15 days will be borne by employee on direct payment basis



- Relocation lump-sum allowance amount would be disbursed by the company along with the first month salary
- In case of Director & above, travel tickets can be booked by TaskUs logistics team based on request and subject to prior approval of Vice President Operations
- In the case of Travel, actual bills must be submitted at the time of claim through TaskUs India Finance Form - In case of travel through Personal vehicle, fuel cost would be reimbursed at INR. 10/Km considering the entitlement, whichever is low.

4. Salary Bank Account

- The current banking partner for TaskUs is HDFC Bank & ICICI Bank. Your account for salary credit shall be with the banking partner as decided by TaskUs. There will be no option to choose the bank for crediting the salary. TaskUs shall not be in any way responsible for any previous transactions with the banking partner thus decided and any past or future liability shall be owned by the Employee.
- The company is not liable for any salary credits in any manner except what is stated hereinbefore, notwithstanding in case an employee is unable to fulfill the bank account details at the time of onboarding/joining the company, the company at its sole discretion may also initiate separation proceedings.