

Date: 07th July 2014

OFFER LETTER

To,
Sapna S,

Bangalore.

Dear **Sapna S,**

We are delighted to extend our Offer Letter and would like to formally welcome you to the growing family of Kramah Software.

We trust you have had ample opportunity to review the details of your job role, our organization, and the associated responsibilities. Should you require any further clarification or have additional questions, we are more than willing to assist. You will have to report to office on **7th July 2014 i.e on Monday.**

We are pleased to inform you that your role with us will involve a work from office arrangement. This approach is designed to offer flexibility while maintaining collaboration and productivity.

If you have any questions regarding the specifics working model, and if you require further clarification on how it will apply to your role, please don't hesitate to reach out. We are here to ensure you have all the information you need to succeed in your new position.

Address: Kramah Software India Private Ltd.
#729/3, 14th Main Road,
Kumaraswamy Layout, 1st Stage,
Bangalore - 560 078,
Karnataka, India.

We are in the process of building an organization, where professionals would find full satisfaction of a challenging job and an interesting working environment. In this connection, we welcome your contributions too.

Kindly return the duplicate copy of the offer letter, duly signed, as a token of your acceptance of the same.

We look forward to a mutually beneficial long association with you. Yours truly,

KRAMAH SOFTWARE INDIA PVT LTD.


Mr. Rajeev Raghunath
CEO

#729/3, 14th Main Road, Kumaraswamy Layout, 1st Stage,
Bangalore - 560 078 India | www.kramah.com

Date: 7th July 2014

Letter of Offer

Dear **Sapna S,**

Pursuant to the interview you had with us and based on the representations made by you, we have pleasure to appoint you on the following terms and conditions:

1. Designation:

Your designation will be "**Senior HR Manager**"

2. Compensation & Benefits:

The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.

Your cost to the company, Kramah Software India Pvt Ltd will be **Rs. 6,00,000**(Six Lakhs only) per annum with 10% TDS.The details are stated in Annexure. Please note that our salary payment date will be processed on 5th of every month and if 5th is on a weekend i.e Saturday or Sunday or if it is on any general holiday then it will be paid on the next working day.

Your salary components, incentives, performance bonus, reimbursement, travel expenses and any other statutory benefits will be governed by company's policies / procedures, taxation policies and statutory guidelines that are applicable from time to time.

3 Effective Date of joining and leave policy:

You are requested to report for duty on or before **7th July 2014 i.e Monday**. This offer is valid only if you join our company. Your salary will be calculated based on the timesheet approval from your reporting manager every month end. It will be calculated as per the number of days you are present for the month as mentioned in the timesheet.

You will be eligible for 1 day per month paid leave which can be accumulated and to be used within the year by the company apart from the holidays in our Holiday List.

Salary will be calculated based on (21 or 22) working days for that month excluding Saturday and Sunday.

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4 Notice Period:

You will be in the probationary period for first 6 months with our company, within this probationary period if your performance is not good, then company reserves the right to terminate this job immediately. The Probationary of employment is terminable if you want to resign from the company by giving 60-Days' notice in writing and the full and final settlement of your salary will be made after 45 days from your last working day.

The Company reserves the right to pay or recover salary in lieu of notice period or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.

In the event of any breach in the terms and condition stated in the Services Conditions and/ or Non-Disclosure Agreement or any act amounting to misconduct, your services are liable to be terminated without any notice or payment in lieu.

5. Separation:

On separation, you will immediately return / give up to the Company before you are relieved all correspondence, Company's laptop with accessories ,specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items. You will also return to the Company all the assets given to you for official and/or personal use as per the various policies/schemes applicable to you as a part of your Compensation & Benefits. This would not apply to those assets or items, which are obligatory for you to buy under the concerned schemes. Associates are required to complete the Exit formalities & duly sign the 'No Dues' form on their last working date. In the event of not signing the 'No Dues', any claim made thereafter, pertaining to discrepancies in attendance, leave balance, shortfall in notice period, full & final settlement etc will be deemed as null & void. If there is a performance issue and the client wants to let go, then the employment with client stands terminated. Kramah at any point in time will not pay "Bench Salary". In case of any complaints from our Company's on the breach in the project or any proxy attended on your behalf or any breach in the process will lead to immediate termination from our company.



6. Service Conditions:

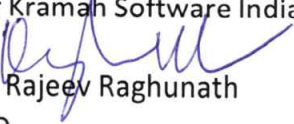
Your services will be governed by additional terms and conditions as explained in the Service Conditions attached herewith.

The terms and conditions are subject to statutory requirements and Company Policy.

Please sign a copy of this letter and other attached documents in acceptance of the above terms and conditions as also the additional Service Conditions...

Yours truly,

For Kramah Software India Private Ltd.


Dr. Rajeev Raghunath
CEO

Encl.:

1. Service Conditions
2. Confidential Agreement

I, agree to accept the terms and conditions mentioned above and also as in the Service Conditions document attached to this letter.

Name: **Sapna S**
Place: Bangalore

Signature: -----
Date:



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SERVICE CONDITIONS

Your appointment is subject to the following additional terms and conditions:

1. Your position is an consultant with the Company and you shall devote yourself exclusively to the business of the Company. You will not take any other work for remuneration [part-time or otherwise] or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the Company. The authorized person should approve, in writing, any honorary professional engagement outside the work with the company. Payslips and experience letter will be given only if you complete the Probationary period of first six months and also serve the given notice period before leaving the organization.
2. The Company reserves the right to re-designate and allocate suitable responsibilities from time to time. The Company is not bound to give any reason thereof.
3. Your services are liable to be transferred in such capacity as the Company may from time to time determine or to any other location, department, establishment or Associate or Group Company or Any Client. In such case, you will be governed by the terms and conditions of service as applicable to the new assignment. Such transfer could be to any location in India or any other country.
4. Company reserves the right to send you for training within or outside India, and in such event when you travel abroad for transition/knowledge/process transfer, you shall have to execute certain agreement (s) /documentation(s) as the Company may require from you. In view of the fact that the Company shall be making arrangements and making considerable expenditure for making specialized training available, the Company shall insist that the said agreement(s)/ documentation(s) be executed.
5. You shall agree that the following expenses, if committed during the recruitment and training process incurred by the Company at the time of joining and thereafter, shall be remitted back to the company should you leave our employment.
 - a) Relocation/transportation to the place of posting from existing locations
 - b) Payment made in lieu of your loss of salary because of joining Kramah Software India Pvt Ltd early, sign-on bonus or any other payment made like above

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Bangalore - 560 078 India | www.kramah.com



6. During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or as amended from time to time. You will also be governed by the Company's policies and rules in force or as introduced or as amended from time to time.
7. You are expected to perform effectively to ensure results and you will be expected to work extra hours to achieve this whenever the job so requires.
8. You will be required to undertake travel on Company work either within India or outside and you will be reimbursed travel expenses as per the Company Policy.
9. The Company has evolved a Confidentiality Agreement to protect the rights of the and also that of the Company while dealing with confidential information, documents, etc. The said Confidentiality Agreement forms part of the Service Conditions applicable to s of your category. You are required to read, understand and sign the enclosed Confidentiality Agreement in acknowledgement of your acceptance of the conditions therein.
10. If you conceive of/invent/discover/improve on any new or advanced or current methods of improving processes/formulae/systems in relation to the operation of the Company or its affiliates or customers, such developments, discoveries or inventions will be fully communicated to the Company and remain the sole right/property of the Company.
11. If any transaction with the Company involves conflict between your personal interest and the interest of the Company in dealings with clients / customers, and any other organization or individuals doing or seeking to do business with the Company, you are required to inform the Company in writing about the nature of such conflict of interest so that the Company could protect its right and address the transaction suitably.
12. If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such case, without prejudice to any other rights the Company may have against you, your services are liable to be terminated without any notice.



13. In the event of indiscipline or unsocial behavior or for actions that are detrimental to the Company, without prejudice to other rights the Company may have against you, your services are liable to be terminated without any notice.
14. (a) You undertake that you shall not join/do business with any of the Companies, Firms or Organizations or entity or person with whom you have had material dealings during the course of employment with us. This shall be applicable for a period of 24 Months after the cessation of your employment with the Company for any reason whatsoever.
- (b) Upon termination of your employment with our Company for any reason, irrespective of the nature of termination of your employment, you agree that you shall not for a period of 12 months from the date of ceasing to be an , whether on your own account, either personally or by your agent, or on behalf of any other reason, directly or indirectly: Induce, procure or endeavor to induce any person who is an , agent, customer / consultant of the Company to leave the service of, or cease to provide service to our Company or solicit the employment of, or directly or indirectly employ, engage or hire as an consultant any of the Company or assist or be instrumental in soliciting any of the Company.
- (c) It may be noted that the Company reserve its rights to approach the Court of appropriate jurisdiction to seek injunction, restraint orders or other prohibitory relief against you with a view to restrain you from committing breach of 15(a) and 15(b) above
- (d) For the above purpose i.e., 15(a) and 15(b) Competitor / Competition means any Company, Firm Organization, entity or person who is engaged or intends to engage in one or more of the same or similar business activity as that of the Company
15. You shall (A) maintain confidentiality of all information that you may have access to during the course of your employment and (B) abide by the Company Confidentiality agreement
16. Your breach or non-compliance of 16 (A) and (B) will be a source of great loss to the Company and the extent of loss is not easy to assess. In this light the Company reserves the right to initiate appropriate legal action.



Your appointment is subject to Bangalore jurisdiction

I, have read, understood and agree to abide by the above-mentioned Service Conditions applicable to consultants of my category. I hereby voluntarily affix my signature below in confirmation of the acceptance of all the terms and conditions of my employment including the above Service Conditions.

Name: **Sapna S**

Signature: -----

Place: Bangalore

Date:



Documents (Photocopy) to be provided at the time of joining:

1. 10th Marks Sheet.
2. 12th Marks Sheet.
3. Degree Marks Sheet.
4. Degree Certificate.
5. Certificates of the any additional course done
6. Appointment letters, Relieving letters, Experience Certificates of the previous organizations worked for, latest 3 months pay slips.
7. Copy of the Passport.
8. Address Proof current & permanent (if it differs from the address mentioned in the passport)
9. Photographs – 1 Passport Size
10. Copy of your Pancard and Aadhar Card

Your appointment is subject to Bangalore jurisdiction

I, **Sapna S**, have read, understood and agree to abide by the above-mentioned Service Conditions applicable to consultant of my category. I hereby voluntarily affix my signature below in confirmation of the acceptance of all the terms and conditions of my employment including the above Service Conditions.

Name: **Sapna S**

Signature: 

Place: Bangalore

Date:



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Bangalore - 560 078 India | www.kramah.com

Date – 14th Oct 2025
Place - Bangalore

Relieving Letter

This is to formally confirm that **Ms. Sapna S.** was employed with **Kramah Software India Pvt. Ltd., Bangalore**, in the capacity of **Head – HR & Operations** from **7th July 2014 to 30th September 2025**.

During her tenure of over eleven years, Ms. Sapna consistently demonstrated professionalism, commitment, and strong leadership in managing the company's HR, operations, and administrative functions. Her contributions have been integral to the organization's growth and success.

Ms. Sapna has been **relieved from her duties effective 30th September 2025**, upon her request to pursue better career opportunities.

We sincerely thank her for her valuable services and wish her continued success in all her future endeavors.

For Kramah Software India Pvt Ltd


Dr. Rajeev Raghunath
CEO



Date – 15th Oct 2025

To whomsoever it may Concern

This is to formally certify that **Ms. Sapna S** was employed with **Kramah Software India Pvt. Ltd., Bangalore** from **7th July 2014 to 30th September 2025**.

During her tenure of over eleven years, she has been associated with the organization in various capacities, most notably as **Head – HR and Operations**. In this role, Ms. Sapna took full responsibility for managing end-to-end HR functions, Talent acquisition, operations, and team coordination. She has successfully led teams, ensured smooth workflow across departments, and demonstrated excellent leadership and organizational capabilities.

Ms. Sapna has consistently exhibited dedication, professionalism, and a strong work ethic. Her contribution to process improvement, employee engagement, and overall organizational development has been commendable. She has played a pivotal role in aligning HR and operational strategies with the company's goals, thereby contributing significantly to its growth.

She has been relieved from her duties upon her own request to pursue better opportunities for career advancement.

We sincerely thank her for her valuable contributions and wish her continued success in all her future endeavours.

For Kramah Software India Pvt Ltd,


Authorized Signatory

KRAMAH SOFTWARE INDIA PVT LTD



Salary Slip

Employee Name: Sapna S
Designation: Head HR & Operations
Company Name: KRAMAH Software India Pvt. Ltd
Company Address: #729/3, 14th Main Road, Kumaraswamy Layout 1st Stage, Bengaluru -560078
PF Number- 10040

Month: September
Year: 2025

UAN - 102174771834

Date of Joining - 7th July 2014

Actual Working days - 22
No of days present - 22

EMOLUMENTS	AMOUNT Rs.	DEDUCTIONS	AMOUNT Rs.
Basic Pay / Consultant Salary	41,667	Profession Tax	200
House Rent Allowance	16,667	General Provident Fund (EPFO)	1,800
Medical Allowance	8,333	Contributory Provident Fund	1,800
Vehicle Allowance	8,333	ESI	-
Other Allowance		Postal Life Insurance	-
Special Allowance	8,333	Group Insurance	-
Variable Pay of Jan, Feb and March 2024		Income Tax(TDS) @ 10%	-
		Credit Society	-
Gross Pay	83,333	Total Deductions	3,800
		Net Pay	79,533

In Words - Rs. Seventy Nine Thousand Five Hundred and Thirty Three Only

Checked By



Received by

KRAMAH SOFTWARE INDIA PVT LTD



Salary Slip

Employee Name: Sapna S
Designation: Head HR & Operations
Company Name: KRAMAH Software India Pvt. Ltd
Company Address: #729/3,14th Main Road, Kumaraswamy Layout 1st Stage, Bengaluru -560078
PF Number- 10040
UAN - 102174771834

Month: August
Year: 2025

Actual Working days – 21
No of days present – 21

Date of Joining - 7th July 2014

EMOLUMENTS	AMOUNT Rs.	DEDUCTIONS	AMOUNT Rs.
Basic Pay / Consultant Salary	41,667	Profession Tax	200
House Rent Allowance	16,667	General Provident Fund (EPFO)	1,800
Medical Allowance	8,333	Contributory Provident Fund	1,800
Vehicle Allowance	8,333	ESI	-
Other Allowance		Postal Life Insurance	-
Special Allowance	8,333	Group Insurance	-
Variable Pay of Jan, Feb and March 2024		Income Tax(TDS) @ 10%	-
		Credit Society	-
		Total Deductions	3,800
Gross Pay	83,333	Net Pay	79,533

In Words – Rs. Seventy Nine Thousand Five Hundred and Thirty Three Only

Checked By



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Salary Slip

Employee Name:	Sapna S	Month	July
Designation	Head HR & Operations	Year	2025
Company Name	KRAMAH Software India Pvt. Ltd		
Company Address	#729/3,14th Main Road, Kumaraswamy Layout 1st Stage, Bengaluru -560078		
PF Number-	10040		

UAN - 102174771834

Date of Joining - 7th July 2014

Actual Working days – 21
No of days present – 21

EMOLUMENTS	AMOUNT Rs.	DEDUCTIONS	AMOUNT Rs.
Basic Pay / Consultant Salary	41,667	Profession Tax	200
House Rent Allowance	16,667	General Provident Fund (EPFO)	1,800
Medical Allowance	8,333	Contributory Provident Fund	1,800
Vehicle Allowance	8,333	ESI	-
Other Allowance		Postal Life Insurance	-
Special Allowance	8,333	Group Insurance	-
Variable Pay of Jan, Feb and March 2024		Income Tax(TDS) @ 10%	-
		Credit Society	-
		Total Deductions	3,800
Gross Pay	83,333	Net Pay	79,533
In Words – Rs. Seventy Nine Thousand Five Hundred and Thirty Three Only			

Checked By



Received by

KRAMAH SOFTWARE INDIA PVT LTD



Salary Slip

Employee Name: **Sapna S** Month: **June**
Designation: **Head HR & Operations** Year: **2025**
Company Name: **KRAMAH Software India Pvt. Ltd**
Company Address: **#729/3,14th Main Road, Kumaraswamy Layout 1st Stage, Bengaluru -560078**
PF Number- **10040**

UAN - **102174771834**

Actual Working days – 21
No of days present – 21

Date of Joining - **7th July 2014**

EMOLUMENTS	AMOUNT Rs.	DEDUCTIONS	AMOUNT Rs.
Basic Pay / Consultant Salary	41,667	Profession Tax	200
House Rent Allowance	16,667	General Provident Fund (EPFO)	1,800
Medical Allowance	8,333	Contributory Provident Fund	1,800
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Other Allowance		Postal Life Insurance	-
Special Allowance	8,333	Group Insurance	-
Variable Pay of Jan, Feb and March 2024		Income Tax(TDS) @ 10%	-
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		Total Deductions	3,800
Gross Pay	83,333	Net Pay	79,533

In Words – Rs. Seventy Nine Thousand Five Hundred and Thirty Three Only

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