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Ref No: HTCG/TECH/NOV 25/25093

November 20, 2025

Ms. Bezawada Swetha Sai
Flat No 115, 1st Floor, Agani Velocity Apartment
Siraj Layout, Gollanahall Main Road, Bengaluru - 560100.

Dear Swetha,

With reference to the interview(s) you had with us, we are pleased to appoint you in our Company as **T4-Lead**. Your base location will be **Bangalore**. The terms and conditions of your appointment are given below:

Heads	Monthly (in Rs.)	Annual (in Rs.)
Basic	90000	1080000
HRA	45000	540000
Meal Allowance/ Coupons	2000	24000
LTA	4500	54000
Telephone Allowance / Reimbursement	3000	36000
Special Allowance	58126	697518
Monthly Gross	202626	2431518
Variable Pay* ¹		67500
Insurance (GMI, GDCLI & GPA)* ²		19459
Provident Fund (Employer's Contribution)* ³		129600
Gratuity* ⁴		51923
Annual Gross		2700000

Salary will be paid on the last day of every month, which may be delayed due to delays in timesheets submission/approvals and also in case of discrepancies in attendance. If your joining date is after 20th, salary will be paid along with subsequent month payout.

Aadhaar Authentication:

The EPFO has made it mandatory for employees to link their UAN with Aadhaar to continue availing of the facilities and remittances to EPF. With the present regulations in place, we will not be able to enroll your name in the case of Aadhaar authentication mismatch/failure in the EPF portal. This will result in non-processing of your salary as it will not allow PF remittance. In such a case, salary advance payment will be processed to a maximum of 75% of the monthly net, based on employee requests. It is the responsibility of the employee to ensure the Aadhaar corrections and its resubmission to ensure validation.

Variable Pay*¹:

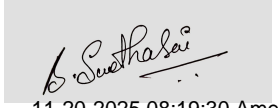
Accrued and payable on an annual basis with the March payroll based on Individual and Business performance and continuity of your service. The payouts done with the March payroll would be for the preceding calendar year period. This will be paid as per the company policy provided you are on rolls of the company / not serving notice at the time of the payout. Any change to the variable policy would be at the discretion of the company and would be updated in the HR portal.

Insurance Benefits*²:

Group Medical Insurance: Premium towards Annual Group Medical Insurance for a sum of Rs.5,00,000/- covering self and family (spouse and two kids) and you need to provide the dependent details by logging in to the e- portal within 7 days from the date of joining. Parental & Top-up options available at additional premium which you can enroll within 7 days on joining the company. Option for parental insurance would necessitate a restructuring of the components of the CTC while keeping the CTC a constant. The cost of an Additional top-up option if chosen, would be a direct payroll deduction.

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Group Digit Contractual Liability Insurance: You will be covered under GDCLI for Rs.30,00,000/-.

GPA: You will be covered under GPA for Rs.30,00,000/-.

For more details login to Employee portal <http://centerpoint.htcinc.com>.

Provident Fund ^{*3:}

You will be covered under PF as per the "Provident Fund Act" 1952. If you are not an Indian National, you will be considered as an International Worker. It is the individual's responsibility to share the details with the payroll within 7 days from the date of joining so that PF coverage can be considered appropriately for an International Worker. Any penalty due to Non-disclosure of information / non-coverage under the appropriate category will be borne by you.

Gratuity ^{*4:}

You are eligible for Gratuity, as per "Payment of Gratuity Act" 1972.

Your employment with us will be governed by terms and conditions referred in **Annexure-A**. However, when you are placed at any of our client site the rules and regulations of the client company would be applicable to you with regard to Office Timing, Dress Code, Lunch, Transportation and Annual holidays.

Your retention in the Company's employment will be subject to your continued medical fitness.

Please sign the duplicate copy of the letter and return it to us within a week's time as a token of your acceptance of this appointment letter.

We look forward to a long and mutually fruitful association with you.


Yours Sincerely,

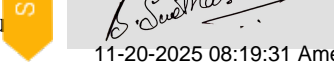
For HTC Global Services (India) Pvt Ltd.

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(Bhaskar Rao Ramineni)
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I have read, understood and I accept the above appointment offer along with the terms and conditions listed in the A  reporting for duty on or before **November 21, 2025**

Signature  Sign
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Name: Bezawada Swetha Sai

Date: November 21, 2025

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Annexure-A

Terms & Conditions

1. Office Timings:

Our general office hours are 09.00 a.m. to 6.00 p.m. The timings will be different if you are required to work in shifts, which will be notified to you periodically as may be reasonable and necessary to perform the duties. While deputed at client location you will follow the timing as specified by the client. The remuneration takes into account such additional hours which the Employee may be required to work as part of the employment.

2. Base Location:

You are expected to work from the office location (base location) mentioned in the letter. Exceptions if any/granted will be interim/temporary and will be governed by HR/business/client requirements. The company reserves the right to ask you to come to office base locations at any point of time based on business needs.

3. Dress Code:

All employees must adhere to the dress code as per the company's rules and regulations. Dress code for males is formal western wear and churidhars, salwars, or sarees for females.

4. Certificates and Other Documents:

You are requested to submit photo copies supporting your educational qualification as well as experience letters, service certificates, salary certificates, relieving letters from your previous/present organization, birth certificate, address proof, passport copy, copy of PAN number, and 3 passport size-colored photographs.

5. Past Record:

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, this offer/appointment will stand null and void and you will not be eligible for any compensation and possible legal action would be initiated. The company may have your background check done either on its own or through an external agency. As part of joining formalities, you shall also authorize the Company to have your background check/verification done either on its own or through an external agency.

6. Performance Review & Increments:

With a view to monitor your progress and to give feedback and guidance about your performance, your supervisor will conduct periodic review of your progress on the job. Your remuneration reviews will be conducted periodically as per the policy of the Company.

7. Leave & Holidays:

Employees are entitled to Leave as per the company policy. Please refer to employee portal (<http://centerpoint.htcinc.com>) for leave and holiday policies.

8. Retirement:

Subject to your physical fitness, mental fitness, compliance with our Policies and other rules of the Company established from time to time and performance in your role, you shall retire on the last day of the month of your sixtieth birthday unless an earlier date is decided mutually or under a change in laws applicable to you. For the purpose of age calculation, the date of birth as declared at the time of joining will be treated as final .

9. Transfer:

- a. Employee can be transferred by the Company in such capacity as the Company may from time to time determine, from: one site/location to another; one department to another; one project to another; on the exigencies of business and the Company's needs. It is a condition of employment that you can be transferred to the Company's subsidiary companies, joint ventures, associates and group companies etc., as per the requirements of the Company.
- b. Such transfer/s will not create for you any right to ask for revision in your remuneration or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service, as applicable in the new place of assignment.
- c. In case of over-sea assignments, you will also be required to sign a separate relocation contract/undertaking with the Company.

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10. Confidentiality:

Any technical and other information that will be made available to you while in the company's service must not be communicated directly or indirectly to any person, firm, or company. Any contacts developed related to either recruitment or sales should not be utilized for purposes other than those of our Company.

11. Non-Competition and Non-Solicitation:

During the period and until two (2) years following the termination of your employment for what ever reason (which time period shall be extended by the length of time during which you are in violation of this paragraph), you shall not directly or indirectly solicit the business of (or otherwise deal in a manner adverse to the Company with), provide any software engineering, consulting, or programming services to any customer of the company (regardless whether or not you personally dealt with that party during your employment) or to any customer or end-user of any customer of the Company for which or for whose benefit you provided services during your employment, nor directly or indirectly solicit the services of (or otherwise deal in a manner adverse to the Company with) any employee of the Company or induce such employee to terminate his or her employment.

12. Policies:

The Employee will comply with such other directions of the Employer as set out in any of its policies as applicable and as varied by the Employer from time to time. The Employee will take the time to read such policies and re-acquaint himself or herself with those policies (and their variations) from time to time.

13. Termination Notice:

- a. Your employment with us is terminable by either party with 90 days notice or 90 days basic salary to be paid in lieu of notice based on business exigencies. However, company is not in obligation to pay notice pay or any other cost in the event of termination due to indiscipline of the employee.
- b. Right to exercise option to accept Notice Pay in lieu of Notice Period shall be company's prerogative and will be at the discretion of the management influenced by business circumstances. If there is an early release by the company subsequent to resignation of the associate, the company is not in obligation to pay the differential notice pay for the remaining period.
- c. Any unauthorized absence from duty for more than seven continuous days will lead to termination of your services and you are also liable for compensating the company with 3 months basic salary, consequential losses in the project in addition to MOU/bond/agreements if any.
- d. All terms and conditions mentioned in the MOU / Agreement / bond entered by the employee with the company will form part and parcel of the offer / enrolment / appointment letter.

14. Conflict of Interest:

You will be a full time employee of the Company and you will devote yourselves exclusively to the business of the company. You will not take any other work for remuneration directly or indirectly (part-time or otherwise) during your employment with the company, without written permission from the company.

15. Employment agreement:

You shall enter into an overseas agreement in the event of being sent abroad for Training / Project / Assignment/ Migration / Internal certification/ External certification. Overseas Agreement Stipulates a minimum duration of service post completion of Training / Project / Assignment/ Migration / Internal certification/ External certification irrespective of duration period of stay at the overseas location.

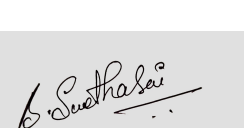
16. Data Privacy and Confidentiality:

By accepting this offer, you acknowledge and agree to the collection, processing, and storage of your personal information for purposes related to your employment. This may include, but is not limited to, payroll processing, benefits administration, compliance with legal obligations, and internal reporting.

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17. Internet Connectivity Requirement:

As part of your employment, you are required to maintain a stable & reliable broadband internet connection at your residence with a minimum download speed of 40 Mbps, to support business operation which may be required during exigencies. You will be responsible for arranging, maintaining and bearing the cost of this internet connection. The company reserves the right to periodically review and revise the minimum speed or reliability requirements to ensure uninterrupted performance of your duties. Non-compliance with this requirement shall be considered a breach of employment obligations.

18. Governing Law:

You shall be governed and determined by Indian law, without reference to the conflict-of-laws principles thereunder. Any dispute that arises under or relates to this offer of appointment / Employment shall be resolved by arbitration. Any such dispute shall be resolved by a neutral arbitrator, rather than through a lawsuit, with the neutral arbitrator appointed by the company and the arbitration conducted pursuant to the rules of the Indian Arbitration Act. However, the Company reserves the right to seek injunctive relief if injunctive relief is necessary in the Superior Court of the State of Tamil Nadu, in and for the city of Chennai, and the parties expressly waive any right they may otherwise have to have to cause any such action or proceeding to be brought or tried elsewhere.

19. General:

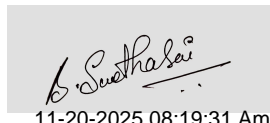
You will be governed by the service rules / policies of this company as may be applicable to you from time to time. The Company reserves the right to alter or modify its working hours or to increase them so as to require you to work up to forty-eight hours in any week or nine hours on any day. In view of the nature of the company's business, you may be assigned to different locations both in India and abroad at the client's workplace. You will carry out assignments given to you from time to time with diligence and devotion and maintain the company's image as providers of quality software and consulting services.



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