



08 October, 2018

Ms. Supraja V.,
No.11/6, Mylairanganathan Street,
T.Nagar, Chennai - 600017.

Dear Supraja,

This has reference to your application and the subsequent interview you had with us, we are pleased to appoint you as "Executive - Human Resources" on the following terms and conditions:

1. Your Cost-To-Company (CTC) will be Rs. 3,00,052 /- (Rupees Three Lakhs and Fifty Two only) per annum, as per the break up provided in Annexure-A.
2. You will be on probation for a period of six months from the date of joining work, on the expiry of which your probation may by a written order, be extended, or confirmed. In the absence of a written order confirming your services, you will continue to be on probation only.
3. During the period of probation, your services are liable to be terminated without any notice and without assigning any reason.
4. All statutory deductions that have to be deducted from the salary such as Provident Fund Scheme, ESI, and Professional Tax etc. will be deducted from your salary according to the law in force.
5. The Company is obligated to compute Income Tax on salary and any other payments made, and deduct tax at source. However, please note that the responsibility to make appropriate investments for any tax exemptions under IT rules, and submit proof for the same to HR within the stipulated timeframe, rest with you.
6. You will abide by the terms of appointment and other rules, regulations and service conditions of the company that are in force from time to time.
7. You shall devote your full time and attention to the duties assigned by the company, and shall not engage yourself directly or indirectly for any other person, firm or company in any capacity during your employment with us.
8. Your services are liable to be transferred at any time to any other branch or department / section of the company or to any of our group or subsidiary companies as may from time to time be found necessary.
9. You shall diligently and faithfully carry out the instructions given to you by your superiors and improve and further the business and interest of the company. You shall not indulge in any activities, which are detrimental to the interests of the company.
10. You shall not directly or indirectly disclose, divulge or make public while you are employed by us or thereafter any of our technical and other important Information which might come to your knowledge during your employment with us.
11. You shall communicate to the company any change in your address as well as personal status. All communications sent to you in the normal course to the address given by you shall be deemed to have been received by you.
12. You will have to submit your service certificate from your last employer at the time of joining.

Shikha Kari
TNQ Technologies Private Limited (Formerly known as TNQ Software Private Limited)

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CIN : U72900TN2010PTC077050



13. On termination of your appointment you will return to the company all the properties of the company in your possession, including all correspondence.
14. You will be eligible for leave in accordance with the company's rules.
15. If you wish to leave the service of the company you should give 30 days notice or salary in lieu thereof.
16. **NDA (Non-Disclosure Agreement) and IPR (Intellectual Property Rights)**
 - a. TNQ has a code of conduct, confidentiality, non-disclosure and non-compete agreements, primarily to address working standards and business interests. You should observe strict secrecy respecting all transactions of the Company, its trade secrets, its business strategy, its business ideas, names of its customers, clients, vendors, employees etc., and its state of accounts. You shall not reveal any of the matters which may come to your knowledge about the Company except when required to do so by a Director or by a court of law and only so far as is necessary, to comply with it.
 - b. Any product created, service rendered during the course of your employment, include but not limited to any intellectual property in relation thereto will be for and on behalf of the Company shall solely and exclusively belong to the Company. If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operation of the company, such developments will be fully communicated to the company and will remain sole right / property of the company.
17. TNQ does not engage in bribery or any form of unethical inducement or payment including facilitation payments and 'kickbacks.' You are required to avoid any activities that might lead to, or suggest, a conflict with this principle and raise concerns about any instance of malpractice at the earliest possible stage and fully comply with our Anti-Corruption – Anti-Bribery Policy.
18. The age of retirement is 58 years.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions embodied therein.

Yours sincerely,

Shubha Kasiviswaran
Senior Vice President - Human Resources

I have read the above terms and conditions / the above terms and conditions have been read over and explained to me. I have understood them and I hereby accept the appointment on the said terms and conditions and will commence work at TNQ Technologies Private Limited on _____

