



**30 November 2022**

**Inkula Bhargav  
Door. No:-10-9-47  
Suddha Veedhi  
Vizianagaram**

**Dear Inkula**

Further to your recent interview, I am pleased to offer you employment with HSBC Electronic Data Processing India Private Limited ("Company"), with a commencement date of **4 January 2023**. Please report to the undersigned on **4 January 2023** at 09:00 AM at "**HSBC - HDPI, 12th floor, SP Infocity, No-40, Dr. MGR Salai, Kandanchavadi, Perungudi, Chennai - 600 096**". Please note that this offer of employment is conditional to the Company receiving from you, on or before **3-Dec-2022**, all relevant information and documents for background verification checks, as listed out in Annexure "**BGV checklist of documents**". This offer of employment is also subject to no adverse findings arising from any of the employee background verification checks required to be carried out by the Company. In the event you fail to ensure that the Company is in receipt of the required information and documents within the date mentioned above, or in the event adverse findings arise from any of the employee background verification checks, this offer will be automatically rescinded, or; if you have already joined the Company by such time, your employment with the Company will stand terminated without any requirement for any notice period or pay in lieu thereof.

You will be on probation for a period of 6 months which may be extended further for a period of 3 months during which your performance shall be reviewed by the Company. At the end of the probationary and / or extended probationary period you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by the Company.

**JOB TITLE: Manager – Finance Systems Operations, GFOC**

Your Staff Number will be issued on joining the company.

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with your grade in the company. On occasions for training purposes and to cover operational requirements you may also be required to undertake other duties at a higher or lower grade as necessary.

#### **PAY**

Your commencing remuneration – Total Cost will be **INR 1425192** per annum. The detailed break-up of your Total Cost is indicated in the attached annexure. You will also be covered under Hospitalization Insurance for a sum of **INR 800000** per annum and under Personal Accident Insurance for a sum of **INR 4673900**. You will also be covered under Life Insurance for a sum of **INR 5341600** per annum. The Hospitalization Insurance cover is a family floater policy that gives flexibility in the usage of the cover amount as the entire entitlement amount can be utilized by either an individual or any member/s of the family (self, spouse, children-up to two). Details of the insurance scheme will be provided to you on joining the company.

Payments will be made on or around the 24th of each month for that calendar month; is subject in cases to Income Tax and other statutory deductions; and will be paid into an account, which will be opened in your name with Hong Kong and Shanghai Banking Corporation Limited. If you already have an account with Hong Kong and Shanghai Banking Corporation Limited, please provide us with details as soon as possible.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.