



DELL/2020-21/Keith

10 May 2021

Keith Lennor Veigas

202.Oliva Apartments , 4th cross , Bejai New Road
Mangalore 575004
India

Private & Confidential

Dear Keith Lennor,

Congratulations, and welcome to Dell!

We are pleased to extend our offer of employment to Keith Lennor Veigas (employee hereafter "you/your") with EMC INDIA S/W & SERV PVT ("the Company") conditional on the successful completion of the Company's Background Checks, and subject to the attainment of work permit, employment pass or employment visas, as may be applicable.

Your title will be Associate Sales Engineer Analyst at career level Individual Contributor I5, reporting to Bhupendra Singh (1021315), Manager 1, Sales Engineer Analyst. Your start date is 31 May 2021.

You will be based at our offices in Bangalore, India.

You are requested to submit all Background Check documents within four (4) days of offer letter acceptance. Any delay in providing the same may lead to extension of your date of joining which will be intimated to you through e-mail. Timely submission of Background Check documents is hence emphasized.

Core Business Hours

Your working hours shall be the number of hours as the Company may from time to time deem appropriate and as may be necessary to achieve the purposes of the Company (inclusive of a lunch break). Please take note that certain functions such as Sales, Technical Support, Manufacturing, Information Services require staggered/shift hours.

Place of Work

Your usual place of work will be at Bangalore, India. However, the company reserves the right at its discretion, and by this contract you hereby agree, to change your place to work, either on a temporary or permanent basis, to any other place where it now conducts or at some future date, may conduct its business or part of its business. Except at the discretion of the Company you will not be compensated or reimbursed for the costs involved in such relocation. You may be required to work at or from any office, branch or location of the Company or any client of the Company, as the need arises, which you agree to do so. In the event of you working in the premises of any other Company you shall comply with all Regulations and Codes of Conduct and legislative restrictions and requirements applicable in the workplace of any Company that you may be assigned to. Any breach of such legislation, Regulations or Codes of Conduct shall be deemed a serious breach of discipline and may result in dismissal.

Compensation

We are pleased to offer you a compensation package consisting of the following element(s):



Base Salary of INR631,000.00 per annum.

Base salary is comprised of Basic and Basket of allowances. Basic is INR 252,400.00. Basket of allowances is INR 378,600.00.

*The Basket of Allowances includes components such as HRA and LTA. You may be eligible for all the allowances or a combination of them, depending on other factors including your job grade. Please contact HR Staffing for further details regarding the components you are eligible for and the limits there under that are applicable to you.

Retirals

Retirals is comprised of PF and Gratuity. PF is 12% Annual. Gratuity is 4.81% Annual.

Gratuity: Payment of Gratuity would be as per the criteria set out in the Payment of Gratuity Act

****PF contribution: If your basic salary is less than INR 15000 per month, then for the purpose of PF computation and contribution, the sum total of basic salary and undeclared portion of the basket of allowances (BOA) will be considered up to the extent of INR 15,000 per month. Illustration: If your monthly basic salary in the salary table above is INR 6000 and your undeclared BOA is INR 2,000, then PF = 12% of 8000 which amounts to 960. Employer and Employee contribution to PF will be 960.

***** PF contribution for International workers : If you are an International Worker as defined in EPF Act 1952, holding a passport other than "Indian passport" or you are an OCI(Overseas Citizen of India) card holder, then for the purpose of PF contribution, the sum total of your basic salary and undeclared portion of the basket of allowances (BOA) will be considered and PF contributions made accordingly. Illustration: If your monthly basic salary is INR 20,000 and your undeclared BOA is INR 40,000, then PF = 12% of 60,000 which amounts to INR 7200. Both Employer and Employee contribution to PF will be INR 7200 each .

You will be entitled to all employee benefits including benefits through Employee Welfare Fund which is a contributory fund in which you will be a member of. There will be a standard deduction of Rs 200/- per month or such other amounts as decided from time to time towards contribution to the Employee Welfare Fund.

...centive Bonus Plan

You will be eligible for an annual bonus of 5% of your base salary on terms that may vary, depending upon the Company's financial results and attainment of strategic corporate initiatives. You will be eligible to participate in the bonus program on a pro-rated basis, calculated from your start date, subject to the terms of the Bonus Plan, which may require a start date prior to a certain date for bonus eligibility in the fiscal year of hire. The Company reserves the right to vary the terms and amount of your bonus, depending upon your performance, the company's financial results and attainment of strategic corporate initiatives. The terms of the Bonus Plan are subject to periodic re-evaluation and modification by the Company. The bonus is paid after the end of the Company's fiscal year. You must be actively employed at time of payment in order to earn and receive the bonus.

Total On-Fiduciary Remuneration will be INR662,550 plus Retirals per annum.

Your salary will be paid monthly via Electronic Funds Transfer to the bank account nominated by you. We will advise you of the relevant date of payment.

Total Cost to Company will be INR704,978 per annum



A.J. Institute of Engineering & Technology
Mangaluru - 575006