

OFFER CUM APPOINTMENT LETTER

ADRIJA BANERJEE

17Q/2 Rani Branch Road, paikpa
KOLKATA
700002 IND-WB
IND

Dear ADRIJA,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055, Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **VCS Associate (IP)** for VCCWBIND - ADCI - West Bengal (VCC - West Bengal, IND-WB) India.

You shall work from your home location approved by Amazon India and the current specified areas for home locations for each VCS location is laid down in Annexure I to this Offer cum Appointment Letter. The VCS Work from Home policy also explains the areas of home location for each VCS location. The Company reserves the right to change such home locations/VCS locations from time to time and you shall abide by the same. Any request for change in your Home Location will be subject to the approval of Amazon India and on such terms and conditions as may be specified.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **5 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your employment with Amazon India will commence on 09/09/2024, or such later date as may be agreed upon and communicated by Amazon India in writing ("Joining Date"). In case you fail to join your employment with Amazon India on the Joining Date, this Offer cum Appointment Letter will stand rescinded and your employment will not take effect at all.

2. Probation

REGISTERED OFFICE: # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road,
Malleshwaram (W) Bangalore - 560 055, Karnataka India
Tel.: + 91 - 80 - 6787 3000, Fax: +91 - 80 - 3007 1031 / 33 CIN
U72200KA2004FTC034233

By signing this offer cum appointment letter, you agree to work in night shifts as may be required by Amazon India from time to time and also authorize Amazon India to make relevant disclosures/filings in this regard to the Government authorities, if required under the applicable law. Please refer to Amazon's Policies and Procedures for further details.

5. Place of Work

Unless considered necessary by Amazon India, you shall work from your home location in VCCWBIND- ADCI - West Bengal (VCC - West Bengal, IND-WB) or such other home address as Amazon India may approve from time to time ("**Home Location**") and shall match the residential "home address" as updated by you on Amazon India systems. Amazon India's approval is necessary to ensure that the data and information security requirements applicable to your employment are being complied with at all times. The provisions of the VCS Work from Home Policy will be applicable while you will be working from such an approved Home Location. You may be required to travel and / or work at other locations, including Amazon India office premises / Amazon India directed office premises of a customer or client or at an affiliate's facilities based on business requirements. You can change your Home Location, however, in such a case you would also be required to inform Amazon India whenever there is a change in the address aforementioned and Amazon India reserves the right to either accept on terms and conditions as may be specified or reject such a change to ensure that data and information security requirements are being complied with and to this effect, Amazon India may require you to demonstrate your compliance with such requirements, the VCS Work from Home Policy or any other stipulations hereunder. It is clarified that while you can choose to work from the Home Location identified by you, Amazon India and/ or its affiliates shall not have any right or control over your Home Location, however, subject to prior intimation, Amazon India can conduct audit and/ or inspection of your Home Location or the usage thereof for the purposes of your employment, to ensure that such Home Location or its usage is in compliance with the applicable Amazon India policy requirements and standards, to the extent applicable thereto. Amazon India and/ or its affiliates shall also not supply or receive or be deemed to supply and/or receive any goods and/ or service from or at your Home Location. Your employment with Amazon India shall be linked to Amazon India's office located at ^^ VCC - West Bengal IND for administrative and reporting purposes and shall be subject to your adherence with the provisions of **VCS Work from Home Policy**.

Moreover, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, or assign you with work and tasks pertaining to other units of the Company its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

6. Remuneration

6.1. Your Annual Base Pay will be Rs. 305,000.00 per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.

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6.2. Your Base Salary is inclusive of both, the employer's and employee's provident fund contributions. Your salary will compensate you for all hours worked.

6.3. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures.

6.4. Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over- payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/ Amazon India's Policies or your failure to return Amazon India's property.

6.5. You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your duties on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures.

7. Contribution to Employees' Provident Fund

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees' Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

8. Leave

8.1. Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

8.2. You are encouraged to not avail leave during the Training Period. Any absence from work during the Training Period will hinder training and may render the training as not having been successfully completed.