

AstraZeneca

AstraZeneca India Private Limited,  
Block A, Neville Tower- 10th & 11th Floors,  
Ramanujan IT SEZ,  
Rajiv Gandhi Salai (OMR), Taramani,  
Chennai-600113.  
Telephone: +9144 40461800  
astrazeneca.com

Date: 9/20/2021

Dear Divyadharshini Elangovan

Letter of Intent

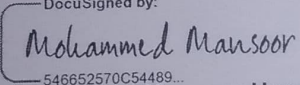
Congratulations! It is with great pleasure that we welcome you to join AstraZeneca India Pvt. Ltd., ("AZIPL") at our Global Technology Centre at Chennai.

The terms and conditions of your appointment are as per Annexure – I. The details on the salary are given in Annexure – II.

If you have any queries or require any further information, please do not hesitate to contact the Human Resources Department. The appointment letter will be given to you on the day of joining.

May we take this opportunity of wishing you a successful association with AstraZeneca India

Yours sincerely,  
For AstraZeneca India Private Limited

DocuSigned by:  
  
546652570C54489...  
**Mohammed Mansoor Hussain**  
Talent Acquisition Lead - Human Resources

Encl: as above

Registered Office Address: AstraZeneca  
India Private Limited,  
Block A, Neville Tower, 11th Floor,  
Ramanujan IT SEZ, Taramani,  
Chennai - 600113, Tamil Nadu, India  
CIN: U24111TN1968PTC123423  
Telephone: +9144 40461800

## ANNEXURE I

### TERMS AND CONDITIONS OF THE EMPLOYMENT OFFER MADE TO

- Probation:** Effective your date of joining, you will be on probation in the above position for **six months**, which could be extended at the discretion of the Management. During the period of probation each of the parties can terminate this at any time and for any reason and by giving thirty days' notice.
- Hours of Work:** The working hours of AZ Chennai is between 9.00 AM and 6.00 PM. The normal hours to be worked are 40 hours in a given week (excluding 1 hour for break every day). Subject to the work requirements of your function you might be required to work on shifts in agreement with your line manager and there could be a slight flexibility in the working hours.
- Leave:** You are entitled to 22 days of Earned leave (EL), 12 days of Casual Leave (CL) and Sick Leave (SL) as per the leave policy of AZIPL, as may be amended from time to time.
- Relocation:** Relocation expenses will be borne by the company. All expenses will be governed by the entitlement as per the relocation policy, as may be amended from time to time. Employees relocating must take necessary approval from the Talent Acquisition SPOC.  
*In the case of employee failing to serve the company for a minimum period of one year from the date of joining the relocation allowance paid will be recovered in full.*
- Transportation:** Employees are entitled for company transport as per transport policy, as may be amended from time to time.
- Background Checks:** Your appointment is subject to the background check clearance in all aspects. Any discrepancies in the background check will lead to withdrawal of the offer or termination of employment.
- Confidentiality:** You are requested to maintain confidentiality on all aspects of the letter at all times. Sharing of confidential information will result in withdrawal of your offer letter.
- Subsequent Changes:** If there are any changes, subsequently, to the terms and conditions of your employment, they will be notified to you by letter or by a notice posted on the notice board, which forms part of the conditions of this offer letter.

We look forward to having you on board at AstraZeneca.

Please note that this Offer Letter is being made on the information furnished by you. However, if any discrepancy is found in the above documents given by you as proof in support of the information provided by you, the Company reserves the right to revoke this appointment/offer.

For AstraZeneca India Private Limited

DocuSigned by:

Mohammed Mansoor

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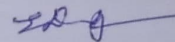
**Mohammed Mansoor Hussain**

**Talent Acquisition Lead - Human Resources**

I hereby accept the above mentioned terms and conditions

Date: 22-09-2021

Signature:



(DIVYADHARSHINI.E)



Annexure II	
Financial & Benefits Details	
Name	Divyadharshini Elangovan
Designation	Junior Engineer
Career Level	B3
PARTICULARS	
SALARY DETAILS	Amount in INR
Basic	180,000
HRA	90,000
Personal Pay*** (Flexible benefits linked)	122,418
	(upto the maximum limits detailed below)
Telephone Reimbursement	30,000
Books & Periodicals Reimbursement	24,000
Professional Pursuit Reimbursement	30,000
Food Voucher	13,200
Leave Travel Reimbursement	40,000
ANNUAL BASE SALARY	392,418
RETIREMENT BENEFITS PER ANNUM	
PF	21,600
Gratuity	8,658
ANNUAL COST	422,676
VARIABLE PERFORMANCE BONUS*	39,242
TOTAL COST	461,918
PREMIUM ON MEDICAL SCHEMES**	
Group Medical Insurance Premium	40,000
Group Personal Accident Premium	785
Group Life Insurance Premium	942
Employees Deposit Linked Insurance Premium	228
COST TO COMPANY	503,872
<p>*Variable performance bonus is based on individual's performance and company's performance</p> <p>**Group Medical Insurance Hospitalization Benefits: Up to Rs. 5,00,000/- for a family of six, including self, spouse, two children and dependent parents or in-laws. Accident and Life Insurance coverage as per Company Policy, details would be provided on joining.</p> <p>*** Flexible Benefits Linked Personal Pay gives you the option of maximizing your tax savings. You would be provided with the option of allocating your Personal Pay into Telephone Reimbursement, Books&amp; Periodicals Reimbursement, Professional Pursuit Reimbursement, Food Voucher and Leave Travel Reimbursement and Operating Car Lease subject to maximum limits as defined by AstraZeneca.</p> <p>Further, you would be required to furnish proof of the expenses in respect of which you are claiming the reimbursement for which there is a tax benefit. In the event you are unable to utilize the maximum benefit made available to you under this category, the remaining amount will be taxed as per applicable laws.</p> <p>AstraZeneca shall be entitled to make any changes to the Flexible Benefits Linked Personal Pay in order to be compliant with applicable laws.</p>	