



November 1, 2021

**Sathish Muniyappan,**  
**S/o A.Muniyappan, 2/162-9, Kandhan Nagar,**  
**OttenKovil, Kallangattuvalasu,**  
**B.Kumarapalayam - 638 183, Namakkal, TamilNadu,**

**Sathish Muniyappan,**

**Sub: Internship Letter**

Based on your technical interview with FirstQA Systems K.K. (Company), we are pleased to extend an internship to you in India for the period November 8, 2021 to April 29, 2022.

Your working hours will be Monday to Friday 9 AM to 6 PM IST and you will report to Baskaran Chinnusamy (Practice Manager – Blockchain & Innovation) or Parameswaran L (Practice Director, ServiceNow) or Suresh Kumar (Technical Leader, Salesforce Practice) based on your Practice allocation.

For the period of internship, you monthly compensation will be Indian Rupees 11,000. Work from Home Broadband Internet allowance of Indian Rupees 1,000 per month will be paid additionally during the period. You will use your own Notebook computer during the internship as Company can't provide you with a Computer during this period.

Based on your performance rating during the internship period, Company may extend an employment letter as Trainee Developer. This is subject to your successful completion of the university degree latest by July 2022. Any such employment is subject to your rating during the internship period and a separate employment letter from the company.


We once again welcome you to FirstQA Systems K.K. and look forward to your contribution.

Best Wishes,  
for FirstQA Systems K.K.

*Masahiro Yabuki*

*Masahiro Yabuki 1st November . 2021*  
Masahiro Yabuki  
Senior HR Executive

I have read and understood the terms and conditions of the internship offer (including the terms and conditions of the Annexures) and am happy to accept them for internship at FirstQA Systems K.K. I will be joining FirstQA Systems K.K. on November 8, 2021 and look forward to being a part of the FirstQA Systems K.K. team.

Signature: 

Date: *06-November-2021*



### Annexure – I

1. You will be entitled to receive monthly internship compensation and Internet allowance for Work From Home as per the terms of Annexure – II.
2. **Place of Work**  
You will Work From Home in India with Broadband Internet connection.
3. **Regulations**
  - (1) Your internship hours will be 9 AM to 6 PM IST. Lunch time break will be for 60 minutes.
  - (2) Holidays: all Saturdays, Sundays and Indian National holidays will be days off
4. **Confidentiality:** In the performance of your duties, you will come to possess information (written or unwritten) on the Company's and/or its client's operations, processes and plans. All such information shall be held by you in the strictest of confidence and shall not be divulged to any person during your service with the Company or thereafter. In the event of your contravening this confidentiality provision while in the service of the Company or thereafter the Company will be at liberty to initiate appropriate legal proceedings.
5. **Non-Disclosure:** You shall not communicate, or attempt to communicate to the public, media bodies, journals, academic institutions etc. or cause to disclose at any time, any information or documents, official or otherwise relating to the Company and/or its clients, except with the prior written approval of the Directors of the Company.
6. **Additional Information:** If the Internship offer is acceptable to you, please sign the duplicate copy of this letter as a token of acceptance. Also please furnish the following information for our record on the day of joining
  - (a) Photocopy of Aadhaar – front and back side
  - (b) Photocopy of your bank book with bank account and branch details
  - (c) Soft copy of your recent passport size color photograph
7. You will be responsible for the safe keep and the return in good condition and order, of all property of the Company and/or its clients such as equipment, computers, books, etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from any final monetary settlement due to you, and take such other action, as the Company deems proper in the event of your failure to account for such property to the satisfaction of the Company and/or its clients.
8. Upon completion of your internship with the Company, you shall forthwith return to the Company all assets and property of the Company including all documents, files, books, papers, memos, software or any other property of the Company in your possession or under your control.
9. You will keep us informed of any change in your residential address or in your civil status during the internship duration
10. The Law of India shall govern this Agreement.





### **Annexure II – Internship Compensation**

**Supervisor(s):** Mr. Baskaran C / Mr. Parameswaran L / Mr. Suresh Kumar

**Internship Compensation:** INR 11,000 per month. Will be prorated if working hours/days is less than standard working hours/day during the month.

**Broadband Internet Allowance:** INR 1,000 per month

A handwritten signature in black ink, appearing to be 'S. Kumar', located at the bottom right of the page.