



Letter Of Intent

Date: 15 Dec 2025

Date of joining: 16 Dec 2025

Dear Mhaske Shubham Anil

As per your Request / Application we are pleased to offer you a position of Business Associate at Altruist Technologies Pvt. Ltd. under National Apprenticeship Promotion Scheme (NAPS) or National Apprenticeship Training Scheme (NATS), at our Altruist Technologies Pvt. Ltd Mantri Business Park, Wing A/B, 1st Floor, 197, Viman Nagar, Nagar Road Maharashtra Pune - 411014. office.

This Apprenticeship is for a term of 12 months, from the date of your registration in the NAPS/NATS scheme. You will be assigned to the Bajaj Finserv_Pune Mantri_Training, and it is subject to the condition that, if this process for any reason is dissolved/transferred/terminated by NAPS/NATS, your association will be restricted to that period. You will be eligible for a training stipend amount of INR.0 /- till the completion of process training for the period null days. The payout eligibility is subject to successful accreditation/certification of the process training.

You are eligible for Attendance Allowance INR.0/Monthly and Transport Allowance INR.0/Monthly

Upon successful completion of Process Training and Client Evaluation objectives, your monthly Apprenticeship amount will be INR. 10700/-. This amount shall be payable to you for the number of remaining productive days in the month. The Apprenticeship does not include statutory benefits.

As per the government norms, the stipend amount will be disbursed in 2 parts, as follows:

For National Apprenticeship Promotion Scheme (NAPS):

1. 1st payment (Part "A") will be processed during 1st to 7th day of every month, the maximum value of such payment will be up to 95% of the Monthly Apprenticeship amount.
2. 2nd payment (Part "B") as per the Govt. norms will be paid post 20th day of every month, maximum amount being Rs.1500/-.

For National Apprenticeship Training Scheme (NATS):

1. 1st payment (Part "A") will be processed during 1st to 7th day of every month, the maximum value of such payment will be up to 95% of the Monthly Apprenticeship amount.
2. 2nd payment (Part "B") as per the Govt. norms will be paid post 20th day of every month, maximum amount being Rs.4500/-.

Employee Undertaking:

- I understand that I have to successfully complete the training program and stay in the position for a period of time equal to, or greater than the length of the Apprenticeship program.
- I understand that in case of de-certification and/or lack of success at any stage of the Apprenticeship program, it may be a reason for removal from the position and I will not be eligible for any compensation/pay-out.
- I understand that I am responsible for gaining the skills required for the target position, participation in ongoing planning and evaluation, and in completion of appraisals and objectives on a timely basis.





Please bring and submit the following documents to the Human Resource Department to start the Apprenticeship:

1. Birth certificate / Leaving Certificate.
2. 10th and Matriculation certificate / graduation certificate.
3. Aadhar Card and PAN Card
4. Rent/Lease deed, Electricity Bill etc.
5. 4 Passport size photograph.
6. Aadhar seeded Bank Account details - should there be a requirement we will help you in this activity.
7. Digital Signature.
8. DBT should be active in Bank Account.

Also, a list of additional documents related to your employment will be shared/mailed to you. Please ensure to bring the documents as requested at the start of the Apprenticeship, failing which you may not be eligible to attend the training programme.

Please indicate your acceptance by signing a copy of this letter.

Sincerely,

Authorized Signatory

I accept the offer on the terms and conditions outlined.

Signature

Date: 16 Dec 2025

UNDERTAKING for WFH Infrastructure



Altruist Technologies Private Limited
Registered Office : Plot No. 2, Sector-22, HSIIDC IT Park,
Panchkula, Haryana - 134109, India



1. I will consistently meet all of my performance targets and deliverables, as required by the Company, the Client or my Supervisor, Manager or Team Leader.
2. I will strictly follow my normal/regular work schedule while working from home. For this purpose, I shall inform my Supervisor, Team Leader or Manager of the commencement as well as the end of my shift every day. Any exception or deviation from this may only be made with the prior written conformity of Human Resources (HR).
3. I will personally report to the Company whenever my presence/attendance is necessary or required therein.
4. I understand that while working remotely that I am responsible for maintaining a safe working environment and will immediately report any work-related injury that I may suffer during the course of my work day.
5. I will use my personal or company provided laptops or desktops only with a secure, fast and reliable Internet connection.
6. I will not use public or common Wi-Fi networks for any work-related communication or email.
7. I will only use a licensed Operating System (OS) and latest AV for my work laptop or desktop, the amount of which, if any, shall be solely borne by me.
8. I will keep my work laptop or desktop updated with the latest Antivirus and Patches.
9. I will observe strict confidentiality over all work-related communication and information I process or receive while working from home.
10. I will use Company webmail only for official work-related communication and never for my personal use.
11. I will not circulate any personal, spam or chain mails using my official mail ID or the Company webmail.
12. I will not copy or retain any client or company data in any local or personal storage devices such as, but not limited to, USB, Personal Hard disk, compact-disk, memory card.
13. I will not browse suspicious websites or click on suspicious links / mail attachments which may lead to loss, modification or corruption of the data in the laptop or desktop I am using for work.
14. I will immediately delete any company or client data which I have obtained in connection with or in furtherance of my work once the purpose thereof has been completed.
15. I will ensure that my work laptop or desktop is locked when not in use and is always kept in a secured area.
16. I will only access company or Client data from a secured work place and not in a public area.
17. I will not divulge, share, print, reproduce or send to unauthorized persons any Company, Client or work-related communication or information which I may have had access to or obtained while working from home. I will hold such information under the strictest confidence. Should any such confidential information be divulged to unauthorized persons, whether directly or indirectly, intentional or by negligence, I shall immediately inform the Company of the same.





18. I will continuously and faithfully abide by company's Acceptable Usage Policy, Data Protection and Privacy Policies, Code of Conduct and such other Rules, Regulations and Policies which the Company may issue from time to time.
19. I understand that any breach of this Undertaking, the terms and conditions of my "Work From Home" arrangement, my Employment Contract, the Company's Code of Conduct, and all other Company Policies, Rules and Regulations shall be a ground for the termination of this "Work From Home" arrangement, without prejudice to such disciplinary action/s which the Company may impose upon me.
20. I will hold the Company free and harmless from any and all liabilities, damages and causes of action which may arise from a breach of this Undertaking or from my unsafe, irresponsible, illegal, unauthorized or unsecure use of Company webmail or work-related information.
21. I understand and specifically acknowledge that all relevant work related policies and instructions of the Company will be applicable to me while working from home, with necessary changes / modifications to them, and I will strictly abide by them throughout this period.
22. In case I am required to use personal device for work purposes, I will nonetheless follow all the points given in this undertaking.
23. I also acknowledge that I will take due care of the technology hardware provided to me such as laptop/ desktop/Wi-Fi dongles/data card. Any damage or loss of these hardware provided to me, till I return back in the condition I received, will charged back to me, as per my earlier signed undertaking.
24. I acknowledge that I have read and fully understood the contents as well as effects of this Undertaking.

Signature of the Trainee

Name: Mhaske Shubham Anil

Date: 16 Dec 2025





Undertaking by Trainee for Pre - Job Training

I hereby agree to attend and undergo a Pre - Job Training as per your letter of intent dated 16 Dec 2025 with Altruist Technologies Private Limited for my grooming, skill and competency enhancement for a period of 3 months, which I understand to be a necessary requirement prior to becoming an employee of the company. I very well understand and also undertake to attend the training for 6 days a week for 9 hours every day.

I have also been explained that the Company will designate a "Trainer" to train, mentor and monitor my performance on Training. The Trainer shall be the primary point of contact for me.

I will observe and practice complete discipline, sincerity, dedication, honesty and faithfulness during the training period, and management shall have the liberty to end my training if I am found unsuitable for any reason whatsoever or misconduct myself or could not learn during training as per the satisfaction of the trainer.

Signature of the Trainee

Name: Mhaske Shubham Anil

Date: 16 Dec 2025





NEW HIRE UNDERTAKING

- 1. 24x7 Flexibility:** I am aware that Altruist Technologies Private Limited. operates in a 24x7/365 environment. I am expected to be flexible and open to any shift timings as decided by the organization. I have not been committed any specific shift hours/timings by the organization.
- 2. Internal Transfers:** I understand that based on business requirements or other reasons, I may be re-aligned/transferred to a different process or department than the one committed during the interview, wherein my salary may undergo a review/change (increase or decrease).
- 3. Leaves During Training Period:** I understand that I will be expected to go through training for a continuous period of days (as per the process's requirements) after joining the company.
The company expects me to be present throughout the training period. I understand that no leaves would be granted to me during the training period.
My services may be discontinued without any notice in case of un-authorized absence due to any reason.
All absence during training will be treated as Leave Without Pay (LWP).
- 4. Availing Leaves:** Leaves shall be in accordance with the leave policy published and issued by the Company from time to time.
- 5. Reference Check:** My appointment is subject to a positive reference check and in case found contrary, the company reserves the right to review my employment in the organization.
- 6. Medical Fitness:** I hereby confirm my understanding of the job role being offered at Altruist Technologies Private Limited. and am medically fit to comfortably deliver on the said role.
- 7. Transport:** No transport is provided during regular working hours. In case of business requirements; you will be provided with one sided pick-up or drop (Between 11 PM to 5 AM>)based on companies discretion.
- 8. Training Period:** The training period differs from process to process; I will be intimated about the number of days of training from my trainer on day 1 of my joining the organization.
- 9. Discipline & Code of Conduct:** I will be given a formal induction on the date of joining the organization, educated about the policies and procedures that are followed in the organization. Any misconduct or instance proving non-adherence, against the conduct of the organization will be dealt with strictly by the organization.
- 10. Joining Documents:** I have been informed about the documents I am required to submit on day 1 of my joining the organization. Any delay beyond the third (3rd) day of my joining will result in formal warnings/termination or non-disbursement of my salary.
- 11. Integrity In The Workplace:** I will not, directly or indirectly, be party to any form of fraud, integrity or malpractice within the company and/or my process, that will bring about disrepute to my organization, my team and/or my client(s). Some examples of process fraud/malpractice in the workplace are call voidance towards a customer, call disconnections, wrong and deliberate activations/de-activation of packs etc., all of which will lead me to be dealt with the strictest form of disciplinary step, by the organization, including termination.

Signature of the Trainee

Name: Mhaske Shubham Anil

Date: 16 Dec 2025





11. Notice Period: I understand that in n case of resignation/separation, I need to give a prior notice to the organization. In case of my tenure with the organization is less than or equal to 6 months than I need to give a prior notice of 15 Days and 30 days in case of my Tenure with organization is greater than 6 months. Also, Altruist shall have the right to terminate this appointment in the event that the business process in which you are associated is terminated by the Client. Should the business ramp down by client without notice or less than one month notice, the ramp down notice period that the client announces, will be the notice period for the employee.

12. Absconding Process: Absence for a continuous period of Three days without prior approval of your superior, (including overstay of leave / training), would be treated as abandonment of service.

13. Monetary Benefits: Please note that any fixed monetary benefits (including but not limited to annual, half-yearly, or quarterly payments) will stand null and void if the employee resigns or separates from the organization prior to the completion of the applicable period for which the payment is due.

14. Reimbursement of Expenses: The employee shall not claim reimbursement for any expenses incurred on behalf of the Company without prior written approval from the authorized manager or department head.

15. Full and Final Settlement and Incentive Payments: The Company will not be liable to release any final settlement amount, including client-paid incentives, bonuses, or other variable payments, in the following cases:

1. If the employee does not serve the full notice period as mentioned in the appointment terms.
2. If there is any case of fraud, dispute, or financial discrepancy in the process managed by the employee, resulting in a penalty or adverse impact on the client or company.
3. If the employee is found to have committed serious misconduct, including fraud, wilful disobedience, negligence, indiscipline, unauthorized absence, or any behavior considered detrimental to the interests of the Company.
4. If any miscommunication or unauthorized disclosures are made to colleagues or direct reports in a manner not aligned with company policies, especially during the exit process.
5. If the employee is terminated under Company disciplinary policies or ATPL guidelines.
6. If the employee is not active until the designated pay-out date for any bonus or incentives mentioned in the offer letter.

I acknowledge that I will be liable for strict action even up-to separation should I be party to, or responsible for, the creation or distribution over social media of any digital content - soft media or written - that damages the reputation or credibility of either Altruist or its Client organizations in any way.

Signature of the Trainee

Name: Mhaske Shubham Anil

Date: 16 Dec 2025





ALTRUIST TECHNOLOGIES PRIVATE LIMITED- THIRD PARTY DOWNLOAD POLICY

Purpose

This downloads and executables policy of Altruist Technologies Private Limited and associate companies has been established to set guidelines in an effort to clarify the type and nature of files that employees are allowed to download from third-party sources into their local computers, although it would be impossible to name every executable or download file in this policy.

Scope

This policy is applicable to all the users of Altruist Technologies Private Limited and associate companies. Users should adhere to these broad guidelines:-

- A. The download is from a reputable source.
- B. The file does not subject the company in potential liability.
- C. The application, tool, or template has been approved by IT Department.

Policy Guidelines

The following is a list of files that employees can download into their local machine.

1. Skype- Since the company has a set 1M Policy, Skype is the approved instant Messaging/Voice Communication application. As with all 1M application, users are encouraged to keep personal messaging/communication within reasonable levels.
2. WinZip - Employees who e-mail large files to clients and vendors are encouraged to use WinZip, a compression utility. Ask IT department if you do not have this installed on your Computer.
3. Ad-ware- As employees may unwittingly download 'adware' into their local machines, applications such as Ad-ware and Spy hot, which scans a user's system for 'adware' are allowed. Please note that some useful proprietary applications on the company network are seen as adware by this and other similar applications. Contact the IT department if you have questions about this kind of application.
4. Adobe Acrobat Reader- Download of this free Reader is permitted for viewing files received in PDF format.
5. E-Book applications- This includes Microsoft Reader, Palm Reader, and other third-party applications that allow users to download work related texts onto their local machines.

Prohibited downloads

The following downloads are not allowed on company computer resources unless approved by IT Department,

1. Instant Messenger- It is prohibited to use any other application other than Skype. 1M applications such as MSN Messenger, Yahoo! Messenger, Rediff mail Messengers, AOL. Etc. are not allowed.
2. Online Music and Games- Since games and music provide no benefit to our organisation and have a tendency to affect productivity, they are not allowed on company machines. Team members are not allowed to use any web based applications/tools to listen to music and view streaming media on their work station.
3. Peer to peer file sharing- Peer to peer file sharing applications have come under scrutiny in recent years for their ability to allow users to share copyrighted material and for the network resources that they consume. Hence all peer-in-peer file sharing applications are not permitted. These could include ones such as Kazaa, iMesh, Morpheus, WinMX, LimeWire, Grosster, BearShare.
4. Personal Firewalls- While security is an issue that every employee can help manage; IT department does not allow the use of personal firewalls such as Zone Alarm or others on our computers.
5. Third party screen saver or wallpaper- It is possible that some of our team members might use Screen Savers or Wall Papers that might be deemed offensive. Employees will use the default screen savers and default Windows Wallpapers available on their computers.





Exceptions

Exceptions as allowed by Director.

Authority

The issuing authority is Head-IT

ALTRUIST TECHNOLOGIES PRIVATE LIMITED- EMPLOYEE ELECTRONIC MAIL (EMAIL) AND MESSAGING USE

Abstract- The purpose of this policy is to ensure proper and efficient use of the Altruist Technologies Private Limited mail and messaging systems by the employees including those of associate companies, with the rapidly changing nature of electronic media, anti the "netiquette" which is developing among users of external on-line services and the Internet, this policy cannot lay down rules to cover every possible situation. Instead, it expresses the company's Philosophy and sets forth general principles to be applied to use of electronic Mail and messaging services.

Definition - Electronic Mail (E-mail) is any electronic communication between 2 or more individuals and may contain any form or combination of text, audio, video, drawings or photographic representation.

Policy

A. Electronic Mail is a tool for business communication. Users have the responsibility to use this resource in an efficient, effective, ethical, and last full manner, email communications must comply with all applicable laws, regulations and generally accepted business etiquette.

B. The primary purpose of electronic Mail is to conduct official business. Employees may occasionally use electronic Mail for individual common non political purposes on their personal time, if such use does not violate the terms and conditions of this policy or interfere with the company's business.

C. All email account maintained on the email systems are the see property of the company. Altruist Technologies Private Limited has the right to monitor any employee's E-mail account. Any unauthorized or inappropriate use discovered during such monitoring activities shall be formerly reported to the management for determination of appropriate action.

D. Users should not expect their email communications, documents, or other information to be private and should not use the email system for matter that are not intended for public disclosure. Coincidental matters, permitted by laws should be so marked and include a warning regarding accidental transmission to a third party.

E. Sending data via email is the same as sending correspondence on official memo of letterhead.

F. Use of the email system as described below is strictly prohibited. Users who received such information should not forward or respond to it, but should immediately report its receipt to their supervisor for proper disposition.

1. Knowingly or intentionally creating, publishing, transmitting, and/or exchanging messages that are inappropriate, offensive, harassing, obscene or threatening.
2. Creating or distributing email containing defamatory, false, in accurate, abusive, threatening, racially offensive or otherwise biased, discriminatory or illegal material.
3. Viewing or distributing obscene, pornographic, profane or sexual harassment.
4. Violating laws, rules and regulations prohibiting sexual harassment.
5. Encouraging the use of controlled substances for criminal or illegal purposes.
6. Engaging in any activities for personal gain.
7. Distributing copyrighted information without permission.
8. Violating or in fringing up on the right of others.
9. Conducting any non Department supported fundraising or public relation activity.
10. Exchanging proprietary information, trade secrets, or any other privilege to, confidential or sensitive information that is not authorised.





- 11C. Creating or exchanging solicitations, chain letters, and other unsolicited Email.
- 12. Registering to non business related list servers without proper authorisation. Subscription to search a service can result in an overload of received messages directly impacting the performance of state email systems.
- 13. Engaging in any political activity prohibited by law.
- 14. Using the system for any illegal purpose.
- G. Users may not knowingly or wilfully create or propagate any virus, worm Trojan horse, or other destructive program code.
- H. Each user account depending on nature of function will have quota on the mailbox size. Exceeding the quota will result in bouncing of individual Mail. Managing mailbox size is individual responsibility and the company is not responsible for any mails bouncing because of over size of mailbox. Regular archiving of required data is suggested and is individual responsibility.
- I. Violation of this policy may result in disciplinary or legal action.

Responsibility- Employees using the email system are deemed to have accepted the responsibilities and obligations imposed by state, and local laws and regulation as well as the companies adopted policies, procedures, standards, and guidelines.

- D. User should not pursue, obtain, exchange or distribute any unauthorised information that could cause congestion or disruption to email system such as screen savers, audio, or video clips, in violation of any licensing agreement.
- E. User shall not access another email system without authorisation from that user or that user supervisor. Users must not compromise the privacy of their password by giving it to others or exposing it to public view password should be changed on a regular basis. If a user discloses his / her password to someone else knowingly or unknowingly, then he / she will continue to be responsible for all objectionable actions happening on usage of the same.
- F. User should schedule, wherever possible, communication in times operative operations such as large file transfers, video download, mass emailing, and the like for off peak usage times. I have read and understood the terms and conditions mentioned above and agree to abide by the same.

Signature of the Trainee

Name: Mhaske Shubham Anil

Date: 16 Dec 2025

AGREEMENT



Altruist Technologies Private Limited
Registered Office : Plot No. 2, Sector-22, HSIIDC IT Park,
Panchkula, Haryana - 134109, India



This agreement made at on 16 Dec 2025 by Mr/Ms Mhaske Shubham Anil Resident of Pune Mantri Hereinafter referred to as 'Service Provider' (which Expression shall, unless it be repugnant to the context or meaning thereof, B deemed to mean and include his / her agents and representatives), In favour of Altruist Technologies Private Limited a company registered under the Companies Act ,1955 having its registered office at first floor, 122, Jaina tower 1, district centre Janak puri, New Delhi- 110058.(hereinafter referred to as 'the Company')

WHEREAS pursuant to the arrangement between the company and the service provider in any NORM including employment in the company or any of its associate companies, confidential information as defined below or the company may become available to the service provider.

AND WHEREAS the company desire's to prevent the unauthorised use of disclosure of such confidential information.

NO, therefore in consideration of these premises, and for other good and valuable considerations, the parties agree as follows, receipt of which is here by acknowledged:-

1. Confidential information: for the purposes of these agreement, confidential information shall mean all proprietary material exchange including but not limited to return and electronic media or verbal disclosure of information by the company, strategic and development plans, financial condition , business plans, CO- developer identities, business data, business records, customer list, project reports, market report, service provider lists, business manuals, policies and procedures, information relating to processed, technology or theories and or other information which may be disclosed by the company and other information to which the service provider may be provided access by the company or its client, or others in accordance with this agreement or which is generated as a result of or in connection with the employment of the service provider , which is generally not made available to the public.
2. Non-disclosure obligation: The service provider promises and agrees to fold the confidential information in confidence. Without limiting the generality of the foregoing , the service provider further promises and agrees to protect and save guard the confidential information against unauthorised use, publication or disclosure, not to use it except for the purpose of his / her employment, not to in anyway directly or indirectly Reveal, report, disclose, publish or transfer , or in anyway use the information except as specifically authorised by the company in accordance with this agreement not to use it to unfairly compete or obtain unfair advantages vis a vis the company in any commercial activity which may be comparable to the commercial activity contemplated by the company, and to comply with any other reasonable security measures requested in writing by the company.
3. Return of confidential information: the service provider agrees on termination or cessation of higher employment for any reason whatsoever, or upon the written Request of the company, whichever is earlier, to promptly deliver to the company, all records, notes and other written, printed or tangible materials in the possession of the service provider, embodying or pertaining to the confidential information.





4. No right to confidential information: service provider hereby agrees and acknowledges that no license, either express or implied, is hereby granted to the service provider by the company to use any entire confidential information. Service provider further agrees That all inventions, improvements, copyrightable works and designs relating to products, procedures, methods or compositions of company directly resulting from or relating to the confidential information and the right to market to use, license and franchise the confidential information or the ideas, concepts, methods or practices embodied there in shall be the exclusive property of the company and service provider has no right or title thereto.
5. Losses: service provider further agrees to indemnify The Company against any and all losses, damages, expenses and claims incurred or suffered by the company as a result of the service provider breach of this agreement.
6. No conflicting obligation: the service provider represent that he / she has not entered into and will not enter into, any agreement either written or oral in conflict herewith, this includes confidential agreement and related intellectual property from previous employer.
7. Governing law: all disputes arising out of or in connection with this agreement shall be subject to the exclusive jurisdiction of the courts of New Delhi and shall be governed by Indian law, including information technology act.
8. Entire agreement: this agreement consulate's the whole understanding by the parties about the subject matter and may not be amended or modified except in writing signed by each of the parties of this agreement.

Signed on the date and place as mentioned hereinabove

Signature of the Trainee

Name: Mhaske Shubham Anil

Date: 16 Dec 2025



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