

6th March,2026

Dear Suraj,

We are pleased to offer you the **Internship** at SIAGE Solutions Private Limited (the "Company") at Bangalore location. Your date of appointment is effective from the date of joining, 9th March 2026.

This letter sets forth the terms of the Internship, which if you accept, will govern the terms and conditions for your internship. This Internship letter is valid for 2 days from the date mentioned on top.

Working Hours

The general working hours will be 9:00 A.M. to 6:00 P.M., Monday through Friday, with half hour break for lunch. Employees may also be expected to work in shifts based on business requirements.

Holidays:

Siage Solutions observes 10 holidays in a year which may consist of fixed days of holidays and flexible religious holidays and may be availed as per policy in force.

Non-Disclosure:

Due to the proprietary nature of our products and services, all employees are expected to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to Company. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services as per the policy of Company.

Business Code of Conduct and Ethics:

All employees are expected to maintain the highest level of ethical conduct. Any instance of proper conduct including but not limited to misconduct, gross negligence or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu of.

Information Security:

All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. Employees are responsible for maintaining information security outside the premises of organization and outside the normal working hours.

Internship Period:

You will be on Internship for a period of six (6) months from your start date. During this time, your performance and conduct will be evaluated. The company reserves the right to terminate your internship during this period with 15 days' notice. During the internship period, you may not be eligible for any benefits, which will be activated upon confirmation.

Joining Requirements:

You are required to submit a copy of the following documents for joining:

- Attested photocopies of educational certificates (Class X onwards)
- Student ID copy
- Three recent passport size photographs
- Passport details along with an attested photocopy of the same
- Driving License and PAN Card photocopy

Please bring originals of all documents which will be returned to you after verification.

Acceptance Of Joining

If you are agreeable to accept this internship, please return the copy of this letter, duly signed by you as a token of your acceptance, within 2 days from the date of issue of this letter.

We look forward to welcoming you to the team!

Sincerely,
For SIAGE Solutions Private Limited

Kanchan Kr. Ghosh

Director



Signature & Date