Dear Sir / Madam,

As you are aware, Reliance Communications Infrastructure Limited (“**Company**”) is currently undergoing corporate insolvency resolution process under the provisions of the Insolvency and Bankruptcy Code, 2016 (“**Code**”). As per the provisions of the Code, the creditors of the Company were required to submit claims with the (interim) resolution professional in respect of their dues for the period prior to [September 25, 2019/the insolvency commencement date], which are required to be dealt with as per the provisions of the resolution plan, as approved by the NCLT.

We understand that you are an ex-employee of the Company. In order to avoid omission of any claim of employees/ex-employees of the Company (being large in number), Shri Jaywant C Prabhu, an employee of the HR department, had filed claims on behalf of several employees of the Company (the details of which are available on the website of the Company).

The resolution professional of the Company has verified and admitted the claims (to the extent admissible) on the basis of the books and records of the Corporate Debtor. However, we are yet to receive authorization from you in favour of the representative who had submitted the claim on your behalf.

In light of the aforesaid, we request you to provide your confirmation in respect of the authorization to Shri Jaywant C. Prabhu (in the format attached herewith) for submission of claim on your behalf in the corporate insolvency resolution process of the Corporate Debtor,at the earliest, and in any event prior to the approval of the resolution plan by the NCLT.

Further, you are requested to kindly provide your bank account details (Cancelled Cheque as applicable) along with a self attested copy of your PAN card, so that any amounts payable to you under the approved resolution plan may be credited (upon implementation). In the absence of any response from you, we shall not be held liable for any consequences arising on account of inaccuracy or absence of bank account details.

Yours faithfully,

For Reliance Communications Infrastructure Limited

Brenda Bhargava

HR

**Email to be sent to "rcil.pgrty@relianceada.com" with subject "Gratuity Claim Authorization**".

I, ....................................................EC No................................. authorize Sh Jaywant Prabhu to file my Gratuity claim for FY 18-19 on my behalf

Name of the Employee:

E C No:

Mobile No:

Name of the Bank:

Account No:

IFSC code:

Signature of the employee:

Cancelled Cheque copy along with a self attested copy of your PAN card to be forwarded by email

Regards,

Brenda Bhargava

HR