



KPMG Resource Centre Private Limited
 Building No. 10,
 5th Floor, Tower-C
 DLF Cyber City, Phase – II,
 Gurugram – 122 002, India

Telephone: +91 124 612 8500
 Fax: +91 124 612 8700
 Internet: www.kpmg.com/in
 Email: indiawebsite@kpmg.com

14 July 2023

Priyanka Luthra
 G-5/199 sector 16, Rohini delhi,
 Rohini-110089

Dear Priyanka,

On behalf of **KPMG Resource Centre Private Limited** (the 'Company'/ 'Firm'/ 'Employer'), I am pleased to offer you the position of **Audit Associate 1** in **Audit** with the Company. You will be reporting to **Vipresh Bansal** or such other person as authorized by the Company.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **07 August 2023**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the 'Probation Period') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('Company Policy'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the 'Confirmation Letter'). The Company may at its discretion, extend the probationary period for a further period if the situation demands. Until such Confirmation Letter is issued, you are deemed to be on probation.

Provisional Offer

The offer is conditional upon you being eligible to work in India. It will be your responsibility to ensure that you continue to be eligible to work in India during the course of your employment. This offer is subject to the successful completion of the academic course which you are currently pursuing..

The offer also is subject to your completion of, to the Company's satisfaction, comprehensive background screening procedures, including without limitation, education, employment, residence, identity and other verifications; criminal records and civil database checks; and various compliance authority checks. You agree to provide to the Company and/or any background screening service provider of the Company all information necessary to conduct such background screening procedures within 5 days, and hereby represents and warrants that such information provided is and will be accurate and complete. You further consent to the collection, storage and independent verification of the information provided to the Company

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CIN U74140HR2005PTC085834

Registered Office:
 Building no. 10
 5th Floor, Tower C
 DLF Cyber City, Phase II
 Gurugram – 122 002, Haryana



and/or any background screening service provider of the Company by the Employee for such employment purposes in terms of Clause 12 of this Agreement.

In the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, the same shall constitute breach of discipline and your services will be liable to be terminated with immediate effect without notice and with no liability to make any further payment to you.

The terms and conditions of your employment with the Company shall be as follows:

1. Your General Duties

- 1.1. Your immediate Performance Manager will communicate the details of your role and work responsibilities in the initial weeks of joining the Company. During your employment, the Company may require you to work on any project that you are assigned to, or any technical platforms/ skills and nature of the project, in



5:20



Candidature with KPMG -
Documents - ****URGENT and
CRITICAL**** Inbox



Lakshman, Ramesh Kaushik 5:16 PM



to ▾

Dear Candidate,

Congratulations on being selected for the role of
Audit Associate 1, with KPMG Global Services.

As we get close to your DOJ, we are now initiating
the document collection process for you.

Please share the documents list as stated below
along with the instructions which must be strictly
followed. The documents may be shared to this
email ID only : rameshkaushikl@kpmg.com

Your DOJ would be on the 20th of November'23.

The deadline to submit all these documents without
fail is the **18th Oct by max 2PM.**

Please treat this as an important note and request
you to share the below mentioned documents as
per the instructions.

Private & Confidential

25 January 2023

To,
Candidate name: Arushi Bansal
S/o/ D/o: Mr. sandeep bansal
College Name: Delhi College of Arts and Science
Aadhar card no.: 8233 9849 8058

Congratulations

We thank you for taking the time to attend the interview process of KPMG Resource Centre Private Limited (KRC) ("Firm", "We" "Our"). The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Audit Associate at KRC.

Your anticipated joining date is 6/1/2023 at Gurgaon office location. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

This letter confirms our intent to offer with respect to your employment, subject to your completing your educational certifications/ degrees and upon receiving and being satisfied, with the background checks on your academic and professional qualification, any criminal records and any judgments relating to debts or insolvency thereof and your residential address falling under coverage of our transport "Hiring Zone".

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Signature valid

Signed By: ANURICHA
CHANDER
Location:
Signing Date: 27.01.2023
21:30

Please review this letter and return a signed copy as a token of your acceptance.

Yours sincerely,

For **KPMG Global Services Private Limited**

Accepted and Agreed

Anuricha Chander
Associate Partner - Human Resources

Authorization:

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure. You hereby give consent to [KPMG, KPMG Global Services Private Limited (KGS) or KPMG Resource Centre Private Limited (KRC) or KPMG Global Delivery Centre Private Limited (GDC) to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

No binding obligation:

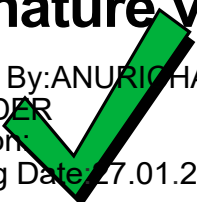
Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

Name – Arushi Bansal

Dated -01-02-2023

Signature valid

Signed By: ANURICHA
CHANDER
Location:
Signing Date: 27.01.2023
21:30



Date: 15-Mar-2023

To,

Allina Tiwari
Raipur, Chattisgarh
India

Dear Allina,

Thank you so much for attending the interview process. It was nice interacting with you and knowing more about you, and your professional background.

We are delighted to let you know that you have been selected for the position of **Associate** at MSC. We look for high potential, talented candidates who demonstrate clear potential to deliver performance against our business needs.

As **Associate**, you will start on an annual package of **INR 8,40,000 per annum (Indian Rupees Eight Lacs Forty Thousand Only)** In addition, you will participate in company's bonus program (subject to fulfillment of all other aspects and MSC policies governing payment of bonus).

Probation period - Six Months

Your employment will be confirmed subject to satisfactory completion of background verification and/or reference checks, which may occur at any time after your effective start date.

Other benefits / reimbursements available to you are given per **Annexure-I**.

Upon receipt of this communication, **please acknowledge the acceptance of our offer, along with confirming your date of joining at our Delhi office, by 20-Mar-2023.**

We look forward to working with you at MSC as we move towards strengthening the Digital Financial Services sector of Asia and Africa.

Best regards,



Subir Vyas
Chief Human Resources Officer

Annexure-I

Position : **Associate**
Salary : **INR 8,40,000 per annum.**

Particulars	Annually (INR)	Monthly (INR)
Basic	420,000	35,000
House Rent Allowance	210,000	17,500
Special Allowance	42,000	3,500
Personal Allowance	168,000	14,000
Gross Salary	INR 840,000	INR 70,000
<i>Deduction:</i>		
- Provident Fund (<i>employee contribution</i>)	21,600	1,800
- Taxes (<i>as applicable</i>)		
Annual Bonus**(max)	INR 210,000	

Other Provisions : 1. Laptop`
2. Sim Card with usage up to INR 1,000 per month
3. Internet Data Card with unlimited usage

Additional Benefits : 1. **Bonus (You will be eligible to participate in the company's variable pay (bonus) program, and as per company policy your eligibility will commence after completing one years' clear service with the company. The eligibility will arise in the immediate next pay-out cycle after completing one years' service. Please note that bonus pay-outs are dependent upon company performance and employee performance.)
2. Employee Life and Health insurance cover.
3. A relocation expense of INR 5,000 (pre-tax) will be paid after completion of one month, post-joining.



Date: 7th July 2023

OFFER LETTER

Dear Chaitanya,

We are pleased to appoint you for the position of **HR & Finance -Executive**. We extend this offer, and the opportunity it represents, with great confidence in your skills and abilities. You are expected to join our Company on or before **10th July, 2023**.

Your roles and responsibilities will be discussed with you by your Reporting Manager once you are on board. Your employment with us will be governed by the organizational policies.

The following are the terms and conditions of our Company **VISH Recruitment Services**.

Place of Posting: Your place of posting will be at Remote (WFH). However, during employment with the Company.

Increment and Career Progression: Increments are not automatic but any increase in your designation and future prospects in the Company shall entirely depend on your efficiency, hard work, regularity in attendance, sincerity, good conduct and such other relevant factors including your performance, potential for next role and Company's performance.

Termination: On confirmation of your employment, either party- shall give 30 days' notice in writing in lieu thereof to the other for termination of this employment. It is made explicitly clear that if the employee avails any leave during the notice period, the period of notice shall get proportionately extended by the days equivalent to the leave availed during the period.

Code of Conduct

- A. Your designation is merely indicative of the responsibilities, which you are required to carry out. The Company shall be entitled to require you, at any time, to perform any other administrative, managerial, supervisory, or other functions and you will be bound to carry out such functions.
- B. You will devote full time to the work of the Company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
- C. As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or



possession, which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the Company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in service of the Company, you shall not disclose them to anyone.

- D. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- E. You shall maintain and keep in your safe custody such books, registers, documents, and other papers as may be issued to you or may come in your possession and shall return the same when required.
- F. You will forthwith inform the Company of any change in your residential address.
- G. You will observe work timings as applicable to your location and place of work in compliance with the policies.
- H. Upon leaving the Company, you will not take with you any drawing, blueprint or other reproduction or data, tables, calculations, letters or any other writing copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.

Other Terms & Conditions

- A. You will be entitled to leave in accordance with the Company policy.
- B. It is agreed that it shall be open to the Company from time to time to vary any remuneration, benefit, facility or perquisite that may be extended to you on a review of the Company's decision in this behalf.
- C. During the period of your employment with us, if you achieve any invention, process improvement, operational improvement, or other processes/methods, likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use, utilize and such improvements.
- D. Your appointment is subject to submission of your credentials i.e., marks sheets, certificates, experience letter(s), id/address proof etc. and background verification clearance.
- E. Your commission will be on a profit-sharing basis, you will be entitled for 30% share of the profit earned on the positions closed by you. The amount shall be realized as soon as the company receives the amount from the client which will be according to the terms and conditions with the client.

We welcome you onboard and wish you all the success in your career with us. We look forward to your contributions in taking the Company ahead and an exciting work relationship.

Ishaan Davar
Founder- VISH



Declaration and Offer Acceptance

I hereby warrant and confirm that I am not prevented by previous employment terms and conditions, or in any other way, from entering into employment with the Company or performing any of the duties of employment referred to above. I hereby, accept the terms & conditions of the employment offered in totality.

Employee Signature

Name:

Date:

BSR

CHARTERED ACCOUNTANTS



Shradha Taneja

Employee No. : 136680
Emergency No. : 8285602046
Blood Group : B+

BSR & Co. LLP
6th Floor, Advant Tower,
Plot # 07, Sector-142, Noida-201305
District Gautam Budh Nagar, UP

Tel: +91 120 386 8000
Fax: +91 120 386 8999


Issuing Authority

BSR

CHARTERED ACCOUNTANTS

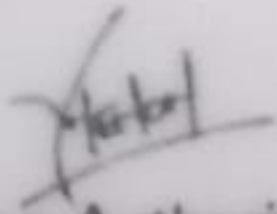


Sparsh Goswami

Employee No. : 136811
Emergency No. : 8979173679
Blood Group : A+

BSR & Co. LLP
6th Floor, Advant Tower,
Plot # 07, Sector-142, Noida-201305
District Gautam Budh Nagar, UP

Tel: +91 120 386 8000
Fax: +91 120 386 8999


Issuing Authority

The transaction with Reference ID 1319050899 is processed successfully.

Payment Of INR 1,74,200.00 to NIFTFASHIODISGINE

Reference ID : 1319050899

From Account Name : HARIOM OVERSEAS

From Account Number : 661905600560

To Account Name : NIFTFASHIODISGINE

To Account Number : 340602050000026

Payment Date : 26/09/2023

Remarks : NIFT AASTHA


Network : NEFT

Beneficiary LEI :

UTR Number :

Put transaction on Hold : N

Pending On →

 Download





GROWLANCE TECH SOLUTIONS PRIVATE LIMITED

WeWork Platina Tower DLF Phase 1, Sector 28,

Gurugram, Haryana-122002

CIN: U74999DL2021PTC3883531

PROOF OF EMPLOYMENT

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Ankit Soni** is currently employed as a **FULL TIME EMPLOYEE** at Cloutflow as a **Senior Brand Solutions (Account Manager)**. He joined the organization on **3rd July 2023**.

His contributions span a wide range of crucial responsibilities, including enhancing brand - creator relationships, bolstering the creators' economy, adeptly designing and managing campaigns, ensuring the utmost client satisfaction, achieving outstanding campaign success, and retaining our valued clients.

Ankit has demonstrated a remarkable aptitude for handling his job role effectively, conducting thorough performance analyses, and skillfully managing client feedback. His unwavering commitment to these responsibilities has been instrumental in our continued growth and success at Cloutflow.

We are confident in his abilities and look forward to his continued contributions to our organization.

Sincerely,

Vanshika Batra
Co-Founder & COO @ Cloutflow



Sasmit Sinha

Emergency No. 9899796320

Blood Group B +

73408





सत्यमेव जयते

Government of India

Form GST REG-06

[See Rule 10(1)]

Registration Certificate

Registration Number : 07BIBPY1871K1ZS

1.	Legal Name	PREETAM YADAV			
2.	Trade Name, if any	RAMSETU ENTERPRISES			
3.	Constitution of Business	Proprietorship			
4.	Address of Principal Place of Business	GROUND FLOOR, NEAR VARDHMAN MALL, SECTOR 19, SECTOR 19, PLOT NO 5, New Delhi, South West Delhi, Delhi, 110075			
5.	Date of Liability				
6.	Period of Validity	From	09/04/2022	To	Not Applicable
7.	Type of Registration	Regular			
8.	Particulars of Approving Authority	Centre			
Signature					
Name		Puneet Sethi			
Designation		Superintendent			
Jurisdictional Office		Ward 61			
9. Date of issue of Certificate		09/04/2022			
Note: The registration certificate is required to be prominently displayed at all places of business in the State.					

This is a system generated digitally signed Registration Certificate issued based on the approval of application granted on 09/04/2022 by the jurisdictional authority.

BSR

CHARTERED ACCOUNTANTS



Piyush Jayachandran

Employee No. : 136741

Emergency No. : 9968140514

Blood Group : B+

BSR & Co. LLP


6th Floor, Advant Tower,

Plot # 07, Sector-142, Noida-201305

District Gautam Budh Nagar, UP

Tel: +91 120 386 8000

Fax: +91 120 386 8999


Issuing Authority



REYEDIN TECHSTACK PVT. LTD.

Students Id Card

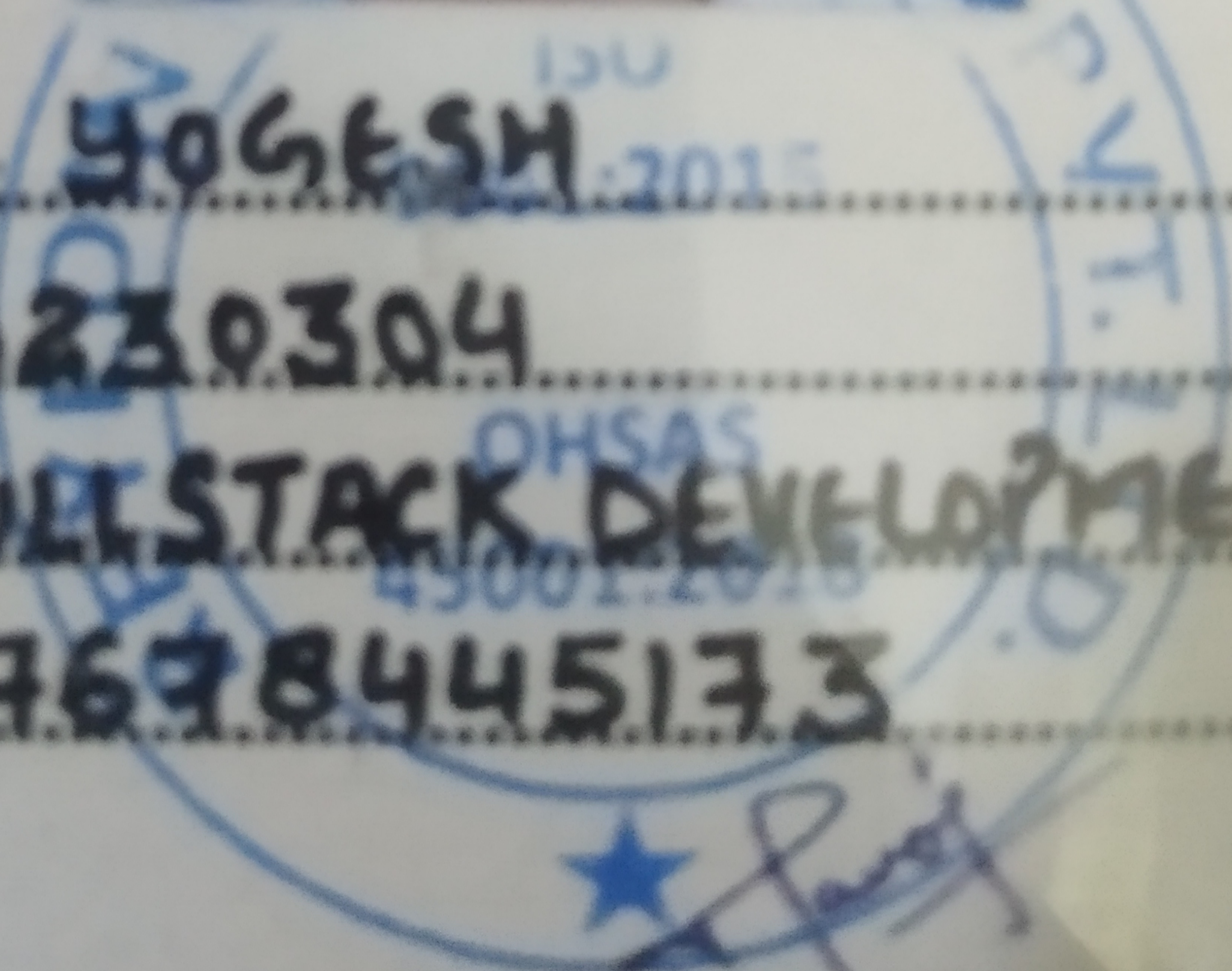


Name : MR. YOGESH 130 :2015

Ad No : WD230304

Course : FULLSTACK DEVELOPMENT OHSAS 45001:2018

Ph. : +917698445173



Authority Signature

BSR

CHARTERED ACCOUNTANTS



Mohit Aggarwal

Employee No. : 136574

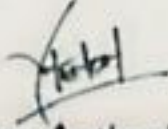
Emergency No. : 9313985444

Blood Group : B+

BSR & Co. LLP
6th Floor, Advant Tower,
Plot # 07, Sector-142, Noida-201305
District Gautam Budh Nagar, UP

Tel: +91 120 386 8000

Fax: +91 120 386 8999


Issuing Authority

policybazaar.com



Mohd Jassim Malik

Employee ID :- PW46709

Blood Group :- A+

Emergency No:- 9997619302

PolicyBazaar Insurance Brokers Private Limited
Building No. 119, Sector 44, Gurgaon, Haryana - 122001

KPMG




Khushi Jain

Employee No. : 136802
Emergency No. : 9810237635
Blood Group : O+

KPMG Assurance and Consulting Services LLP
Building No.16, 4th Floor, Tower-B,
DLF Cyber City, Phase-B,
Gurgaon-122 002 (India)

Tel: +91 124 336 9000
Fax: +91 124 336 9001


Issuing Authority

Mr Hetul Katyal
Plot no.18. A-8 Defence Colony New Delhi, 2nd Floor 110024

Date : February 15, 2022

Sub: Professional Writer at Full Spectrum Services LLP (FSSL) – Consultant/Professional Services Contract

Dear Hetul,

We are pleased to make an offer to you for the above under the following terms –

1. Output per period will be as mutually decided.
2. Content delivered will be unbiased, original, unplagiarised and not violative of international standards of journalism.
3. Published content will permanently remain the intellectual property of FSSL and any information associated with FSSL shall be deemed to be confidential: not be disclosed outside, without prior authorization of FSSL.
4. Monthly Payment(as mutually agreed) will be made directly to your bank account after deduction of TDS as applicable on submission of appropriate Invoice. Any changes in tax laws will necessitate appropriate deduction in monthly payments.
5. You will work from your residence. For any work-related travel, you will be fully reimbursed all expenses on submission of bills.
6. Either party can propose to discontinue engagement with a 60-day notice. Inability to serve the notice by either party will result in a penalty of 60 days payment to be made good before final disengagement. Unless there are serious integrity issues or acts of irresponsibility, FSSL will make good the early disengagement payment for notice served by FSSL.
7. This contract is valid from the date of engagement and will be valid till either party decides to disengage.
8. On disengagement, FSSL will be pleased to provide a "Letter of Appreciation" that includes contribution to FSSL during the duration of engagement as well as last Professional payment details.

Kindly sign a copy of this document and return a signed scanned copy as a token of your acceptance. We look forward to a long term engagement with you.

Thanking you,

Sincerely yours,

**MEHUL
GAJENDRA
PATHAK**

Mehul Pathak
Designated Partner

Digitally signed by
MEHUL GAJENDRA
PATHAK
Date: 2022.02.15
17:58:28 +05'30'

KPMG




Diksha

Employee No. : 136708
Emergency No. : 9253070701
Blood Group : B+

KPMG Assurance and Consulting Services LLP
Building No.10, 4th Floor, Tower-B,
DLF Cyber City, Phase-II,
Gurgaon-122 002 (India)

Tel: +91 124 336 9000
Fax: +91 124 336 9001


Issuing Authority

for Le Charpoi LLP

For LE CHARPOI LLP
Rahul Gupta
Authorized Signatory

LE CHARPOI LLP

Ms. RAHUL GUPTA
Authorized Signatory -

Date: 1/09/2023

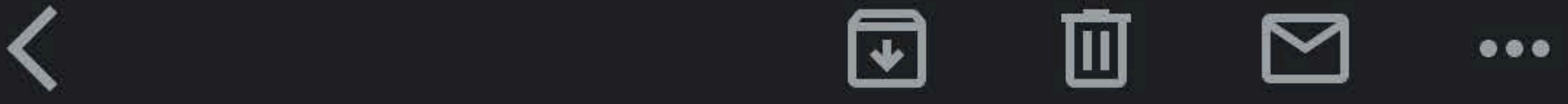
To,
Mr. Aryan
Building 96A, 409, Mohammadpur,
New Delhi 110066

Sub: Letter of Re-Appointment

Dear Aryan,

Wepitch Promotion's management is pleased to inform you that you are appointed as a Head of Content Writer effect from 01/09/2023, with the following terms and conditions: -

1. Your gross salary will be INR 3,00,000 P.A.
2. In case of a person defecting from his/her job or being dismissed from the company, he/she will not be entitled to any pay for the days worked nor any accrued incentives.
3. By no way any of your interest / right will arise in / against the organization by appointment, except specifically mentioned in the letter.
4. You shall be liable to be transferred from one work place/branch of the organization to any other place/ branch.
5. Your duties will include for efficient, satisfactory and economical operation in the area of responsibilities that may for assigned to you during your appointment. You will maintain high standard of loyalty, efficiency, integrity, and secrecy, will liaison with your colleagues and will be responsible for execution of the decisions taken by the management and technical development for the organization.
6. Your work with the company may give you access to confidential information concerning the trade secrets, organization, business, finance, transactions or affairs of organization, its clients or customers. You must not make use of, or reveal to any third party, any such confidential information without the organization's express consent. This applies equally during your employment and the completion of your employment also.
7. Defection the said period will be considered a breach of these terms and you will be liable to refund the salary of a quarter plus any incentive amounts, which you have earned from the company back to the company from the date of appointment.

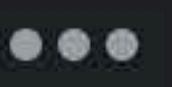


Congratulations, job offer Audit Associate is extended to you, your response is needed Inbox



hr 10:48 AM

to me



Congratulations!

Your job application was successful, and a job offer is now extended to you:

[Audit Associate](#)

We look forward to you accepting the job offer and joining this team.

[Respond to Job Offer](#)

Reply

Forward

KPMG




Korisha Tandon

Employee No. : 136470
Emergency No. : 9999107170
Blood Group : B+

KPMG Assurance and Consulting Services LLP
Building No.10, 4th Floor, Tower-B,
DLF Cyber City, Phase-II,
Gurgaon-122 002 (India)

Tel: +91 124 336 9000
Fax: +91 124 336 9001


Issuing Authority



Building a better
working world

EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka, India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

08 June, 2023

Mr Kush Dwivedi
MS Puram, behind F.C.I. godown,
Sundarpur Road, Mahera Fatak Crossing,
Etawah,
Uttar pradesh - 206001

Contact No: 7060314679
Email: kushdwivedi453@gmail.com

Dear Kush,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before August 2023. In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before August 2023 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

1. POSITION:

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be 44. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such

Jatin

Business Development Executive
Sales B2B



Just Dial Limited

Mobile : 8799773275

Website : www.justdial.com | Customer Care: 88888 88888



**GIA INDIA
LABORATORY
PRIVATE LIMITED**

Hotel Le Meridien, Windsor
Place, Janpath,
, New Delhi, Delhi 110001

GSTIN 07AACCG9457G1ZD Invoice Date 16/10/2023
State 07-Delhi Invoice No. DLED/23-24/58
PAN AACCG9457G Reference No. -

Customer Name

R S CONSTRUCTION

Billing Address

R S CONSTRUCTION
Delhi, 110055
India

Shipping Address

R S CONSTRUCTION
Delhi, 110055
India
07DOGPA7220P1ZS

Customer GSTIN

07DOGPA7220P1ZS

Place of Supply 07-Delhi

Due Date 16/10/2023

Name of Student Mohammad Adnan

Course Start Date 30/10/23

Course End Date 29/12/23

Location Delhi

TDS Deducted

Item	HSN / SAC	Quantity	Rate / Item (₹)	Discount (₹)	Taxable Value (₹)	CGST (₹)	SGST / UTGST (₹)	CESS (₹)	Total (₹)
1. Graduate Diamond	999294	1.00 NOS	2,18,051.00	0.00	2,18,051.00	19,624.59 @9%	19,624.59 @9%	0.00	2,57,300.18
Total					2,18,051.00	19,624.59	19,624.59	0.00	2,57,300.18

Taxable Amount ₹ 2,18,051.00

Total Tax ₹ 39,249.18

Rounding off ₹ (0.18)

Total Value ₹ 2,57,300.00

Total amount (in words)

Two Lakh Fifty Seven Thousand Three Hundred Rupees Only

Bank Details:

Account Number 00162120000196 IFSC HDFC0000016
Bank Name: HDFC Bank Limited Branch Name: Pali Hill, Bandra Branch

For GIA INDIA LABORATORY PRIVATE LIMITED



[Signature]
Authorized Signatory

Notes:

R S Construction-Mohammad Adnan-GD at Delhi-30 Oct.23 To 29 Dec.23

OUR CONSULTANTS



Harshit Ahuja

SEND A MESSAGE



Chitrabanu Srinivasan

SEND A MESSAGE





Taj Forging pvt. Ltd.

Since 1983



Registration Number 043-A

MFRS. OF : ALL KINDS OF ALLOY,
CARBON & STAINLESS STEEL FORGINGS &
FORGED COMPONENTS FOR RAILWAYS,
DEFENCE & AUTOMOBILE SECTOR

Works : Plot No. 41, Sector-68
IMT Faridabad - 121 004
E-mail : info@tajforgings.com
Visit us at : www.tajforging.com

LETTER OF INTENT

TAJ: FBD: PERS: LOI: 2023-24

To,
Mr Rishav

Dear. . Rishav

With reference to your application and subsequent interview you had with us, we are pleased to offer you an appointment for the position **Executive in Store Department** as per the term and conditions mutually agreed at the time of interview.

We required joining your duty on or before 01-06-2023, you are further advised to bring original documents along with one set of photo copy as stated below are time of joining. The original documents will be returned after verification.

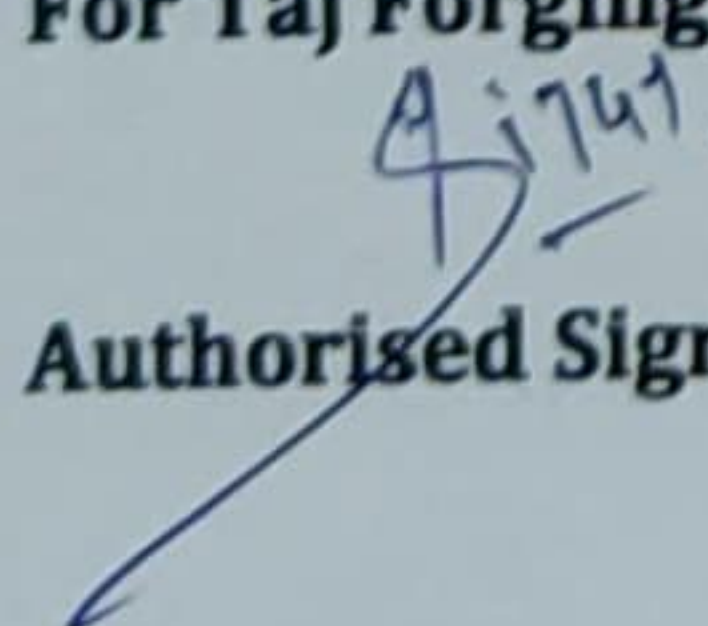
1. Copy of all Educational Certificates.
2. All Experience letters of your previous companies.
3. Relieving Letter from existing company.
4. Latest Pay Slip alongwith 3 month Bank Statement showing salary transferred.
5. Medical Fitness Certificate showing Blood Group also.
6. Copy of PAN card, Adhar Card
7. UAN Number and ESIC Insurance number, if applicable
8. Passport size photographs 5 numbers.

Also provide the proof of submission of acceptance resignation with you existing employer within 7 days from the date of receipt of this letter, otherwise organisation has right to withdraw the LOI.

Your appointment letter will be handed over to you at the time of joining.

We wish you a successful career at Taj Forgings (P) Ltd.

For Taj Forging Pvt.Ltd.


Authorised Signatory


Rishav



RBS Services India Private Limited,

Regd. Office: 6th Floor,
Building-2, Tower A, GIL IT/ITES
SEZ, Candor Techspace,
Sector-21, Dundaheera,
Gurugram, Haryana, India,
122016.

Website:
www.NatWestGroup.com, Email:
india.services@rbs.com,

Telephone: +91 124 676 4000
Facsimile: +91 124 676 4790.

Corporate Identity Number –
U72900HR2001PTC055458

Issue Date: 21/04/2023

Prakhar Tandon
B2-505, Antriksh Nature

Subject: Internship Contract

Dear Prakhar,

JTS01 - With reference to your application, we are pleased to offer you Internship with RBS Services India Private Limited ('Company') at the following address Gurugram - Candor Techspace. Your guide will be Harshita Agarwal.

SDS01 - Please be informed that your internship will commence effective 29/05/2023 and shall end on 28/11/2023 on the following terms and conditions:

EDA01 - This contract of internship shall terminate immediately upon the expiry of the said period of internship on 28/11/2023 and it shall not be obligatory on the part of the Company to offer to you employment of any nature upon expiry of the internship. However, during the internship tenure the Company can terminate, at its sole discretion, this arrangement without assigning any reasons or without any notice thereof. You shall not be entitled to any compensation, loss, including opportunity loss, cost, or damages in the event of termination / expiry of internship.

Notwithstanding anything contained herein, this offer of internship is contingent upon the successful completion of the Background Screening process (Screening) which is a background screening conducted by the NatWest Group ('Group'). The Screening includes but is not limited to verification of your educational and professional qualifications, criminal prosecutions, if any, etc. The Group may



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withdraw this offer of internship (if applicable) or terminate your internship before its completion, if the result of any Screening (which may be conducted at any time prior to or during your internship) or during your internship any act on your part demonstrates (to be determined solely at the discretion of the Group) that you will not be able to carry out the inherent requirements of your internship to the Group's standards of integrity and professionalism.

In case of such termination, you will not be entitled to receive any experience letter.

RMS01 - You will be paid a stipend of INR45,000 per month for the period of the internship.

CNS01 - Confidentiality

(i) "Confidential Information" is knowledge about the commercial affairs and business transactions of the Company and the Group, including, but not limited to, information about the customers, clients, employees, suppliers (whether former, actual or potential), Group contracts, pricing structures, financial and marketing details, terms of business, proposed transactions, premises, assets, internal communications, Intellectual Property, technical systems, data, designs, formulae, product lines, projects, operational procedures, research activities, negotiating position, forward planning, technical and product developments, accounts, finances, computer software and general know-how of the Company or any Company of the Group.

(ii) Confidential Information also includes, without limitation:

a. information relating directly or indirectly to particular securities or issuers thereof (both Group companies and third parties) and which would, if generally available, be likely to have an effect on the price of such securities or related investments ("Price-Sensitive Information");

b. any information contained in documents marked "confidential" or documents of a higher security classification and other information which, because of its nature or the circumstances in which you receive it, you should reasonably consider to be confidential; and

c. confidential information (howsoever obtained) about or provided by any third party received during the course of or as a result of your internship by the Group.

(iii) You agree you shall at all times observe secrecy in respect of all the affairs of the Group of which you become aware as a result of your internship and in particular you will keep confidential:

a. all information relating to the Group's customers including their identity, their accounts and the details of all Group products or policies held by them.



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b. all the actual or proposed transactions of the Group with its customers, suppliers, advisers, regulators and other business connections; and

c. all data belonging to, or held by, the Group whether stored electronically or otherwise and all Confidential Information of the Group.

(iv) You agree that you will not at any time, whether on your own behalf or in any capacity on behalf of any other person, firm, Company or organisation, disclose, reveal, cause the publication of or otherwise make use of any such Confidential Information whether for your personal gain or otherwise and you will not make any direct or indirect detrimental or derogatory references to the Group, its directors or employees in any form, including on the internet (for example making any such references in any on-line diary, typically known as “blogging”).

(v) You acknowledge and understand that:

a. maintaining absolute confidentiality is crucial to the Group whose business depends upon the discretion of its interns;

b. a breach of this undertaking of confidentiality will be regarded as a serious breach and may result in the termination of the internship and/or the Company initiating legal proceedings (including criminal proceedings) against you;

c. this obligation of secrecy will apply to all the Group’s business and will remain in full force and effect even after you have completed the internship;

d. the obligation of secrecy will apply unless you have express written consent from the Group to disclose the Confidential Information or you are required to do so by law or the information is already in the public domain, other than by way of unauthorised use or disclosure.

(vi) The restrictions outlined in this clause do not apply to any disclosure which you are required to make by law, or to the use or disclosure of information which is already within the public domain through no fault of your own or action on your part, or to a disclosure which constitutes a protected disclosure within the meaning of applicable public interest disclosure legislation.

(vii) The obligations under this clause shall survive after the expiry or termination of the internship for any reason.

DPS01 - Data Protection & Privacy

(i) You shall at all times during your internship with the Company act in accordance with the Company’s Privacy & Client Confidentiality Policy and any data protection, privacy and client confidentiality policies,



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procedures and accountabilities as amended from time to time and any applicable local privacy law. Breach of this undertaking could lead to termination of internship without assigning any reasons whatsoever and the Company may take legal actions, as appropriate.

(ii) By signing this Contract, you acknowledge and agree that we are permitted to collect and hold personal information or data (PI) about you as part of our personnel and other business records and that the Group may use such PI for the purpose of conducting background checks, and other purposes directly related to your internship.

(iii) You consent that we may disclose such PI to third parties in the event that such disclosure is in our view required for any business or legal requirement or the proper administration of internship and other matters directly related to your internship. This clause applies to PI collected, held, used or disclosed in any medium.

(iv) For further information, please refer to the relevant policies, which is available on the Group's intranet or from your guide.

RPS01 - Return of Property

When your internship ends (or earlier on demand by the Company) you are required to return all Confidential Information, and all Group property and equipment in an acceptable condition.

TXS01 - Taxes

You will be solely responsible for declaring and paying all taxes to the income tax authorities due on payments made to you by the Company. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

NEC01 - No Employment Claim

It is explicitly stated and understood that this arrangement shall not confer any rights or benefits that may accrue to the employees of the Company and on completion of the internship tenure no claims for employment benefits in the Company shall be made.



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NEG01- Negative Statements

You undertake that you will not make, publish or otherwise issue any negative or offensive or disparaging statements concerning the Company, the Group or any of the Company or Group's officers or employees. You will not, at any time, either directly or indirectly, make or cause to be made any detrimental or derogatory statements, in any media whatsoever (including but not limited to making any direct or indirect references to the Company or Group Company or their former or current directors, officers and/or employees in any on-line diary, typically known as "blogging") about the Company or any group Company or their directors and employees. You will not publish, cause, assist or knowingly permit to be published in any media whatsoever, any article or comment relating to the internship or the contents of this Letter and /or circumstances pertaining to your internship or execution of this Letter, or the Company or any Group Company or their directors and employees, or the fact and terms of this Letter.

IDM01 - Indemnity

Notwithstanding any other term of this letter, you agree to keep the Group, its directors, officers, personnel, agents etc. indemnified and harmless against all losses (including Losses), costs, demands, damages, claims, penalties, expenses, suits or proceedings of whatsoever nature, whether civil, criminal or quasi-criminal, arising in any manner out of or in connection with your failure to comply with any obligations as mentioned in this letter, or any act of omission and/or commission amounting to non-performance of obligations to comply with any terms of this letter including without limitation relating to any disruption of work carried out in the ordinary course of business/ strikes, or any destruction or any damage caused to the property of the Group or any claims raised against the Group.

GLS01 - Governing Law

GLS01.1 - The interpretation and enforcement of this Contract shall be governed by and construed in all respects in accordance with the laws of India and the parties submit themselves to the exclusive jurisdiction of the courts located in the state in which you render your services to the Company.

WAS01 - Whole Agreement



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Limited,

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These terms and conditions between you and the Company in relation to the matters dealt herein and represent the entire agreement between you and the Company. No Amendment, modification or alteration to this Agreement and no waiver of any terms and conditions shall be valid or binding unless made in writing and duly executed by both parties.

Enclosed are two copies of this letter, kindly sign the duplicate copy of this letter as an acknowledgement and return it to Mahima Kalyanaraman.

Yours sincerely,

For RBS Services India Private Limited

{{sig_es_:signer1:signature}}

India Authoriser

I acknowledge that I have read and understood the details as set out above in this letter dated and agree to the above terms 21/04/2023.



RBS Services India Private
Limited,

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{{sig_es_:signer2:signature}}

Prakhar Tandon



RBS Services India Private
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KPMG Global Services Private Limited
Building No. 10
16th Floor, Tower-C
DLF Cyber City, Phase – II
Gurugram – 122 002, India

Telephone: +91 124 687 7000
Fax: +91 124 612 8700
Internet: www.kpmg.com/in
Email: indiawebsite@kpmg.com

Private & Confidential

25 January 2023

To,
Candidate name: Jayant Mukhi
S/o/ D/o: Mr. Anil Mukhi
College Name: Delhi College of Arts and Science
Aadhar card no.: 8687 6449 0300

Congratulations

We thank you for taking the time to attend the interview process of KPMG Resource Centre Private Limited (KRC) (“Firm”, “We” “Our”). The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Audit Associate at KRC.

Your anticipated joining date is 6/1/2023 at Gurgaon office location. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

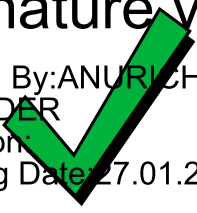
This letter confirms our intent to offer with respect to your employment, subject to your completing your educational certifications/ degrees and upon receiving and being satisfied, with the background checks on your academic and professional qualification, any criminal records and any judgments relating to debts or insolvency thereof and your residential address falling under coverage of our transport “Hiring Zone”.

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Signature valid

Signed By: ANURICHA
CHANDER
Location:
Signing Date: 27.01.2023
21:48





Please review this letter and return a signed copy as a token of your acceptance.

Yours sincerely,

For **KPMG Global Services Private Limited**

Accepted and Agreed

Anuricha Chander
Associate Partner – Human Resources

Authorization:

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure. You hereby give consent to [KPMG, KPMG Global Services Private Limited (KGS) or KPMG Resource Centre Private Limited (KRC) or KPMG Global Delivery Centre Private Limited (GDC) to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

No binding obligation:

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

Name

JAYANT MUKHI

Dated

31.01.2023

Signature valid

Signed By: ANURICHA
CHANDER

Location:

Signing Date: 27.01.2023

21:48



B S R & Co. LLP

Chartered Accountants

14th Floor, Central B Wing and North C Wing
Nesco IT Park 4, Nesco Center,
western Express Highway, Goregaon (East),
Mumbai - 400 063, India

Telephone: +91 22 6257 1000
Fax: +91 22 6257 1010

17 March 2023

Hitesh Kumar

H.No. 39,, Village Bitawdha, Dist. - Muzaffarnagar,, Uttar Pradesh, Meerut

Dear Hitesh,

On behalf of **B S R & Co. LLP** (the '**Firm**'), I am pleased to offer you the position of **Analyst in Audit** with the Firm. You will be part of the **Audit - Audit-ADC** team.

You shall be based at our office **Noida** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as may be decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining.

In the event you fail to join latest by **19 June 2023**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of Three (3) months (the 'Probation Period') from the actual date of your joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, as applicable for the time being in force ('Firm Policy'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirm letter (the 'Confirmation Letter'). Until such Confirmation Letter is issued, you shall continue to be on probation.

The terms and conditions of your employment with the Firm shall be as follows:

A. **Compensation**

1. Basic Salary

Your basic salary shall be INR 150000/- (Rupees One Lakh Fifty Thousand only) per annum, payable on a monthly basis, in arrears.

2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to

Registered Office:

B S R & Co. (a partnership firm with Registration No. BA61223) converted into B S R & Co. LLP
(a Limited Liability Partnership with LLP Registration No. AAB-8181) with effect from October 14, 2013

14th Floor, Central B Wing and North C Wing, Nesco IT Park 4,
Nesco Center, Western Express Highway, Goregaon (East),
Mumbai - 400063

B S R & Co. LLP

Company (CTC), you shall be entitled to a sum of INR 150000/- (Rupees One Lakh Fifty Thousand only) per annum. The aforesaid part of CTC shall include Employer's share of contribution under the Provident Fund scheme of the Firm, which shall be subject to your entitlement and the policy of the Firm and would depend on the allowances to be chosen out of the allowances / perquisites as detailed in the People Handbook.

B. Other Entitlements

Your other entitlements, as may be determined in accordance to the Firm's Policy as applicable from time to time, shall be as follows:

1. Annual Increments

Matters such as entitlement to performance incentive and/or annual fixed salary increase (and quantum thereof) shall be decided by the Firm in its sole and absolute discretion and shall be subject to such policies/procedures as may be applicable from time to time.

As per the prevalent policy any employee joining on or before 30 September of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of issuance of the increment letter.

Any employee joining on or before 31 December of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of disbursement of performance incentive.

2. Performance Bonus

Firm is under no obligation to operate a bonus scheme and matters such as entitlement to performance bonus shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

Subject to the above, you will be part of the performance linked bonus plan of the Firm. Under this plan the bonus payable will be calculated as per the Firm's policy.

This amount is pro-rated depending upon the actual date of joining during the Firm's financial year. The performance bonus (if any) will be payable solely based on you being in active employment of the Firm and not serving notice on the date of disbursement. Payment of the aforesaid performance bonus shall be subject to the policies and/or procedures of the Firm as existing on the date of disbursement.

The Firm reserves the right to vary the terms and amount of your bonus, depending upon your performance, the Firm's financial results and attainment of strategic goals.

B S R & Co. LLP

Statutory Bonus, if any, shall be included in the above pay-out.

3. Gratuity

You shall be entitled to payment of gratuity as per the Firm Policy and subject to the applicable law.

4. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Firm, if any.

5. Leave

You shall be entitled to annual leave of twenty-two working days in a performance year in accordance with the Firm's Policy subject to the applicable law. Your leave entitlement will be governed by the Leave policies as stated in the People Handbook and amended from time to time.

6. Maternity Benefits [**For Women employees only**]

You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding break for meals. The Firm practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Firm from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Firm to you towards Compensation, Other Entitlements and/or, any other payment shall be subject to deduction of withholding taxes and/or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be

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fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Firm shall include: -

- (i) trade secrets,
- (ii) lists or details of its suppliers and/or their services, customers and/or the services to them including their terms of business,
- (iii) prices charged to and terms of business with clients,
- (iv) marketing plans and revenue forecasts,
- (v) any proposals relating to the future forecast of the Firm or any of its business or any part thereof,
- (vi) details of its employees and officers and matters relating to their compensation/remuneration and other benefits paid or payable to them,
- (vii) any Firm or client data/information/records, Firm policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Firm, any information given to the Firm in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and
- (viii) any other information which is notified to you as confidential or which by its nature is confidential.

3.2 You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party

messaging applications (e.g. WhatsApp, Telegram etc.) or in any other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part, which may have come to your possession or knowledge at any time during the course of your employment with the Firm. Any non-compliance of this obligation shall be construed as a misconduct in terms of the People Handbook of the Firm and shall be subject to the Firm's disciplinary process. You shall also ensure that you comply with all Firm policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence, or fault.

4. Employment Conditions

During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Firm. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Firm to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as the Firm may from time to time require, in relation to the Firm's business.

6. Independence and Risk Policies

We draw your attention to Firm's independence and risk policies that apply to personnel in all functions irrespective of the entity to which you belong to. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships and detailed policies on the same are available on the intranet. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Firm's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below. For the purpose of this clause, "Firm" shall mean and include any network, associated, licensor or co-sublicensee entity/Firm.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Firm, purchase, sell or deal in, at any time either during your employment with the Firm or thereafter, any securities issued by any past, present or prospective customer/client of the Firm in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Firm.

8. People Handbook

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You are requested to familiarize yourself with the Firm's People Handbook on joining and you are required, at all times, to abide by the People Handbook as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D below. The terms of the People Handbook shall form part and parcel of this Agreement.

9. Intellectual Property

9.1 You acknowledge that the Firm is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Firm, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Firm. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Firm shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Firm. To the extent such rights do not vest immediately in the Firm, you agree to and irrevocably and unconditionally assign to the Firm all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Firm, for recording the Firm as the owner of such works at the Firm's cost and expense.

10. Social Media Policy

You shall ensure compliance with the Social Media policy of the Firm as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Firm, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the People Handbook and shall be subject to the Firm's disciplinary process.

11. Personal Conflicts

In addition to your obligations under the People Handbook, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Firm in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Firm policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of

services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Firm's disciplinary process.

D. Termination

1. Without Cause

1.1 During the Probation Period, the Firm may terminate this Agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Firm. Similarly, during the Probation Period you may also terminate this Agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment by you or the Firm of the salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, the Firm shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Firm at the time of your joining the employment of the Firm, as well as the total cost incurred by the Firm and/or expenses reimbursed to you (if any), in connection with your relocation.

1.2 Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause. The Party desirous of terminating this Agreement shall give **Ninety (90) days** prior written notice to the other Party. The Firm at its discretion may pay or accept, payment of equivalent or proportionate salary in lieu of the full or part of the notice period. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Firm on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Firm such joining bonus/sign-on bonus as paid to you by the Firm which shall be in addition to the **Ninety (90) days** written notice or salary in lieu thereof or a combination thereof. Further, in case you have received any relocation benefits and you exercise the option of termination this Agreement, or your agreement is terminated by the Firm on grounds mentioned above within 12 months of joining or relocation, the Firm shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Firm and/or expenses reimbursed to you in connection with your relocation.

1.3 Additionally, in the event you exercise the option to terminate this Agreement as contained under the Paragraph D.1.1 and D.1.2 above, the Firm notwithstanding anything to the contrary contained in clause 1.2 above, may relieve you from the date as the Firm may deem fit even before expiration of notice period without any liability to compensate you in connection with the unserved duration of your notice period. All other terms and conditions of this Agreement or applicable Firm's policies including without limitation to the Code of Conduct shall apply to you in the aforesaid scenario of early relieving without any exceptions or concessions of any kind whatsoever.

1.4 Without prejudice to the Firm's right as contained in Clause D.1.3, in case of termination

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of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on paid leave until the end of your notice period at the Firm's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.

1.5 With the exception as laid out in Paragraph D.1.4 above, you shall not be entitled to any leave while serving your notice period under this Agreement.

2. Breach or Misconduct

2.1 Notwithstanding anything herein, the Firm shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:

- (i) found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Firm's business; or
- (ii) found to have engaged in any other act or omission, inconsistent with your duties; or
- (iii) found to have engaged in any breach of this Agreement, or the Firm Policy/People Handbook (including any independence and risk policies/code of Conduct) or lawful orders given to you by the Firm;
- (iv) convicted of any criminal offence; or,
- (v) found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Firm indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Firm directly or indirectly due to any breach of the terms of your employment including the People Handbook.

In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Firm will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Firm are not the sole and exclusive remedy and are in addition to any other rights the Firm may have either under law or in contract or by operation of any other policy/document.

2.3 Provisional Offer

This offer is subject to the successful completion of the academic course which you are

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currently pursuing.

In accordance with the policy, this offer is conditional on receiving and being satisfied, with the background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof.

The present employment is offered to you on the basis of the information/ particulars provided by you with regards to your educational/professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been concealed/withheld/suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated.

3. Leave beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Firm in respect of the excess days taken and the Firm is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Firm.

4. Return of Property

4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all Confidential Information, lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

4.2 You shall promptly, whenever requested by the Firm and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver to the Firm all Property and you shall not retain any copies thereof. All title and copyright in the Property shall vest with the Firm.

E. **Governing Law**

This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

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This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Firm.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Firm on or before 19-03-2023 failing which, this offer stands automatically withdrawn by the Firm without any further notice to you.

Yours sincerely,
for B S R & Co. LLP

Inderpal Singh
Human Resources - Associate Director

INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a 'Member of the Firm'?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are ' **Member of the Firm** ' and ' **Covered Person** ' . As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.

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'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term **'Member of the Firm'** also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules?**

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same **'office'** in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents *, whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called **'immediate family members'** in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

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* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your ' **close family members** ' —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.
- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

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If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.

ANNEXURE 1
INDICATIVE COST-TO-FIRM

Hitesh Kumar

Compensation Category	Monthly (in INR)	Annual Target Earning (in INR)	Annual Maximum Potential Earning (in INR)
i) Basic Salary	12500	150000	150000
ii) Flexible Compensation	10700	128400	128400
iii) Employer Contribution to Provident Fund	1800	21600	21600
a) Fixed Compensation along with Employer's Contribution to Provident Fund (Annual) (i+ii+iii)	25000	300000	300000
b) Gratuity	601	7212	7212
c) Insurance Premium#		17569	17569
d) Target Performance Linked Variable Pay		33330*	66660**
Potential Cost to Firm (Annual) (a+b+c+d)		358111	391441

Employee Contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Firm in that regard. Gratuity will be paid as per applicable rules.

#Insurance Premium is only indicative, and the actual may vary

PERFORMANCE LINKED BONUS

You will be part of the performance linked bonus plan of the Firm. Under this plan, the bonus payable will be calculated on the basis of your Individual performance and the performance of the Business Unit and Firm during the fiscal year i.e. April through March.

*This is the target performance bonus ("Target Performance Linked Bonus") which shall be payable subject to you achieving the target performance and the achievement of target by your business unit and the Firm.

**This is the maximum potential performance linked bonus (i.e., maximum of two (2) times your Target Performance Linked Bonus), which you may earn, upon exceptional performance of the

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business unit, Firm and you.

The terms of the performance linked bonus plan are subject to periodic re-evaluation and modifications by the Firm.

Taxation will be governed by the Income Tax rules. The Firm will be deducting tax at source as per income tax guidelines.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 300000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Firm you may refer to the People Handbook for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from.

Annexure 2

Understanding and Structuring your Compensation

In addition to your Basic Salary* and Provident Fund** (PF), the below mentioned components are available for you to design a salary structure in a way best suited to you for availing tax benefits.

While the detailed information of the components will be available for your information in the People Handbook, below is a snippet for your perusal.

**50% of fixed compensation*

***The monthly PF contribution is a sum total of 12% of basic salary of employer and employee contribution. The Employee and Employers Contribution of PF are part of fixed CTC.*

Note: If you are not previously a member of PF and you meet the criterion of opting out of PF, please reach out to your recruitment point of contact for more details.

Components for Analyst		
1	House Rent Allowance (HRA)	<ul style="list-style-type: none"> • There is no limit for allocation of HRA • The PAN of landlord needs to be submitted along with rent receipts. • TDS challan for the tax deducted needs to be produced on the rent to claim HRA (if rent is more than or equal to INR 50,000 per month) • The lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. • If the period of lease is for 12 months or more, it should be registered under the Registration Act.
2	Expenses in pursuit of Self-education	<ul style="list-style-type: none"> • Self-education claim covers any kind of course fee paid (does not include books/stationary expenses). • Maximum of INR 20,000 per annum • The course fee receipt, proof of payment (debit/credit card/NEFT/cheque) along with the approval.
3	Expenses in Pursuit of Children's Education	<ul style="list-style-type: none"> • INR 100 per month, per child for a maximum of two children. • No supporting documents required.
4	Home Landline/Mobile Bills	<ul style="list-style-type: none"> • INR 15000 per annum • The home landline/mobile bill has to be in your name

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		<p>in order to get the benefit. This does not include prepaid mobile, broadband and data card charges.</p> <ul style="list-style-type: none"> You can claim up to two telephone bills (either landline or mobile or both) in a particular month.
5	Meal Card	<ul style="list-style-type: none"> Maximum of INR 15,000 per annum (Minimum INR 100 per month and maximum INR 1250 per month) Meal card will be credited with six (6) months balance based on the structured amount. Colleagues will be required to complete KYC as required by the meal card vendor.
6	Purchase of Computer/Laptop/I-pad for Personal Use	<ul style="list-style-type: none"> One purchase for a period of 36 months up to INR 1,00,000. The bill should be in your name c/o the applicable entity. The original invoice and proof of payment (debit/credit card/ NEFT/cheque).
7	Leave Travel Allowance (LTA)	<ul style="list-style-type: none"> One round trip from place of origin to destination twice in four years (only domestic travel). This does not include expenses such as local conveyance, sightseeing, hotel accommodation, food. can claim LTA for yourself and for your declared dependents provided you are travelling with them. Original ticket/boarding passes/invoice based on the mode of travel and proof of payment (debit/credit card/NEFT/cheque) is required.
8	National Pension Scheme (NPS)	<ul style="list-style-type: none"> You can allocate up to 10% of your annual basic salary in the financial year. You should have a PRAN (Permanent Retirement Account Number) with Kotak Mahindra Bank. If you already have a PRAN with another bank, please reach out to the payroll vendor upon joining. You cannot have a joint account under this scheme.

B S R & Co. LLP

Chartered Accountants

14th Floor, Central B Wing and North C Wing
Nesco IT Park 4, Nesco Center,
western Express Highway, Goregaon (East),
Mumbai - 400 063, India

Telephone: +91 22 6257 1000
Fax: +91 22 6257 1010

17 March 2023

Tanmay .
562,, Sector 6,, Haryana, Karnal

Dear Tanmay,

On behalf of **B S R & Co. LLP** (the '**Firm**'), I am pleased to offer you the position of **Analyst in Audit** with the Firm. You will be part of the **Audit - Audit-ADC** team.

You shall be based at our office **Noida** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as may be decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining.

In the event you fail to join latest by **19 June 2023**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of Three (3) months (the 'Probation Period') from the actual date of your joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, as applicable for the time being in force ('Firm Policy'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirm letter (the 'Confirmation Letter'). Until such Confirmation Letter is issued, you shall continue to be on probation.

The terms and conditions of your employment with the Firm shall be as follows:

A. **Compensation**

1. Basic Salary

Your basic salary shall be INR 150000/- (Rupees One Lakh Fifty Thousand only) per annum, payable on a monthly basis, in arrears.

2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to

Registered Office:

B S R & Co. (a partnership firm with Registration No. BA61223) converted into B S R & Co. LLP (a Limited Liability Partnership with LLP Registration No. AAB-8181) with effect from October 14, 2013

14th Floor, Central B Wing and North C Wing, Nesco IT Park 4, Nesco Center, Western Express Highway, Goregaon (East), Mumbai - 400063

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Company (CTC), you shall be entitled to a sum of INR 150000/- (Rupees One Lakh Fifty Thousand only) per annum. The aforesaid part of CTC shall include Employer's share of contribution under the Provident Fund scheme of the Firm, which shall be subject to your entitlement and the policy of the Firm and would depend on the allowances to be chosen out of the allowances / perquisites as detailed in the People Handbook.

B. Other Entitlements

Your other entitlements, as may be determined in accordance to the Firm's Policy as applicable from time to time, shall be as follows:

1. Annual Increments

Matters such as entitlement to performance incentive and/or annual fixed salary increase (and quantum thereof) shall be decided by the Firm in its sole and absolute discretion and shall be subject to such policies/procedures as may be applicable from time to time.

As per the prevalent policy any employee joining on or before 30 September of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of issuance of the increment letter.

Any employee joining on or before 31 December of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of disbursement of performance incentive.

2. Performance Bonus

Firm is under no obligation to operate a bonus scheme and matters such as entitlement to performance bonus shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

Subject to the above, you will be part of the performance linked bonus plan of the Firm. Under this plan the bonus payable will be calculated as per the Firm's policy.

This amount is pro-rated depending upon the actual date of joining during the Firm's financial year. The performance bonus (if any) will be payable solely based on you being in active employment of the Firm and not serving notice on the date of disbursement. Payment of the aforesaid performance bonus shall be subject to the policies and/or procedures of the Firm as existing on the date of disbursement.

The Firm reserves the right to vary the terms and amount of your bonus, depending upon your performance, the Firm's financial results and attainment of strategic goals.

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Statutory Bonus, if any, shall be included in the above pay-out.

3. Gratuity

You shall be entitled to payment of gratuity as per the Firm Policy and subject to the applicable law.

4. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Firm, if any.

5. Leave

You shall be entitled to annual leave of twenty-two working days in a performance year in accordance with the Firm's Policy subject to the applicable law. Your leave entitlement will be governed by the Leave policies as stated in the People Handbook and amended from time to time.

6. Maternity Benefits [**For Women employees only**]

You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding break for meals. The Firm practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Firm from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Firm to you towards Compensation, Other Entitlements and/or, any other payment shall be subject to deduction of withholding taxes and/or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be

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fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Firm shall include: -

- (i) trade secrets,
- (ii) lists or details of its suppliers and/or their services, customers and/or the services to them including their terms of business,
- (iii) prices charged to and terms of business with clients,
- (iv) marketing plans and revenue forecasts,
- (v) any proposals relating to the future forecast of the Firm or any of its business or any part thereof,
- (vi) details of its employees and officers and matters relating to their compensation/remuneration and other benefits paid or payable to them,
- (vii) any Firm or client data/information/records, Firm policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Firm, any information given to the Firm in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and
- (viii) any other information which is notified to you as confidential or which by its nature is confidential.

3.2 You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party

messaging applications (e.g. WhatsApp, Telegram etc.) or in any other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part, which may have come to your possession or knowledge at any time during the course of your employment with the Firm. Any non-compliance of this obligation shall be construed as a misconduct in terms of the People Handbook of the Firm and shall be subject to the Firm's disciplinary process. You shall also ensure that you comply with all Firm policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence, or fault.

4. Employment Conditions

During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Firm. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Firm to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as the Firm may from time to time require, in relation to the Firm's business.

6. Independence and Risk Policies

We draw your attention to Firm's independence and risk policies that apply to personnel in all functions irrespective of the entity to which you belong to. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships and detailed policies on the same are available on the intranet. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Firm's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below. For the purpose of this clause, "Firm" shall mean and include any network, associated, licensor or co-sublicensee entity/Firm.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Firm, purchase, sell or deal in, at any time either during your employment with the Firm or thereafter, any securities issued by any past, present or prospective customer/client of the Firm in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Firm.

8. People Handbook

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You are requested to familiarize yourself with the Firm's People Handbook on joining and you are required, at all times, to abide by the People Handbook as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D below. The terms of the People Handbook shall form part and parcel of this Agreement.

9. Intellectual Property

9.1 You acknowledge that the Firm is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Firm, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Firm. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Firm shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Firm. To the extent such rights do not vest immediately in the Firm, you agree to and irrevocably and unconditionally assign to the Firm all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Firm, for recording the Firm as the owner of such works at the Firm's cost and expense.

10. Social Media Policy

You shall ensure compliance with the Social Media policy of the Firm as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Firm, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the People Handbook and shall be subject to the Firm's disciplinary process.

11. Personal Conflicts

In addition to your obligations under the People Handbook, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Firm in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Firm policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of

services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Firm's disciplinary process.

D. Termination

1. Without Cause

1.1 During the Probation Period, the Firm may terminate this Agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Firm. Similarly, during the Probation Period you may also terminate this Agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment by you or the Firm of the salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, the Firm shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Firm at the time of your joining the employment of the Firm, as well as the total cost incurred by the Firm and/or expenses reimbursed to you (if any), in connection with your relocation.

1.2 Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause. The Party desirous of terminating this Agreement shall give **Ninety (90) days** prior written notice to the other Party. The Firm at its discretion may pay or accept, payment of equivalent or proportionate salary in lieu of the full or part of the notice period. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Firm on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Firm such joining bonus/sign-on bonus as paid to you by the Firm which shall be in addition to the **Ninety (90) days** written notice or salary in lieu thereof or a combination thereof. Further, in case you have received any relocation benefits and you exercise the option of termination this Agreement, or your agreement is terminated by the Firm on grounds mentioned above within 12 months of joining or relocation, the Firm shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Firm and/or expenses reimbursed to you in connection with your relocation.

1.3 Additionally, in the event you exercise the option to terminate this Agreement as contained under the Paragraph D.1.1 and D.1.2 above, the Firm notwithstanding anything to the contrary contained in clause 1.2 above, may relieve you from the date as the Firm may deem fit even before expiration of notice period without any liability to compensate you in connection with the unserved duration of your notice period. All other terms and conditions of this Agreement or applicable Firm's policies including without limitation to the Code of Conduct shall apply to you in the aforesaid scenario of early relieving without any exceptions or concessions of any kind whatsoever.

1.4 Without prejudice to the Firm's right as contained in Clause D.1.3, in case of termination

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of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on paid leave until the end of your notice period at the Firm's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.

1.5 With the exception as laid out in Paragraph D.1.4 above, you shall not be entitled to any leave while serving your notice period under this Agreement.

2. Breach or Misconduct

2.1 Notwithstanding anything herein, the Firm shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:

- (i) found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Firm's business; or
- (ii) found to have engaged in any other act or omission, inconsistent with your duties; or
- (iii) found to have engaged in any breach of this Agreement, or the Firm Policy/People Handbook (including any independence and risk policies/code of Conduct) or lawful orders given to you by the Firm;
- (iv) convicted of any criminal offence; or,
- (v) found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Firm indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Firm directly or indirectly due to any breach of the terms of your employment including the People Handbook.

In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Firm will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Firm are not the sole and exclusive remedy and are in addition to any other rights the Firm may have either under law or in contract or by operation of any other policy/document.

2.3 Provisional Offer

This offer is subject to the successful completion of the academic course which you are

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currently pursuing.

In accordance with the policy, this offer is conditional on receiving and being satisfied, with the background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof.

The present employment is offered to you on the basis of the information/ particulars provided by you with regards to your educational/professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been concealed/withheld/suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated.

3. Leave beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Firm in respect of the excess days taken and the Firm is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Firm.

4. Return of Property

4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all Confidential Information, lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

4.2 You shall promptly, whenever requested by the Firm and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver to the Firm all Property and you shall not retain any copies thereof. All title and copyright in the Property shall vest with the Firm.

E. Governing Law

This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

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This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Firm.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Firm on or before 19-03-2023 failing which, this offer stands automatically withdrawn by the Firm without any further notice to you.

Yours sincerely,
for B S R & Co. LLP

Inderpal Singh
Human Resources - Associate Director

INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a 'Member of the Firm'?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are ' **Member of the Firm** ' and ' **Covered Person** ' . As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.

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'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term **'Member of the Firm'** also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules?**

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same **'office'** in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents *, whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called **'immediate family members'** in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

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* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your ' **close family members** ' —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.
- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

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If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.

ANNEXURE 1
INDICATIVE COST-TO-FIRM

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Compensation Category	Monthly (in INR)	Annual Target Earning (in INR)	Annual Maximum Potential Earning (in INR)
i) Basic Salary	12500	150000	150000
ii) Flexible Compensation	10700	128400	128400
iii) Employer Contribution to Provident Fund	1800	21600	21600
a) Fixed Compensation along with Employer's Contribution to Provident Fund (Annual) (i+ii+iii)	25000	300000	300000
b) Gratuity	601	7212	7212
c) Insurance Premium#		17569	17569
d) Target Performance Linked Variable Pay		33330*	66660**
Potential Cost to Firm (Annual) (a+b+c+d)		358111	391441

Employee Contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Firm in that regard. Gratuity will be paid as per applicable rules.

#Insurance Premium is only indicative, and the actual may vary

PERFORMANCE LINKED BONUS

You will be part of the performance linked bonus plan of the Firm. Under this plan, the bonus payable will be calculated on the basis of your Individual performance and the performance of the Business Unit and Firm during the fiscal year i.e. April through March.

*This is the target performance bonus ("Target Performance Linked Bonus") which shall be payable subject to you achieving the target performance and the achievement of target by your business unit and the Firm.

**This is the maximum potential performance linked bonus (i.e., maximum of two (2) times your Target Performance Linked Bonus), which you may earn, upon exceptional performance of the

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business unit, Firm and you.

The terms of the performance linked bonus plan are subject to periodic re-evaluation and modifications by the Firm.

Taxation will be governed by the Income Tax rules. The Firm will be deducting tax at source as per income tax guidelines.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 300000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Firm you may refer to the People Handbook for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from.

Annexure 2

Understanding and Structuring your Compensation

In addition to your Basic Salary* and Provident Fund** (PF), the below mentioned components are available for you to design a salary structure in a way best suited to you for availing tax benefits.

While the detailed information of the components will be available for your information in the People Handbook, below is a snippet for your perusal.

**50% of fixed compensation*

***The monthly PF contribution is a sum total of 12% of basic salary of employer and employee contribution. The Employee and Employers Contribution of PF are part of fixed CTC.*

Note: If you are not previously a member of PF and you meet the criterion of opting out of PF, please reach out to your recruitment point of contact for more details.

Components for Analyst		
1	House Rent Allowance (HRA)	<ul style="list-style-type: none"> • There is no limit for allocation of HRA • The PAN of landlord needs to be submitted along with rent receipts. • TDS challan for the tax deducted needs to be produced on the rent to claim HRA (if rent is more than or equal to INR 50,000 per month) • The lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. • If the period of lease is for 12 months or more, it should be registered under the Registration Act.
2	Expenses in pursuit of Self-education	<ul style="list-style-type: none"> • Self-education claim covers any kind of course fee paid (does not include books/stationary expenses). • Maximum of INR 20,000 per annum • The course fee receipt, proof of payment (debit/credit card/NEFT/cheque) along with the approval.
3	Expenses in Pursuit of Children's Education	<ul style="list-style-type: none"> • INR 100 per month, per child for a maximum of two children. • No supporting documents required.
4	Home Landline/Mobile Bills	<ul style="list-style-type: none"> • INR 15000 per annum • The home landline/mobile bill has to be in your name

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		<p>in order to get the benefit. This does not include prepaid mobile, broadband and data card charges.</p> <ul style="list-style-type: none"> You can claim up to two telephone bills (either landline or mobile or both) in a particular month.
5	Meal Card	<ul style="list-style-type: none"> Maximum of INR 15,000 per annum (Minimum INR 100 per month and maximum INR 1250 per month) Meal card will be credited with six (6) months balance based on the structured amount. Colleagues will be required to complete KYC as required by the meal card vendor.
6	Purchase of Computer/Laptop/I-pad for Personal Use	<ul style="list-style-type: none"> One purchase for a period of 36 months up to INR 1,00,000. The bill should be in your name c/o the applicable entity. The original invoice and proof of payment (debit/credit card/ NEFT/cheque).
7	Leave Travel Allowance (LTA)	<ul style="list-style-type: none"> One round trip from place of origin to destination twice in four years (only domestic travel). This does not include expenses such as local conveyance, sightseeing, hotel accommodation, food. can claim LTA for yourself and for your declared dependents provided you are travelling with them. Original ticket/boarding passes/invoice based on the mode of travel and proof of payment (debit/credit card/NEFT/cheque) is required.
8	National Pension Scheme (NPS)	<ul style="list-style-type: none"> You can allocate up to 10% of your annual basic salary in the financial year. You should have a PRAN (Permanent Retirement Account Number) with Kotak Mahindra Bank. If you already have a PRAN with another bank, please reach out to the payroll vendor upon joining. You cannot have a joint account under this scheme.

B S R & Co. LLP

Chartered Accountants

14th Floor, Central B Wing and North C Wing
Nesco IT Park 4, Nesco Center,
western Express Highway, Goregaon (East),
Mumbai - 400 063, India

Telephone: +91 22 6257 1000
Fax: +91 22 6257 1010

01 December 2022

Neha Chugh
2/401 old housing board colony,, , Rajasthan,, , Suratgarh,

Dear Neha,

On behalf of **B S R & Co. LLP** (the '**Firm**'), I am pleased to offer you the position of **Analyst in Audit** with the Firm. You will be part of the **Audit - Audit-ADC** team.

You shall be based at our office **Noida** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as may be decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining.

In the event you fail to join latest by **19 June 2023**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of Three (3) months (the 'Probation Period') from the actual date of your joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, as applicable for the time being in force ('Firm Policy'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirm letter (the 'Confirmation Letter'). Until such Confirmation Letter is issued, you shall continue to be on probation.

The terms and conditions of your employment with the Firm shall be as follows:

A. **Compensation**

1. Basic Salary

Your basic salary shall be INR 150000/- (Rupees One Lakh Fifty Thousand only) per annum, payable on a monthly basis, in arrears.

2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to Company (CTC), you shall be entitled to a sum of INR 150000/- (Rupees One Lakh Fifty

Registered Office:

B S R & Co. (a partnership firm with Registration No. BA61223) converted into B S R & Co. LLP
(a Limited Liability Partnership with LLP Registration No. AAB-8181) with effect from October 14, 2013

14th Floor, Central B Wing and North C Wing, Nesco IT Park 4,
Nesco Center, Western Express Highway, Goregaon (East),
Mumbai - 400063

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Thousand only) per annum. The aforesaid part of CTC shall include Employer's share of contribution under the Provident Fund scheme of the Firm, which shall be subject to your entitlement and the policy of the Firm and would depend on the allowances to be chosen out of the allowances / perquisites as detailed in the People Handbook.

B. Other Entitlements

Your other entitlements, as may be determined in accordance to the Firm's Policy as applicable from time to time, shall be as follows:

1. Annual Increments and Bonus

Matters such as entitlement to performance incentive and/or annual fixed salary increase (and quantum thereof) shall be decided by the Firm in its sole and absolute discretion and shall be subject to such policies/procedures as may be applicable from time to time.

As per the prevalent policy any employee joining on or before 30 September of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of issuance of the increment letter.

Any employee joining on or before 31 December of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of disbursement of performance incentive.

2. Performance Bonus

Firm is under no obligation to operate a bonus scheme and matters such as entitlement to performance bonus shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

Subject to the above, you will be part of the performance linked bonus plan of the Firm. Under this plan the bonus payable will be calculated as per the Firm's policy.

This amount is pro-rated depending upon the actual date of joining during the Firm's financial year. The performance bonus (if any) will be payable solely based on you being in active employment of the Firm and not serving notice on the date of disbursement. Payment of the aforesaid performance bonus shall be subject to the policies and/or procedures of the Firm as existing on the date of disbursement.

The Firm reserves the right to vary the terms and amount of your bonus, depending upon your performance, the Firm's financial results and attainment of strategic goals.

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Statutory Bonus, if any, shall be included in the above pay-out.

3. Gratuity

You shall be entitled to payment of gratuity as per the Firm Policy and subject to the applicable law.

4. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Firm, if any.

5. Leave

You shall be entitled to annual leave of annually twenty-two working days in a performance year in accordance with the Firm's Policy subject to the applicable law. Your leave entitlement will be governed by the Leave policies as stated in the People Handbook and amended from time to time.

6. Maternity Benefits [**For Women employees only**]

You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding break for meals. The Firm practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Firm from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Firm to you towards Compensation, Other Entitlements and/or, any other payment shall be subject to deduction of withholding taxes and/or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

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3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Firm shall include: -

- (i) trade secrets,
- (ii) lists or details of its suppliers and/or their services, customers and/or the services to them including their terms of business,
- (iii) prices charged to and terms of business with clients,
- (iv) marketing plans and revenue forecasts,
- (v) any proposals relating to the future forecast of the Firm or any of its business or any part thereof,
- (vi) details of its employees and officers and matters relating to their compensation/remuneration and other benefits paid or payable to them,
- (vii) any Firm or client data/information/records, Firm policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Firm, any information given to the Firm in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and
- (viii) any other information which is notified to you as confidential or which by its nature is confidential.

3.2 You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party messaging applications (e.g. WhatsApp, Telegram etc.) or in any other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part,

which may have come to your possession or knowledge at any time during the course of your employment with the Firm. Any non-compliance of this obligation shall be construed as a misconduct in terms of the People Handbook of the Firm and shall be subject to the Firm's disciplinary process. You shall also ensure that you comply with all Firm policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence, or fault.

4. Employment Conditions

During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Firm. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Firm to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as the Firm may from time to time require, in relation to the Firm's business.

6. Independence and Risk Policies

We draw your attention to Firm's independence and risk policies that apply to personnel in all functions irrespective of the entity to which you belong to. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships and detailed policies on the same are available on the intranet. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Firm's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below. For the purpose of this clause, "Firm" shall mean and include any network, associated, licensor or co-sublicensee entity/Firm.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Firm, purchase, sell or deal in, at any time either during your employment with the Firm or thereafter, any securities issued by any past, present or prospective customer/client of the Firm in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Firm.

8. People Handbook

You are requested to familiarize yourself with the Firm's People Handbook on joining

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and you are required, at all times, to abide by the People Handbook as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D below. The terms of the People Handbook shall form part and parcel of this Agreement.

9. Intellectual Property

9.1 You acknowledge that the Firm is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Firm, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Firm. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Firm shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Firm. To the extent such rights do not vest immediately in the Firm, you agree to and irrevocably and unconditionally assign to the Firm all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Firm, for recording the Firm as the owner of such works at the Firm's cost and expense.

10. Social Media Policy

You shall ensure compliance with the Social Media policy of the Firm as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Firm, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the People Handbook and shall be subject to the Firm's disciplinary process.

11. Personal Conflicts

In addition to your obligations under the People Handbook, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Firm in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Firm policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of services. Any non-compliance of this clause shall be construed as a misconduct and

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shall be subject to the Firm's disciplinary process.

D. Termination

1. Without Cause

- 1.1 During the Probation Period, the Firm may terminate this Agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Firm. Similarly, during the Probation Period you may also terminate this Agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment by you o the Firm of the salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, the Firm shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Firm at the time of your joining the employment of the Firm, as well as the total cost incurred by the Firm and/or expenses reimbursed to you (if any), in connection with your relocation.
- 1.2 Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause. The Party desirous of terminating this Agreement shall give **Ninety (90) days** prior written notice to the other Party. The Firm at its description may pay or accept, payment of equivalent or proportionate salary in lieu of the full or part of the notice period. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Firm on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Firm such joining bonus/sign-on bonus as paid to you by the Firm which shall be in addition to the **Ninety (90) days** written notice or salary in lieu thereof or a combination thereof. Further, in case you have received any relocation benefits and you exercise the option of termination this Agreement, or your agreement in terminated by the Firm on grounds mentioned above within 12 months of joining or relocation, the Firm shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Firm and/or expenses reimbursed to you in connection with your relocation.
- 1.3 Additionally, in the event you exercise the option to terminate this Agreement as contained under the Paragraph D.1.1 and D.1.2 above, the Firm notwithstanding anything to the contrary contained in clause 1.2 above, may relieve you from the date as the Firm may deem fit even before expiration of notice period without any liability to compensate you in connection with the unserved duration of your notice period. All other terms and conditions of this Agreement or applicable Firm's policies including without limitation to the Code of Conduct shall apply to you in the aforesaid scenario of early relieving without any exceptions or concessions of any kind whatsoever.
- 1.4 Without prejudice to the Firm's right as contained in Clause D.1.3, in case of termination of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on

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paid leave until the end of your notice period at the Firm's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.

- 1.5 With the exception as laid out in Paragraph D.1.4 above, you shall not be entitled to any leave while serving your notice period under this Agreement.

2. Breach or Misconduct

- 2.1 Notwithstanding anything herein, the Firm shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:

- (i) found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Firm's business; or
- (ii) found to have engaged in any other act or omission, inconsistent with your duties; or
- (iii) found to have engaged in any breach of this Agreement, or the Firm Policy/People Handbook (including any independence and risk policies/code of Conduct) or lawful orders given to you by the Firm;
- (iv) convicted of any criminal offence; or,
- (v) found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Firm indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Firm directly or indirectly due to any breach of the terms of your employment including the People Handbook.

In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Firm will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Firm are not the sole and exclusive remedy and are in addition to any other rights the Firm may have either under law or in contract or by operation of any other policy/document.

2.3 Provisional Offer

This offer is subject to the successful completion of the academic course which you are currently pursuing.

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In accordance with the policy, this offer is conditional on receiving and being satisfied, with the background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof.

The present employment is offered to you on the basis of the information/ particulars provided by you with regards to your educational/professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been concealed/withheld/suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated.

3. Leave beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Firm in respect of the excess days taken and the Firm is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Firm.

4. Return of Property

4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all Confidential Information, lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

4.2 You shall promptly, whenever requested by the Firm and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver to the Firm all Property and you shall not retain any copies thereof. All title and copyright in the Property shall vest with the Firm.

E. **Governing Law**

This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this

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Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Firm.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Firm on or before 30-11-2022 failing which, this offer stands automatically withdrawn by the Firm without any further notice to you.

Yours sincerely,
for B S R & Co. LLP

Human Resources -

INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a 'Member of the Firm'?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are ' **Member of the Firm** ' and ' **Covered Person** ' . As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.

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'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term **'Member of the Firm'** also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules?**

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same **'office'** in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents *, whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called **'immediate family members'** in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

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* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your ' **close family members** ' —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.
- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

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If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.

ANNEXURE 1
INDICATIVE COST-TO-COMPANY

Neha Chugh

Compensation Category	Monthly (in INR)	Annual Target Earning (in INR)	Annual Maximum Potential Earning (in INR)
i) Basic Salary	12500	150000	150000
ii) Flexible Compensation	10700	128400	128400
iii) Employer Contribution to Provident Fund	1800	21600	21600
a) Fixed Compensation along with Employer's Contribution to Provident Fund (Annual) (i+ii+iii)	25000	300000	300000
b) Gratuity	601	7212	7212
c) Insurance Premium#		17569	17569
d) Target Performance Linked Variable Pay		33330*	66660**
Potential Cost to Company (Annual) (a+b+c+d)		358111	391441

Employee Contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Firm in that regard. Gratuity will be paid as per applicable rules.

#Insurance Premium is only indicative, and the actual may vary

PERFORMANCE LINKED BONUS

You will be part of the performance linked bonus plan of the Firm. Under this plan, the bonus payable will be calculated on the basis of your Individual performance and the performance of the Business Unit and Firm during the fiscal year i.e. April through March.

*This is the target performance bonus ("Target Performance Linked Bonus") which shall be payable subject to you achieving the target performance and the achievement of target by your business unit and the Firm.

**This is the maximum potential performance linked bonus (i.e., maximum of two (2) times your Target Performance Linked Bonus), which you may earn, upon exceptional performance of the

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business unit, Firm and you.

The terms of the performance linked bonus plan are subject to periodic re-evaluation and modifications by the Firm.

Taxation will be governed by the Income Tax rules. The Firm will be deducting tax at source as per income tax guidelines.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 300000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Firm you may refer to the People Handbook for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from.

Annexure 2

Understanding and Structuring your Compensation

In addition to your Basic Salary* and Provident Fund** (PF), the below mentioned components are available for you to design a salary structure in a way best suited to you for availing tax benefits.

While the detailed information of the components will be available for your information in the People Handbook, below is a snippet for your perusal.

**50% of fixed compensation*

***The monthly PF contribution is a sum total of 12% of basic salary of employer and employee contribution. The Employee and Employers Contribution of PF are part of fixed CTC.*

Note: If you are not previously a member of PF and you meet the criterion of opting out of PF, please reach out to your recruitment point of contact for more details.

Components for Analyst		
1	House Rent Allowance (HRA)	<ul style="list-style-type: none"> • There is no limit for allocation of HRA • The PAN of landlord needs to be submitted along with rent receipts. • TDS challan for the tax deducted needs to be produced on the rent to claim HRA (if rent is more than or equal to INR 50,000 per month) • The lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. • If the period of lease is for 12 months or more, it should be registered under the Registration Act.
2	Expenses in pursuit of Self-education	<ul style="list-style-type: none"> • Self-education claim covers any kind of course fee paid (does not include books/stationary expenses). • Maximum of INR 20,000 per annum • The course fee receipt, proof of payment (debit/credit card/NEFT/cheque) along with the approval.
3	Expenses in Pursuit of Children's Education	<ul style="list-style-type: none"> • INR 100 per month, per child for a maximum of two children. • No supporting documents required.
4	Home Landline/Mobile Bills	<ul style="list-style-type: none"> • INR 15000 per annum • The home landline/mobile bill has to be in your name

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		<p>in order to get the benefit. This does not include prepaid mobile, broadband and data card charges.</p> <ul style="list-style-type: none"> You can claim up to two telephone bills (either landline or mobile or both) in a particular month.
5	Meal Card	<ul style="list-style-type: none"> Maximum of INR 15,000 per annum (Minimum INR 100 per month and maximum INR 1250 per month) Meal card will be credited with six (6) months balance based on the structured amount. Colleagues will be required to complete KYC as required by the meal card vendor.
6	Purchase of Computer/Laptop/I-pad for Personal Use	<ul style="list-style-type: none"> One purchase for a period of 36 months up to INR 1,00,000. The bill should be in your name c/o the applicable entity. The original invoice and proof of payment (debit/credit card/ NEFT/cheque).
7	Leave Travel Allowance (LTA)	<ul style="list-style-type: none"> One round trip from place of origin to destination twice in four years (only domestic travel). This does not include expenses such as local conveyance, sightseeing, hotel accommodation, food. can claim LTA for yourself and for your declared dependents provided you are travelling with them. Original ticket/boarding passes/invoice based on the mode of travel and proof of payment (debit/credit card/NEFT/cheque) is required.
8	National Pension Scheme (NPS)	<ul style="list-style-type: none"> You can allocate up to 10% of your annual basic salary in the financial year. You should have a PRAN (Permanent Retirement Account Number) with Kotak Mahindra Bank. If you already have a PRAN with another bank, please reach out to the payroll vendor upon joining. You cannot have a joint account under this scheme.



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Email:indiawebsite@kpmg.com

14 July 2023
Vaibhav Sukhani
C1A/46C, Janakpuri, West Delhi,
New Delhi-110058

Dear Vaibhav,

On behalf of **KPMG Resource Centre Private Limited** (the 'Company'/ 'Firm'/ 'Employer'), I am pleased to offer you the position of **Audit Associate 1** in **Audit** with the Company. You will be reporting to **Vipresh Bansal** or such other person as authorized by the Company.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **07 August 2023**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the 'Probation Period') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('Company Policy'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the 'Confirmation Letter'). The Company may at its discretion, extend the probationary period for a further period if the situation demands. Until such Confirmation Letter is issued, you are deemed to be on probation.

Provisional Offer

The offer is conditional upon you being eligible to work in India. It will be your responsibility to ensure that you continue to be eligible to work in India during the course of your employment.

This offer is subject to the successful completion of the academic course which you are currently pursuing..

The offer also is subject to your completion of, to the Company's satisfaction, comprehensive background screening procedures, including without limitation, education, employment, residence, identity and other verifications; criminal records and civil database checks; and various compliance authority checks. You agree to provide to the Company and/or any background screening service provider of the Company all information necessary to conduct such background screening procedures within 5 days, and hereby represents and warrants that such information provided is and will be accurate and complete. You further consent to the collection, storage and independent verification of the information provided to the Company



and/or any background screening service provider of the Company by the Employee for such employment purposes in terms of Clause 12 of this Agreement.

In the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, the same shall constitute breach of discipline and your services will be liable to be terminated with immediate effect without notice and with no liability to make any further payment to you.

The terms and conditions of your employment with the Company shall be as follows:

1. Your General Duties

- 1.1. Your immediate Performance Manager will communicate the details of your role and work responsibilities in the initial weeks of joining the Company. During your employment, the Company may require you to work on any project that you are assigned to, or any technical platforms/ skills and nature of the project, in differentiated work timings, at designated workspace and location as may be decided by the Company.
- 1.2. In addition to the roles and work responsibilities, you hereby undertake to, at all times:
 - a. Comply with Independence and Risk Policies applicable to personnel in all functions. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships. The Company's independence and risk policies apply to personnel in all functions irrespective of the entity to which you belong to. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Company's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Clause 11 below. Please refer to Annexure 3 for further details.
 - b. Comply with Prevention of Insider Trading policy- you shall not, without prior written permission of the Company, purchase, sell or deal in, at any time either during your employment with the Company or thereafter, any securities issued by any past, present or prospective customer/client of the Company in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Company.
 - c. Comply with the Company's policies at all times and to abide by the provisions of the policies as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Clause 11 below. The terms of the Company's policies shall form part and parcel of this Agreement.



- d. Comply with Social Media Policy: You shall ensure compliance with the Social Media policy of the Company as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Company, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the Company's policies and shall be subject to the Company's disciplinary process.
- e. Disclosure and Personal Conflicts: In addition to your obligations under the Company's policies, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Company in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Company's policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Company's disciplinary process.

2. Compensation

- 2.1. Your total fixed Compensation shall be INR **365000/- (Rupees Three Lakh Sixty Five Thousand)** per annum, payable monthly in arrears as detailed in Annexure 1.
- 2.2. In addition to the basic salary mentioned above, you shall be entitled to certain additional allowances and benefits which are further listed in Annexure 1 and 2 below.
- 2.3. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.
- 2.4. As per the prevalent policy any employee joining on or before 31st March of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to their rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Company on the date of issuance of the increment letter.
- 2.5. Any employee joining on or before 30 June of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive,



subject to their rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Company on the date of disbursement of performance incentive.

3. Working Hours

- 3.1. Your other entitlements, as may be determined by the Company Policy from time to time, shall be as follows:

You will be required to work **(8)** hours a day excluding thirty (30) minutes break for lunch. The Company practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

4. Location and Travel

- 4.1. You shall be based in Gurugram and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.
- 4.2. You shall travel to such places, within or outside India, as the Company may from time to time require in relation to the Company's business.

5. Leaves and Holidays

- 5.1. You shall be entitled to 22 days (working days) in a performance year in accordance with the Company Policy subject to the applicable law.
- 5.2. In addition to the above, you will also be entitled to statutory holidays, as may be notified in the list of holidays to be issued by the Company at the start of calendar year.
- 5.3. You are also entitled to other leaves such as Well-being/Sick leave, compassionate leave, family caregiver leave etc which are more detailed in the Company's policies.
- 5.4. Maternity Benefits [For Women employees only]: You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.



- 5.5. Leave Beyond Entitlement: If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Company in respect of the excess days taken and the Company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Company.

6. Confidential Information

- 6.1. For the purposes of this Agreement, 'Confidential Information' in relation to the Company means:-

- a. trade secrets.
- b. lists or details of its suppliers, their services, or customers and the services and their terms of business.
- c. prices charged to and terms of business with clients.
- d. marketing plans and revenue forecasts.
- e. any proposals relating to the future of Company or any of its business or any part thereof.
- f. details of its employees and officers and of the remuneration and other benefits paid to them.
- g. any company or client data/information/records, company policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Company, any information given to the Company in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain.
- h. any other information which is notified to you as confidential or which by its nature is confidential.



- 6.2. You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party messaging applications (e.g. Whatsapp, Telegram etc.) or in any other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part, which may have come to your possession or knowledge at any time during the course of your employment with the Company. Any non-compliance of this obligation shall be construed as a misconduct in terms of the Company's policies and shall be subject to the Company's disciplinary process. You shall also ensure that you comply with all Company policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence or fault.
- 6.3. You agree not to use any Confidential Information (as defined above) disclosed to you by the Company or its affiliates, during the course of employment or at any time thereafter, except as required by law, use, divulge or disclose to any person any Confidential Information, which may have come to your knowledge at any time during the course of your employment with the Company. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence or fault. You agree to take all reasonable measures to protect the secrecy of and avoid disclosure or use of Confidential Information of the Company, in order to prevent it from coming in public domain or in the possession of persons other than those persons authorized to have any such information. You further agree to forthwith notify the Company in writing of any actual or suspected misuse, misappropriation or unauthorized disclosure of the Company's Confidential Information which may come to your attention.
- 6.4. You agree, except as otherwise expressly authorized by the Company, not to make any copies or duplicates of any of the Company's Confidential Information. Any materials or documents that have been furnished by the Company to you in connection with the employment relationship shall be promptly returned by you to the Company, accompanied by all the copies of such documentation, with ten days from the (a) termination of employment or (b) written request of the Company.
- 6.5. This obligation shall be valid for the time of the employment relationship as well as after its termination, regardless of the reason for the termination of the Agreement.

7. Intellectual Property

- 7.1. You acknowledge that the Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of



the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

- 7.2. You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent such rights do not vest immediately in the Company, you agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

8. External Employment Conditions

- 8.1. During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Company. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to an annual appraisal by your Performance Manager.

9. Indemnity

- 9.1. You acknowledge and agree that you shall indemnify and keep the Company indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Company directly or indirectly due to any breach of the terms of your employment including the Company's policies.
- 9.2. In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Company will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.
- 9.3. The above rights of the Company are not the sole and exclusive remedy and are in addition to any other rights the Company may have either under law or in contract or by operation of any other policy/document.

10. Retirement

- 10.1. The retirement age for the Company currently is 60 years. Please refer to the company's policy for further details.

11. Termination



- 11.1. During the Probation Period, the Company may terminate this Agreement without assigning any reasons upon 60 days prior written notice or payment of salary in lieu thereof, at the discretion of the Company. Similarly, during the Probation Period the Employee may also terminate this Agreement without assigning any reasons upon 60 days prior notice in writing or payment by you to the Company of the salary in lieu thereof. In such an event and in addition to 60 days written notice or salary in lieu thereof, the Company shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Company at the time of your joining the employment of the Company, as well as the total cost incurred by the Company and/or expenses reimbursed to you by whatever name called (if any), including without limitation, any expense/ cost incurred/expended in connection with your relocation.
- 11.2. Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause, upon 60 days prior written notice by the Party desirous of terminating this Agreement or payment of equivalent salary in lieu thereof or a combination thereof, at the discretion of the Company. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Company on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Company such joining bonus/sign-on bonus as paid to you by the Company which shall be in addition to the 60 days written notice or salary in lieu thereof or a combination thereof. Further, in case any costs have been incurred by the Company or any expenses have been reimbursed to you, including but not limited to any relocation benefits, and you exercise the option of termination this Agreement, or your agreement in terminated by the Company on grounds mentioned above within 12 months of joining, the Company shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Company and/or expenses reimbursed to you including without limitation, as incurred/expended in connection with your relocation.
- 11.3. In case of termination of employment under Clause 11.1 and 11.2 above, you may be required to go on a paid leave until the end of your notice period at the Company's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.
- 11.4. With the exception as laid out in Clause 11.3 above, except where expressly permitted, you shall not be entitled to any leave while serving your notice period under this Agreement.
- 11.5. Notwithstanding anything herein, the Company shall be entitled to terminate this Agreement, without notice and with immediate effect and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination), if you:



- a. fail to satisfactorily complete the Company's background screening checks;
- b. are found to have engaged in any act of misconduct or negligence in the discharge of his/ her duties or in the conduct of the Company's business; or
- c. are found to have engaged in any other act or omission, inconsistent with your duties; or
- d. are found to have engaged in any breach of this Agreement, or the Company Policy or lawful orders given to you by the Company;
- e. are convicted of any criminal offence; or,
- f. fail to adhere to the policies of the Company
- g. are found to have engaged in unauthorized absence beyond a period of three (3) days.

11.6. Return of Property

- a. For the purposes of this Clause 11.6, Property means keys, mobile phone, computer equipment, security access cards, all lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.
- b. The Employee shall promptly, whenever requested by the Company and in any event upon receipt of notice of termination or termination of employment under this Clause 11, deliver up to the Company all Property and you shall not retain any copies thereof. Title and copyright in the Property shall vest in the Company.

12. Data Protection and retention

- 12.1. The Company (directly and/or through any service provider) shall process your information for legal, personnel, remuneration, pre-employment vetting, administrative



and management and other such purposes subject to the applicable laws. Furthermore, you hereby explicitly consent to the holding and processing of the personal and sensitive personal data as per KPMG Policy.

- 12.2. During the course of your employment, you agree to comply with any policies issued by the Company from time to time relating to Data privacy/ data retention and data protection.

13. Governing Law

- 13.1. This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

14. Miscellaneous

- 14.1. Entire Agreement: This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof to the exclusion of all other prior agreements, arrangements or understandings and assurances between the Parties, relating to such subject matter either written or oral. Should any terms of this Agreement conflict with any of the terms of the Company's policy, the terms of the Company's policy shall prevail.
- 14.2. Severability: The various provisions of this Agreement are severable and if any provision or identifiable part of it is held to be invalid, unlawful or unenforceable by any tribunal or court of competent jurisdiction, then such unenforceability shall not affect the enforceability of the remainder of this Agreement which shall continue to be valid and enforceable to the fullest extent permitted by law. In such circumstances, the Employer shall determine in good faith to replace any invalid, unlawful or unenforceable clause or provision with a suitable clause or provision which maintains as far as possible the purpose and effect of this Agreement.
- 14.3. Waiver: No failure or delay on the part of any Party in exercising any right or power under this Agreement shall take effect as a waiver of such right or power under this Agreement.
- 14.4. Survival: Upon termination of this Agreement those sections that by their nature are intended to survive termination, rescission or expiration of this Agreement shall so survive, unless otherwise indicated in this Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Company.



If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Company on or before 18-07-2023, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

Yours Sincerely,

for KPMG Resource Centre Private Limited

Indrani Ghoshal
(Authorized Signatory)

I am pleased to accept the offer contained above.

Vaibhav Sukhani
(Candidate's Name)



ANNEXURE-1

INDICATIVE COMPENSATION PLAN

Vaibhav Sukhani
Audit Associate 1
Gurugram

Compensation Category	Monthly (in INR)	Annual (in INR)
Basic Salary (a)	15208	182500
Flexible Compensation (b)*	13383	160600
Employer Contribution to Provident Fund (c)	1825	21900
Total Cost to Company (a+b+c)	30416	365000

* Flexible Compensation will include minimum 10% of Basic Salary as HRA

- The above is an indicative break-up of the components
- Employee contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Company in that regard.
- Equal amount of PF will be deducted from the Cost to the Company as Employee contribution to Provident Fund.
- Gratuity will be governed by the Payment of Gratuity Act.
- Gratuity and Insurance Premium do not feature in the payslip.
- You will be eligible for increment as per the Company Policy only if your joining date is on or before March 31 for the current calendar year.
- You will be eligible for performance bonus as per the Company Policy if your joining date is on or before June 30 for the current calendar year. The Company is under no obligation to operate a bonus scheme and any payment of bonus to you is solely at the Company's discretion.
- Performance Bonus will be payable only subject to your being on the payroll of the Company and not serving notice at the time of disbursement.
- Any amount payable by the Company to you towards Compensation, Other Entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or,



any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

- Flexible compensation needs be allocated every year basis the components published by the Company.
- Any statutory deduction shall be made as per applicable laws.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 400000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Company you may refer to the Company's policies for further details on the benefits that are available to you.



ANNEXURE 2

Compensation Structure	
Fixed Components / Mandatory Components:	
	Audit Associate 1
A Basic Salary	50% of 'Cost to Co.'
B Provident Fund	12% of basic will be deducted from the basic as the employee's contribution towards PF. An equivalent amount (12% of Basic) will be deducted as the employer's contribution from the balance.
The balance of 'Cost to Co.' can be structured using the following options:	
	Audit Associate 1
C1 House Rent Allowance	✓
<p>Ø Minimum 10% of your basic salary will be allocated towards HRA. Ø Maximum HRA which can be allocated is 50% of your basic salary</p> <p>If an employee wants to avail house rent allowance, the employee should ensure the compliance of the following:</p> <ol style="list-style-type: none"> 1. The employee should furnish a lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. If the period of lease deed is for 12 months or more, it should be registered under the Registration Act. 2. The employee should also provide proper rent receipts issued by the lessor, which should be properly stamped and signed. 3. The employee should provide PAN of landlord in case monthly rent is more than equal to Rs 8,333/- or Rs 1,00,000/- per annum. (This is as per law) 4. The address of the employee given to the Firm and as per the lease deed should be the same. 5. Monthly Rent Paid: 	
Rent Paid	Requirement
More than or equal to Rs. 20,000/-	<ol style="list-style-type: none"> 1. Cheque no., cheque date along with Bank Name 2. Incase of direct bank transfer, bank payment details such as beneficiary bank a/c no., payment date and payment ref. no. 3. PAN of landlord <p>1. All above three are mandatory to be mentioned on rent receipts.</p>
	Audit Associate 1
C2 Car Lease Rentals/Insurance	X
-	



		Audit Associate 1
C3	Andriod / iPhone Handset reimbursement	X
	-	
		Audit Associate 1
C4	Leave Travel Allowance	✓
	Exemption as per IT Rules. Appropriate proof (Original tickets in case of Rail journey; Original ticket and boarding passes in case of Air-Travel) along with payment proof to be submitted. During the period of LTA, the employee needs to be on approved leaves. (For more details, please refer CTC reimbursement policy under Expense Policies)	
		Audit Associate 1
C5	Children's Education Allowance	✓
	Exemption as per IT Rules.	
		Audit Associate 1
C6	Expenses in pursuit of Education	✓
	Subject to prior approval of Performance Manager. Exemption as per IT Rules. Maximum Rs 20,000/- p.a.	
		Audit Associate 1
C7	Meal Vouchers	✓
	Meal vouchers up to a maximum of Rs 15,000/- p.a. for all employees, in the monthly denominations of Rs 500/-, Rs 1000/- or Rs 1250/-	
		Audit Associate 1
C8	Purchase of computer at home	✓
	Rs 33,333/- p.a. for all employees and for 36 months only (Device cost for Rs 1,00,000/-). (For more details, please refer CTC reimbursement policy under Expense Policies)	



INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

- **What is independence and why is it so important?**
- **Do the independence rules apply to me?**
- **When is my family subject to the rules?**
- **What kinds of investments are prohibited for a 'Member of the Firm'?**
- **What kinds of loans are acceptable?**

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are ' Member of the Firm ' and ' Covered Person ' . As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.

'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a



client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term 'Member of the Firm' also includes your immediate family members (spouse and dependents). Details are under - When Is My Family Subject to the Rules?

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's Chain of Command with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same ' office ' in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents * , whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called '**immediate family members**' in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your '**close family members**' —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit



client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.

- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.



Annexure

Annexure

Welcome Allowance

14 July 2023

Vaibhav Sukhani

C1A/46C, Janakpuri, West Delhi,

New Delhi-110058

Subject – First employment welcome allowance

At KGS, we believe that the first employment is a very important transition for every individual. In our endeavor to make this transition smooth and memorable, we welcome all colleagues who are stepping into their first job with a one-time welcome allowance of INR 12,000 (Rupees twelve thousand only), in addition to the compensation mentioned in the Annexure 1. This allowance is subject to amendment in line with the organizational policy. The aforesaid amount will be paid in the subsequent month's payroll, subject to the current policy applicable at the date of disbursement.

All payments shall be subject to deduction of tax at source as per applicable tax laws.

Yours sincerely
for KPMG Resource Centre Private Limited

Indrani Ghoshal
(Authorized Signatory)

I am pleased to accept the offer contained above.

Vaibhav Sukhani
(Candidate's Name)



ADDENDUM TO OFFER LETTER DATED 14 July 2023

This Addendum is made and entered into as of 07 August 2023, by and between KPMG Resource Centre Private Limited and Vaibhav Sukhani to amend the Offer Letter dated 14 July 2023 between the Parties which is incorporated herein by reference. All capitalized terms not otherwise defined herein shall have the meaning given to them in the Offer Letter.

KGS and the Candidate are collectively referred to "Parties" and individually as "Party"

WHEREAS the KGS has issued an Offer Letter to the Candidate dated 14 July 2023

AND WHEREAS the Parties agree to amend terms and conditions of the Offer Letter by way of this Addendum;

NOW, THEREFORE, in consideration of the covenants and agreements set forth herein, the Parties hereby agree as follows:

The following clause is hereby incorporated within Clause titled "Provisional Offer" in the Offer Letter:

"The offer is also conditional upon you successfully completing the academic course that you are currently pursuing."

"The offer is also conditional upon you to relocating on/before the date of joining to an address where transport/ cab facility provided by KGS is available. In the event you failed to relocate on/before the date of joining, the same shall constitute breach of discipline and your offer will be liable to be rescinded/ services will be liable to be terminated."

All payments are subject to tax deduction at source in accordance with applicable tax laws."

Except as amended by this Addendum, all other terms and conditions of the Offer Letter are unchanged and shall remain in full force and effect. Should any terms of this Addendum conflict with any of the terms of the Offer Letter, the terms of this Addendum shall prevail.

The parties have caused this Addendum to be executed by their duly authorized representatives.

Yours sincerely,

for KPMG Resource Centre Private Limited

Indrani Ghoshal
(Authorized Signatory)

I am pleased to accept the offer contained above.



Vaibhav Sukhani
(Candidate's Name)



KPMG Resource Centre Private Limited
Building No. 10,
5th Floor, Tower-C
DLF Cyber City, Phase – II,
Gurugram – 122 002, India

Telephone: +91 124 612 8500
Fax: +91 124 612 8700
Internet: www.kpmg.com/in
Email:indiawebsite@kpmg.com

18 July 2023
Rupanshi Goel
59 Friends Colony, Model Town,
Panipat-132103

Dear Rupanshi,

On behalf of **KPMG Resource Centre Private Limited** (the 'Company'/ 'Firm'/ 'Employer'), I am pleased to offer you the position of **Audit Associate 1** in **Audit** with the Company. You will be reporting to **Vipresh Bansal** or such other person as authorized by the Company.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **07 August 2023**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the 'Probation Period') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('Company Policy'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the 'Confirmation Letter'). The Company may at its discretion, extend the probationary period for a further period if the situation demands. Until such Confirmation Letter is issued, you are deemed to be on probation.

Provisional Offer

The offer is conditional upon you being eligible to work in India. It will be your responsibility to ensure that you continue to be eligible to work in India during the course of your employment.

This offer is subject to the successful completion of the academic course which you are currently pursuing..

The offer also is subject to your completion of, to the Company's satisfaction, comprehensive background screening procedures, including without limitation, education, employment, residence, identity and other verifications; criminal records and civil database checks; and various compliance authority checks. You agree to provide to the Company and/or any background screening service provider of the Company all information necessary to conduct such background screening procedures within 5 days, and hereby represents and warrants that such information provided is and will be accurate and complete. You further consent to the collection, storage and independent verification of the information provided to the Company



and/or any background screening service provider of the Company by the Employee for such employment purposes in terms of Clause 12 of this Agreement.

In the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, the same shall constitute breach of discipline and your services will be liable to be terminated with immediate effect without notice and with no liability to make any further payment to you.

The terms and conditions of your employment with the Company shall be as follows:

1. Your General Duties

- 1.1. Your immediate Performance Manager will communicate the details of your role and work responsibilities in the initial weeks of joining the Company. During your employment, the Company may require you to work on any project that you are assigned to, or any technical platforms/ skills and nature of the project, in differentiated work timings, at designated workspace and location as may be decided by the Company.
- 1.2. In addition to the roles and work responsibilities, you hereby undertake to, at all times:
 - a. Comply with Independence and Risk Policies applicable to personnel in all functions. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships. The Company's independence and risk policies apply to personnel in all functions irrespective of the entity to which you belong to. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Company's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Clause 11 below. Please refer to Annexure 3 for further details.
 - b. Comply with Prevention of Insider Trading policy- you shall not, without prior written permission of the Company, purchase, sell or deal in, at any time either during your employment with the Company or thereafter, any securities issued by any past, present or prospective customer/client of the Company in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Company.
 - c. Comply with the Company's policies at all times and to abide by the provisions of the policies as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Clause 11 below. The terms of the Company's policies shall form part and parcel of this Agreement.



- d. Comply with Social Media Policy: You shall ensure compliance with the Social Media policy of the Company as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Company, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the Company's policies and shall be subject to the Company's disciplinary process.
- e. Disclosure and Personal Conflicts: In addition to your obligations under the Company's policies, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Company in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Company's policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Company's disciplinary process.

2. Compensation

- 2.1. Your total fixed Compensation shall be INR **365000/- (Rupees Three Lakh Sixty Five Thousand)** per annum, payable monthly in arrears as detailed in Annexure 1.
- 2.2. In addition to the basic salary mentioned above, you shall be entitled to certain additional allowances and benefits which are further listed in Annexure 1 and 2 below.
- 2.3. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.
- 2.4. As per the prevalent policy any employee joining on or before 31st March of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to their rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Company on the date of issuance of the increment letter.
- 2.5. Any employee joining on or before 30 June of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive,



subject to their rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Company on the date of disbursement of performance incentive.

3. Working Hours

- 3.1. Your other entitlements, as may be determined by the Company Policy from time to time, shall be as follows:

You will be required to work **(8)** hours a day excluding thirty (30) minutes break for lunch. The Company practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

4. Location and Travel

- 4.1. You shall be based in Gurugram and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.
- 4.2. You shall travel to such places, within or outside India, as the Company may from time to time require in relation to the Company's business.

5. Leaves and Holidays

- 5.1. You shall be entitled to 22 days (working days) in a performance year in accordance with the Company Policy subject to the applicable law.
- 5.2. In addition to the above, you will also be entitled to statutory holidays, as may be notified in the list of holidays to be issued by the Company at the start of calendar year.
- 5.3. You are also entitled to other leaves such as Well-being/Sick leave, compassionate leave, family caregiver leave etc which are more detailed in the Company's policies.
- 5.4. Maternity Benefits [For Women employees only]: You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.



5.5. Leave Beyond Entitlement: If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Company in respect of the excess days taken and the Company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Company.

6. Confidential Information

6.1. For the purposes of this Agreement, 'Confidential Information' in relation to the Company means:-

- a. trade secrets.
- b. lists or details of its suppliers, their services, or customers and the services and their terms of business.
- c. prices charged to and terms of business with clients.
- d. marketing plans and revenue forecasts.
- e. any proposals relating to the future of Company or any of its business or any part thereof.
- f. details of its employees and officers and of the remuneration and other benefits paid to them.
- g. any company or client data/information/records, company policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Company, any information given to the Company in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain.
- h. any other information which is notified to you as confidential or which by its nature is confidential.



- 6.2. You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party messaging applications (e.g. Whatsapp, Telegram etc.) or in any other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part, which may have come to your possession or knowledge at any time during the course of your employment with the Company. Any non-compliance of this obligation shall be construed as a misconduct in terms of the Company's policies and shall be subject to the Company's disciplinary process. You shall also ensure that you comply with all Company policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence or fault.

- 6.3. You agree not to use any Confidential Information (as defined above) disclosed to you by the Company or its affiliates, during the course of employment or at any time thereafter, except as required by law, use, divulge or disclose to any person any Confidential Information, which may have come to your knowledge at any time during the course of your employment with the Company. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence or fault. You agree to take all reasonable measures to protect the secrecy of and avoid disclosure or use of Confidential Information of the Company, in order to prevent it from coming in public domain or in the possession of persons other than those persons authorized to have any such information. You further agree to forthwith notify the Company in writing of any actual or suspected misuse, misappropriation or unauthorized disclosure of the Company's Confidential Information which may come to your attention.

- 6.4. You agree, except as otherwise expressly authorized by the Company, not to make any copies or duplicates of any of the Company's Confidential Information. Any materials or documents that have been furnished by the Company to you in connection with the employment relationship shall be promptly returned by you to the Company, accompanied by all the copies of such documentation, with ten days from the (a) termination of employment or (b) written request of the Company.

- 6.5. This obligation shall be valid for the time of the employment relationship as well as after its termination, regardless of the reason for the termination of the Agreement.

7. Intellectual Property

- 7.1. You acknowledge that the Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of



the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

- 7.2. You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent such rights do not vest immediately in the Company, you agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

8. External Employment Conditions

- 8.1. During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Company. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to an annual appraisal by your Performance Manager.

9. Indemnity

- 9.1. You acknowledge and agree that you shall indemnify and keep the Company indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Company directly or indirectly due to any breach of the terms of your employment including the Company's policies.
- 9.2. In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Company will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.
- 9.3. The above rights of the Company are not the sole and exclusive remedy and are in addition to any other rights the Company may have either under law or in contract or by operation of any other policy/document.

10. Retirement

- 10.1. The retirement age for the Company currently is 60 years. Please refer to the company's policy for further details.

11. Termination



- 11.1. During the Probation Period, the Company may terminate this Agreement without assigning any reasons upon 60 days prior written notice or payment of salary in lieu thereof, at the discretion of the Company. Similarly, during the Probation Period the Employee may also terminate this Agreement without assigning any reasons upon 60 days prior notice in writing or payment by you to the Company of the salary in lieu thereof. In such an event and in addition to 60 days written notice or salary in lieu thereof, the Company shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Company at the time of your joining the employment of the Company, as well as the total cost incurred by the Company and/or expenses reimbursed to you by whatever name called (if any), including without limitation, any expense/ cost incurred/expended in connection with your relocation.
- 11.2. Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause, upon 60 days prior written notice by the Party desirous of terminating this Agreement or payment of equivalent salary in lieu thereof or a combination thereof, at the discretion of the Company. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Company on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Company such joining bonus/sign-on bonus as paid to you by the Company which shall be in addition to the 60 days written notice or salary in lieu thereof or a combination thereof. Further, in case any costs have been incurred by the Company or any expenses have been reimbursed to you, including but not limited to any relocation benefits, and you exercise the option of termination this Agreement, or your agreement in terminated by the Company on grounds mentioned above within 12 months of joining, the Company shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Company and/or expenses reimbursed to you including without limitation, as incurred/expended in connection with your relocation.
- 11.3. In case of termination of employment under Clause 11.1 and 11.2 above, you may be required to go on a paid leave until the end of your notice period at the Company's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.
- 11.4. With the exception as laid out in Clause 11.3 above, except where expressly permitted, you shall not be entitled to any leave while serving your notice period under this Agreement.
- 11.5. Notwithstanding anything herein, the Company shall be entitled to terminate this Agreement, without notice and with immediate effect and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination), if you:



- a. fail to satisfactorily complete the Company's background screening checks;
- b. are found to have engaged in any act of misconduct or negligence in the discharge of his/ her duties or in the conduct of the Company's business; or
- c. are found to have engaged in any other act or omission, inconsistent with your duties; or
- d. are found to have engaged in any breach of this Agreement, or the Company Policy or lawful orders given to you by the Company;
- e. are convicted of any criminal offence; or,
- f. fail to adhere to the policies of the Company
- g. are found to have engaged in unauthorized absence beyond a period of three (3) days.

11.6. Return of Property

- a. For the purposes of this Clause 11.6, Property means keys, mobile phone, computer equipment, security access cards, all lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.
- b. The Employee shall promptly, whenever requested by the Company and in any event upon receipt of notice of termination or termination of employment under this Clause 11, deliver up to the Company all Property and you shall not retain any copies thereof. Title and copyright in the Property shall vest in the Company.

12. Data Protection and retention

- 12.1. The Company (directly and/or through any service provider) shall process your information for legal, personnel, remuneration, pre-employment vetting, administrative



and management and other such purposes subject to the applicable laws. Furthermore, you hereby explicitly consent to the holding and processing of the personal and sensitive personal data as per KPMG Policy.

- 12.2. During the course of your employment, you agree to comply with any policies issued by the Company from time to time relating to Data privacy/ data retention and data protection.

13. Governing Law

- 13.1. This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

14. Miscellaneous

- 14.1. Entire Agreement: This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof to the exclusion of all other prior agreements, arrangements or understandings and assurances between the Parties, relating to such subject matter either written or oral. Should any terms of this Agreement conflict with any of the terms of the Company's policy, the terms of the Company's policy shall prevail.
- 14.2. Severability: The various provisions of this Agreement are severable and if any provision or identifiable part of it is held to be invalid, unlawful or unenforceable by any tribunal or court of competent jurisdiction, then such unenforceability shall not affect the enforceability of the remainder of this Agreement which shall continue to be valid and enforceable to the fullest extent permitted by law. In such circumstances, the Employer shall determine in good faith to replace any invalid, unlawful or unenforceable clause or provision with a suitable clause or provision which maintains as far as possible the purpose and effect of this Agreement.
- 14.3. Waiver: No failure or delay on the part of any Party in exercising any right or power under this Agreement shall take effect as a waiver of such right or power under this Agreement.
- 14.4. Survival: Upon termination of this Agreement those sections that by their nature are intended to survive termination, rescission or expiration of this Agreement shall so survive, unless otherwise indicated in this Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Company.



If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Company on or before 19-07-2023, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

Yours Sincerely,

for KPMG Resource Centre Private Limited

Indrani Ghoshal
(Authorized Signatory)

I am pleased to accept the offer contained above.

Rupanshi Goel
(Candidate's Name)



ANNEXURE-1

INDICATIVE COMPENSATION PLAN

Rupanshi Goel
Audit Associate 1
Gurugram

Compensation Category	Monthly (in INR)	Annual (in INR)
Basic Salary (a)	15208	182500
Flexible Compensation (b)*	13383	160600
Employer Contribution to Provident Fund (c)	1825	21900
Total Cost to Company (a+b+c)	30416	365000

* Flexible Compensation will include minimum 10% of Basic Salary as HRA

- The above is an indicative break-up of the components
- Employee contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Company in that regard.
- Equal amount of PF will be deducted from the Cost to the Company as Employee contribution to Provident Fund.
- Gratuity will be governed by the Payment of Gratuity Act.
- Gratuity and Insurance Premium do not feature in the payslip.
- You will be eligible for increment as per the Company Policy only if your joining date is on or before March 31 for the current calendar year.
- You will be eligible for performance bonus as per the Company Policy if your joining date is on or before June 30 for the current calendar year. The Company is under no obligation to operate a bonus scheme and any payment of bonus to you is solely at the Company's discretion.
- Performance Bonus will be payable only subject to your being on the payroll of the Company and not serving notice at the time of disbursement.
- Any amount payable by the Company to you towards Compensation, Other Entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or,



any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

- Flexible compensation needs be allocated every year basis the components published by the Company.
- Any statutory deduction shall be made as per applicable laws.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 400000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Company you may refer to the Company's policies for further details on the benefits that are available to you.



ANNEXURE 2

Compensation Structure	
Fixed Components / Mandatory Components:	
	Audit Associate 1
A Basic Salary	50% of 'Cost to Co.'
B Provident Fund	12% of basic will be deducted from the basic as the employee's contribution towards PF. An equivalent amount (12% of Basic) will be deducted as the employer's contribution from the balance.
The balance of 'Cost to Co.' can be structured using the following options:	
	Audit Associate 1
C1 House Rent Allowance	✓
<p>Ø Minimum 10% of your basic salary will be allocated towards HRA. Ø Maximum HRA which can be allocated is 50% of your basic salary</p> <p>If an employee wants to avail house rent allowance, the employee should ensure the compliance of the following:</p> <ol style="list-style-type: none"> 1. The employee should furnish a lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. If the period of lease deed is for 12 months or more, it should be registered under the Registration Act. 2. The employee should also provide proper rent receipts issued by the lessor, which should be properly stamped and signed. 3. The employee should provide PAN of landlord in case monthly rent is more than equal to Rs 8,333/- or Rs 1,00,000/- per annum. (This is as per law) 4. The address of the employee given to the Firm and as per the lease deed should be the same. 5. Monthly Rent Paid: 	
Rent Paid	Requirement
More than or equal to Rs. 20,000/-	<ol style="list-style-type: none"> 1. Cheque no., cheque date along with Bank Name 2. Incase of direct bank transfer, bank payment details such as beneficiary bank a/c no., payment date and payment ref. no. 3. PAN of landlord <p>1. All above three are mandatory to be mentioned on rent receipts.</p>
	Audit Associate 1
C2 Car Lease Rentals/Insurance	X
-	



		Audit Associate 1
C3	Andriod / iPhone Handset reimbursement	X
	-	
		Audit Associate 1
C4	Leave Travel Allowance	✓
	Exemption as per IT Rules. Appropriate proof (Original tickets in case of Rail journey; Original ticket and boarding passes in case of Air-Travel) along with payment proof to be submitted. During the period of LTA, the employee needs to be on approved leaves. (For more details, please refer CTC reimbursement policy under Expense Policies)	
		Audit Associate 1
C5	Children's Education Allowance	✓
	Exemption as per IT Rules.	
		Audit Associate 1
C6	Expenses in pursuit of Education	✓
	Subject to prior approval of Performance Manager. Exemption as per IT Rules. Maximum Rs 20,000/- p.a.	
		Audit Associate 1
C7	Meal Vouchers	✓
	Meal vouchers up to a maximum of Rs 15,000/- p.a. for all employees, in the monthly denominations of Rs 500/-, Rs 1000/- or Rs 1250/-	
		Audit Associate 1
C8	Purchase of computer at home	✓
	Rs 33,333/- p.a. for all employees and for 36 months only (Device cost for Rs 1,00,000/-). (For more details, please refer CTC reimbursement policy under Expense Policies)	



INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

- **What is independence and why is it so important?**
- **Do the independence rules apply to me?**
- **When is my family subject to the rules?**
- **What kinds of investments are prohibited for a 'Member of the Firm'?**
- **What kinds of loans are acceptable?**

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are ' Member of the Firm ' and ' Covered Person ' . As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.

'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a



client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term 'Member of the Firm' also includes your immediate family members (spouse and dependents). Details are under - When Is My Family Subject to the Rules?

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's Chain of Command with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same ' office ' in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents * , whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called '**immediate family members**' in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your '**close family members**' —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit



client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.

- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.



Annexure

Annexure

Welcome Allowance

18 July 2023

Rupanshi Goel

59 Friends Colony, Model Town,

Panipat-132103

Subject – First employment welcome allowance

At KGS, we believe that the first employment is a very important transition for every individual. In our endeavor to make this transition smooth and memorable, we welcome all colleagues who are stepping into their first job with a one-time welcome allowance of INR 12,000 (Rupees twelve thousand only), in addition to the compensation mentioned in the Annexure 1. This allowance is subject to amendment in line with the organizational policy. The aforesaid amount will be paid in the subsequent month's payroll, subject to the current policy applicable at the date of disbursement.

All payments shall be subject to deduction of tax at source as per applicable tax laws.

Yours sincerely
for KPMG Resource Centre Private Limited

Indrani Ghoshal
(Authorized Signatory)

I am pleased to accept the offer contained above.

Rupanshi Goel
(Candidate's Name)



ADDENDUM TO OFFER LETTER DATED 18 July 2023

This Addendum is made and entered into as of 07 August 2023, by and between KPMG Resource Centre Private Limited and Rupanshi Goel to amend the Offer Letter dated 18 July 2023 between the Parties which is incorporated herein by reference. All capitalized terms not otherwise defined herein shall have the meaning given to them in the Offer Letter.

KGS and the Candidate are collectively referred to "Parties" and individually as "Party"

WHEREAS the KGS has issued an Offer Letter to the Candidate dated 18 July 2023

AND WHEREAS the Parties agree to amend terms and conditions of the Offer Letter by way of this Addendum;

NOW, THEREFORE, in consideration of the covenants and agreements set forth herein, the Parties hereby agree as follows:

The following clause is hereby incorporated within Clause titled "Provisional Offer" in the Offer Letter:

"The offer is also conditional upon you successfully completing the academic course that you are currently pursuing."

"The offer is also conditional upon you to relocating on/before the date of joining to an address where transport/ cab facility provided by KGS is available. In the event you failed to relocate on/before the date of joining, the same shall constitute breach of discipline and your offer will be liable to be rescinded/ services will be liable to be terminated."

All payments are subject to tax deduction at source in accordance with applicable tax laws."

Except as amended by this Addendum, all other terms and conditions of the Offer Letter are unchanged and shall remain in full force and effect. Should any terms of this Addendum conflict with any of the terms of the Offer Letter, the terms of this Addendum shall prevail.

The parties have caused this Addendum to be executed by their duly authorized representatives.

Yours sincerely,

for KPMG Resource Centre Private Limited

Indrani Ghoshal
(Authorized Signatory)

I am pleased to accept the offer contained above.



Rupanshi Goel
(Candidate's Name)



KPMG Assurance and Consulting Services LLP
2nd Floor, Block T2 (B Wing),
Lodha Excelus, Apollo Mills Compound,
N. M. Joshi Marg, Mahalaxmi
Mumbai - 400 011 India

Telephone: +91 (22) 3989 6000
Fax: +91 (22) 3090 2210
Internet: www.kpmg.com/in
Email: indiawebsite@kpmg.com

20 June 2023

Khushi Gulati
H No. 1273, First Floor, Sector 10 A, Gurgaon

Dear Khushi,

On behalf of **KPMG Assurance and Consulting Services LLP** (the 'Firm'), I am pleased to offer you the position of **Analyst in Advisory** with the Firm. You will be part of the **Advisory - GRCS - North** team.

You shall be based at our office **Gurugram** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as may be decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **19 June 2023**, this employment agreement ('Agreement') shall stand terminated.

The terms and conditions of your employment with the Firm shall be as follows:

A. Compensation

1. Basic Salary

Your basic salary shall be INR 175000/- (Rupees One Lakh Seventy Five Thousand only) per annum, payable on a monthly basis, in arrears.

2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to Company (CTC), you shall be entitled to a sum of INR 175000/- (Rupees One Lakh Seventy Five Thousand only) per annum. The aforesaid part of CTC shall include Employer's share of contribution under the Provident Fund scheme of the Firm, which shall be subject to your entitlement and the policy of the Firm and would depend on the allowances to be chosen out of the allowances / perquisites as detailed in the People



Handbook.

B. Other Entitlements

Your other entitlements, as may be determined in accordance to the Firm's Policy as applicable from time to time, shall be as follows:

1. Annual Increments

Matters such as entitlement to performance incentive and/or annual fixed salary increase (and quantum thereof) shall be decided by the Firm in its sole and absolute discretion and shall be subject to such policies/procedures as may be applicable from time to time.

As per the prevalent policy any employee joining on or before 30 September of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of issuance of the increment letter.

Any employee joining on or before 31 December of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of disbursement of performance incentive.

2. Performance Bonus

Firm is under no obligation to operate a bonus scheme and matters such as entitlement to performance bonus shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

Subject to the above, you will be part of the performance linked bonus plan of the Firm. Under this plan the bonus payable will be calculated as per the Firm's policy.

This amount is pro-rated depending upon the actual date of joining during the Firm's financial year. The performance bonus (if any) will be payable solely based on you being in active employment of the Firm and not serving notice on the date of disbursement. Payment of the aforesaid performance bonus shall be subject to the policies and/or procedures of the Firm as existing on the date of disbursement.

The Firm reserves the right to vary the terms and amount of your bonus, depending upon your performance, the Firm's financial results and attainment of strategic goals.

Statutory Bonus, if any, shall be included in the above pay-out.

3. Gratuity



You shall be entitled to payment of gratuity as per the Firm Policy and subject to the applicable law.

4. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Firm, if any.

5. Leave

You shall be entitled to annual leave of twenty-two working days in a performance year in accordance with the Firm's Policy subject to the applicable law. Your leave entitlement will be governed by the Leave policies as stated in the People Handbook and amended from time to time.

6. Maternity Benefits [For Women employees only]

You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding break for meals. The Firm practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Firm from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Firm to you towards Compensation, Other Entitlements and/or, any other payment shall be subject to deduction of withholding taxes and/or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Firm shall include: -



- (i) trade secrets,
- (ii) lists or details of its suppliers and/or their services, customers and/or the services to them including their terms of business,
- (iii) prices charged to and terms of business with clients,
- (iv) marketing plans and revenue forecasts,
- (v) any proposals relating to the future forecast of the Firm or any of its business or any part thereof,
- (vi) details of its employees and officers and matters relating to their compensation/remuneration and other benefits paid or payable to them,
- (vii) any Firm or client data/information/records, Firm policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Firm, any information given to the Firm in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and
- (viii) any other information which is notified to you as confidential or which by its nature is confidential.

3.2 You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved by the Firm in writing, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party messaging applications (e.g. WhatsApp, Telegram etc.) or in any other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part, which may have come to your possession or knowledge at any time during the course of your employment with the Firm. Any non-compliance of this obligation shall be construed as a misconduct in terms of the People Handbook of the Firm and shall be subject to the Firm's disciplinary process. You shall also ensure that



you comply with all Firm policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence, or fault.

4. Employment Conditions

During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Firm. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Firm to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as the Firm may from time to time require, in relation to the Firm's business.

6. Independence and Risk Policies

We draw your attention to Firm's independence and risk policies that apply to personnel in all functions irrespective of the entity to which you belong to. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships and detailed policies on the same are available on the intranet. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Firm's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below. For the purpose of this clause, "Firm" shall mean and include any network, associated, licensor or co-sublicensee entity/Firm.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Firm, purchase, sell or deal in, at any time either during your employment with the Firm or thereafter, any securities issued by any past, present or prospective customer/client of the Firm in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Firm.

8. People Handbook

You are requested to familiarize yourself with the Firm's People Handbook on joining and you are required, at all times, to abide by the People Handbook as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D below. The terms of the People Handbook shall form part and parcel of this Agreement.



9. Intellectual Property

9.1 You acknowledge that the Firm is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Firm, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Firm. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Firm shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Firm. To the extent such rights do not vest immediately in the Firm, you agree to and irrevocably and unconditionally assign to the Firm all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Firm, for recording the Firm as the owner of such works at the Firm's cost and expense.

10. Social Media Policy

You shall ensure compliance with the Social Media policy of the Firm as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Firm, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the People Handbook and shall be subject to the Firm's disciplinary process.

11. Personal Conflicts

In addition to your obligations under the People Handbook, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Firm in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Firm policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Firm's disciplinary process.

D. Termination

1. Without Cause



- 1.1 During the Probation Period, the Firm may terminate this Agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Firm. Similarly, during the Probation Period you may also terminate this Agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment by you to the Firm of the salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, the Firm shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Firm at the time of your joining the employment of the Firm, as well as the total cost incurred by the Firm and/or expenses reimbursed to you (if any), in connection with your relocation.
- 1.2 Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause. The Party desirous of terminating this Agreement shall give **Ninety (90) days** prior written notice to the other Party. The Firm at its discretion may pay or accept, payment of equivalent or proportionate salary in lieu of the full or part of the notice period. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Firm on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Firm such joining bonus/sign-on bonus as paid to you by the Firm which shall be in addition to the **Ninety (90) days** written notice or salary in lieu thereof or a combination thereof. Further, in case you have received any relocation benefits and you exercise the option of termination this Agreement, or your agreement is terminated by the Firm on grounds mentioned above within 12 months of joining or relocation, the Firm shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Firm and/or expenses reimbursed to you in connection with your relocation.
- 1.3 Additionally, in the event you exercise the option to terminate this Agreement as contained under the Paragraph D.1.1 and D.1.2 above, the Firm notwithstanding anything to the contrary contained in clause 1.2 above, may relieve you from the date as the Firm may deem fit even before expiration of notice period without any liability to compensate you in connection with the unserved duration of your notice period. All other terms and conditions of this Agreement or applicable Firm's policies including without limitation to the Code of Conduct shall apply to you in the aforesaid scenario of early relieving without any exceptions or concessions of any kind whatsoever.
- 1.4 Without prejudice to the Firm's right as contained in Clause D.1.3, in case of termination of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on paid leave until the end of your notice period at the Firm's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.
- 1.5 With the exception as laid out in Paragraph D.1.4 above, you shall not be entitled to any leave while serving your notice period under this Agreement.



2. Breach or Misconduct

2.1 Notwithstanding anything herein, the Firm shall be entitled to terminate this Agreement, without notice and with immediate effect, and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination) in the event you :

- (i) Fail to satisfactorily complete, the Firm's background screening procedures
- (ii) are found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Firm's business; or
- (iii) are found to have engaged in any other act or omission, inconsistent with your duties; or
- (iv) are found to have engaged in any breach of this Agreement, or the Firm Policy/People Handbook (including any independence and risk policies/code of Conduct) or lawful orders given to you by the Firm;
- (v) are convicted of any criminal offence; or,
- (vi) are found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Firm indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Firm directly or indirectly due to any breach of the terms of your employment including the People Handbook.

In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Firm will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Firm are not the sole and exclusive remedy and are in addition to any other rights the Firm may have either under law or in contract or by operation of any other policy/document.

2.3 Provisional Offer

This offer is subject to the successful completion of the academic course which you are currently pursuing.

In accordance with the policy, this offer is conditional on receiving and being satisfied, with the background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof.

The present employment is offered to you on the basis of the information/ particulars provided by you with regards to your educational/professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is



discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been concealed/withheld/suppressed by you, it shall constitute a breach of the Firm's code of conduct and the Firm shall be entitled to terminate your employment with immediate effect without notice and with no liability on the Firm to make any further payments to you (other than in respect of amounts accrued due at the date of termination).

The offer is also subject to your eligibility to work in India. It will be your responsibility to ensure that you continue to be eligible to work in India during the course of your employment.

3. Leave beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Firm in respect of the excess days taken and the Firm is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Firm.

4. Return of Property

4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all Confidential Information, lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

4.2 You shall promptly, whenever requested by the Firm and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver to the Firm all Property and you shall not retain any copies thereof. All title and copyright in the Property shall vest with the Firm.

5. Retirement

The retirement age for the employees in the Firm is 60 Years. Please refer to Company's policy for further details.

E. Governing Law

This Agreement shall be governed and construed in accordance with the laws of India and the Court of New Delhi shall have exclusive jurisdiction. The invalidity or



unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Firm.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Firm on or before 20-06-2023 failing which, this offer stands automatically withdrawn by the Firm without any further notice to you.

F. Miscellaneous

1. Entire Agreement:

This Agreement constitutes the entire agreement between you and the Firm with respect to the subject matter hereof to the exclusion of all other prior agreements, arrangements or understandings and assurances between the parties to this Agreement, relating to such subject matter either written or oral. Should any terms of this Agreement conflict with any of the terms of the Firm's policy, the terms of the Firm's policy shall prevail.

2. Waiver:

No failure or delay on the part of any party in exercising any right or power under this Agreement shall take effect as a waiver of such right or power under this Agreement.

3. Survival:

Upon termination of this Agreement those sections that by their nature are intended to survive termination, rescission or expiration of this Agreement shall so survive, unless otherwise indicated in this Agreement.

Yours sincerely,
for KPMG Assurance and Consulting Services LLP

Mohit Sharma
Human Resources - Director



INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a 'Member of the Firm'?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are ' **Member of the Firm** ' and ' **Covered Person** ' . As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.



'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term **'Member of the Firm'** also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules?**

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same **'office'** in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents *, whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called **'immediate family members'** in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.



* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your ' **close family members** ' —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.
- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?



If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.



**ANNEXURE 1
INDICATIVE COST-TO-FIRM**

Khushi Gulati

Compensation Category	Monthly (in INR)	Annual Target Earning (in INR)	Annual Maximum Potential Earning (in INR)
i) Basic Salary	14583	175000	175000
ii) *Flexible Compensation	12783	153400	153400
iii) Employer Contribution to Provident Fund	1800	21600	21600
a) Fixed Compensation along with Employer's Contribution to Provident Fund (Annual) (i+ii+iii)	29167	350000	350000
b) Gratuity	701	8413	8413
c) Insurance Premium#		37510	37510
d) Target Performance Linked Variable Pay		38885*	77770**
Potential Cost to Firm (Annual) (a+b+c+d)		434808	473693

*Flexible Compensation will include minimum 10% of Basic Salary as House Rent Allowance

Employee Contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Firm in that regard. Gratuity will be paid as per applicable rules.

#Insurance Premium is only indicative, and the actual may vary

PERFORMANCE LINKED BONUS

You will be part of the performance linked bonus plan of the Firm. Under this plan, the bonus payable will be calculated on the basis of your Individual performance and the performance of the Business Unit and Firm during the fiscal year i.e. April through March.

*This is the target performance bonus ("Target Performance Linked Bonus") which shall be payable subject to you achieving the target performance and the achievement of target by your business unit and the Firm.

**This is the maximum potential performance linked bonus (i.e., maximum of two (2) times your



Target Performance Linked Bonus), which you may earn, upon exceptional performance of the business unit, Firm and you.

The terms of the performance linked bonus plan are subject to periodic re-evaluation and modifications by the Firm.

Taxation will be governed by the Income Tax rules. The Firm will be deducting tax at source as per income tax guidelines.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 400000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Firm you may refer to the People Handbook for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from.



Annexure 2

Understanding and Structuring your Compensation

In addition to your Basic Salary* and Provident Fund** (PF), the below mentioned components are available for you to design a salary structure in a way best suited to you for availing tax benefits.

While the detailed information of the components will be available for your information in the People Handbook, below is a snippet for your perusal.

**50% of fixed compensation*

***The monthly PF contribution is a sum total of 12% of basic salary of employer and employee contribution. The Employee and Employers Contribution of PF are part of fixed CTC.*

Note: If you are not previously a member of PF and you meet the criterion of opting out of PF, please reach out to your recruitment point of contact for more details.

Components for Analyst		
1	House Rent Allowance (HRA)	<ul style="list-style-type: none"> • Minimum 10% of your basic salary will be allocated towards HRA. • Maximum HRA which can be allocated is 50% of your basic salary • The PAN of landlord needs to be submitted along with rent receipts. • TDS challan for the tax deducted needs to be produced on the rent to claim HRA (if rent is more than or equal to INR 50,000 per month) • The lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. • If the period of lease is for 12 months or more, it should be registered under the Registration Act.
2	Expenses in pursuit of Self-education	<ul style="list-style-type: none"> • Self-education claim covers any kind of course fee paid (does not include books/stationary expenses). • Maximum of INR 20,000 per annum • The course fee receipt, proof of payment (debit/credit card/NEFT/cheque) along with the approval.
3	Expenses in Pursuit of Children's Education	<ul style="list-style-type: none"> • INR 100 per month, per child for a maximum of two children. • No supporting documents required.



4	Home Landline/Mobile Bills	<ul style="list-style-type: none">• INR 15000 per annum• The home landline/mobile bill has to be in your name in order to get the benefit. This does not include prepaid mobile, broadband and data card charges.• You can claim up to two telephone bills (either landline or mobile or both) in a particular month.
5	Meal Card	<ul style="list-style-type: none">• Maximum of INR 15,000 per annum (Minimum INR 100 per month and maximum INR 1250 per month)• Meal card will be credited with six (6) months balance based on the structured amount.• Colleagues will be required to complete KYC as required by the meal card vendor.
6	Purchase of Computer/Laptop/I-pad for Personal Use	<ul style="list-style-type: none">• One purchase for a period of 36 months up to INR 1,00,000.• The bill should be in your name c/o the applicable entity.• The original invoice and proof of payment (debit/credit card/ NEFT/cheque).
7	Leave Travel Allowance (LTA)	<ul style="list-style-type: none">• One round trip from place of origin to destination twice in four years (only domestic travel). This does not include expenses such as local conveyance, sightseeing, hotel accommodation, food.• can claim LTA for yourself and for your declared dependents provided you are travelling with them.• Original ticket/boarding passes/invoice based on the mode of travel and proof of payment (debit/credit card/NEFT/cheque) is required.
8	National Pension Scheme (NPS)	<ul style="list-style-type: none">• You can allocate up to 10% of your annual basic salary in the financial year.• You should have a PRAN (Permanent Retirement Account Number) with Kotak Mahindra Bank. If you already have a PRAN with another bank, please reach out to the payroll vendor upon joining.• You cannot have a joint account under this scheme.



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Internet: www.kpmg.com/in
Email: indiawebsite@kpmg.com

Private & Confidential

25 January 2023

To,
Candidate name: Dakshesh Chawla
S/o/ D/o: Mr. pawan kumar chawla
College Name: Delhi College of Arts and Science
Aadhar card no.: 7845 9307 7981

Congratulations

We thank you for taking the time to attend the interview process of KPMG Resource Centre Private Limited (KRC) (“Firm”, “We” “Our”). The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of Audit Associate at KRC.

Your anticipated joining date is 6/1/2023 at Gurgaon office location. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

This letter confirms our intent to offer with respect to your employment, subject to your completing your educational certifications/ degrees and upon receiving and being satisfied, with the background checks on your academic and professional qualification, any criminal records and any judgments relating to debts or insolvency thereof and your residential address falling under coverage of our transport “Hiring Zone”.

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Signature valid

Signed By: ANURICHA
CHANDER
Location:
Signing Date: 27.01.2023
21:31



Please review this letter and return a signed copy as a token of your acceptance.

Yours sincerely,

For **KPMG Global Services Private Limited**

Accepted and Agreed

Dakshesh Chawla 31/01/2023

Anuricha Chander
Associate Partner – Human Resources

Authorization:

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure. You hereby give consent to [KPMG, KPMG Global Services Private Limited (KGS) or KPMG Resource Centre Private Limited (KRC) or KPMG Global Delivery Centre Private Limited (GDC) to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

No binding obligation:

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

Name **Dakshesh Chawla**

Dated **31/01/2023**

Signature valid

Signed By: ANURICHA
CHANDER
Location:
Signing Date: 27.01.2023
21:31



04-Nov-2022

Kritika Girdhar

**D3-202 IREO, Victory Valley Sector 67,
Gurgaon - 122101,
(Haryana) India**

Dear **Kritika**,

On behalf of **KPMG Assurance and Consulting Services LLP** (the '**Firm**'), I am pleased to offer you the position of **Analyst in GRCS - North** with the Firm.

You shall be based at our office **Gurgaon** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as may be decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **19-Jun-2023**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the '**Probation Period**') from the actual date of your joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, as applicable for the time being in force ('**Firm Policy**'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter

(the '**Confirmation Letter**'). Until such Confirmation Letter is issued, you shall continue to be on probation.

The terms and conditions of your employment with the Firm shall be as follows:

A. Compensation

1. Basic Salary

Your basic salary shall be **Rs.175000/- (One Lakh Seventy-Five Thousand Rupees)** per annum, payable on a monthly basis, in arrears. The next revision of your compensation shall be in accordance with the merit review cycle and shall be at the sole discretion of the Firm.

2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to Company (CTC), you shall be entitled to a sum of **Rs.175000/- (One Lakh Seventy-Five Thousand Rupees)** per annum. The aforesaid part of CTC shall include Employer's share of contribution under the Provident Fund scheme of the Firm, which shall be subject to your entitlement and the policy of the Firm and would depend on the allowances to be chosen out of the allowances / perquisites as detailed in the People Handbook.

B. Other Entitlements

Your other entitlements, as may be determined in accordance to the Firm's Policy as applicable from time to time, shall be as follows:

1.

Annual Increments

Firm is under no obligation to increase the annual fixed salary. Any increment shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

As per the prevalent policy, any employee joining on or before 30 September of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of issuance of the increment letter.

Any employee joining on or before 31 December of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of disbursement of performance incentive.

2. Performance Linked Bonus

Firm is under no obligation to operate a bonus scheme and matters such as entitlement to performance bonus shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

Subject to the above, you will be part of the performance linked bonus plan of the Firm. Under this plan the bonus payable will be calculated as per the Firm's policy.

This amount is pro-rated depending upon the actual date of

joining during the Firm's financial year. The performance bonus (if any) will be payable solely based on you being in active employment of the Firm and not serving notice on the date of disbursement. Payment of the aforesaid performance bonus shall be subject to the policies and/or procedures of the Firm as existing on the date of disbursement.

The Firm reserves the right to vary the terms and amount of your bonus, depending upon your performance, the Firm's financial results and attainment of strategic goals.

Statutory Bonus, if any, shall be included in the above pay-out.

3. Gratuity

You shall be entitled to payment of gratuity as per the Firm Policy and subject to the applicable law.

4. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Firm, if any.

5. Leave

You shall be entitled to annual leave of twenty two days (working days) in a performance year in accordance with the Firm's Policy subject to the applicable law. Your leave entitlement will be governed by the Leave policies as stated in the People Handbook and amended from time to time.

6. Maternity Benefits **[For Women employees only]**

You shall be entitled to maternity leave of 26 weeks (182

days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding break for meals. The Firm practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Firm from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Firm to you towards Compensation, Other Entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Firm shall include:-

- (i) trade secrets,
- (ii) lists or details of its suppliers and/or their services, customers and/or the services to them including their terms of business,
- (iii) prices charged to and terms of business with clients,
- (iv) marketing plans and revenue forecasts,
- (v) any proposals relating to the future forecast of the Firm or any of its business or any part thereof,
- (vi) details of its employees and officers and matters relating to their compensation/remuneration and other benefits paid or payable to them,
- (vii) any firm or client data/information/records, firm policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Firm, any information given to the Firm in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and
- (viii) any other information which is notified to you as confidential or which by its nature is confidential.

3.2 You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party messaging applications (e.g. Whatsapp, Telegram etc.) or in any other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part, which may have come to your possession or knowledge at any time during the course of your employment with the Firm. Any non-compliance of this obligation shall be construed as a misconduct in terms of the People Handbook of the Firm and shall be subject to the Firm's disciplinary process. You shall also ensure that you comply with all Firm policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence or fault.

4. Employment Conditions

During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Firm. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Firm to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as

the Firm may from time to time require in relation to the Firm's business.

6. Independence and Risk Policies

We draw your attention to Firm's independence and risk policies that apply to personnel in all functions irrespective of the entity to which you belong to. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships and detailed policies on the same are available on the intranet. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Firm's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below. For the purpose of this clause, "Firm" shall mean and include any network, associated, licensor or co-sublicensee entity/firm.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Firm, purchase, sell or deal in, at any time either during your employment with the Firm or thereafter, any securities issued by any past, present or prospective customer/client of the Firm in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Firm.

8. People Handbook

You are requested to familiarize yourself with the Firm's

People Handbook on joining and you are required, at all times, to abide by the People Handbook as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D.2 below. The terms of the People Handbook shall form part and parcel of this Agreement.

9. Intellectual Property

9.1 You acknowledge that the Firm is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Firm, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Firm. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Firm shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Firm. To the extent such rights do not vest immediately in the Firm, you agree to and irrevocably and unconditionally assign to the Firm all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Firm, for recording the Firm as the owner of such works at the Firm's cost and expense.

10. Social Media Policy

You shall ensure compliance with the Social Media policy of the Firm as amended from time to time. Additionally, it is important that you use only the correct legal name of the

entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Firm, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the People Handbook and shall be subject to the Firm's disciplinary process.

11. Personal Conflicts

In addition to your obligations under the People Handbook, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Firm in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Firm policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in

- D.** respect of which the employee is involved or likely to be involved for provision of services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Firm's disciplinary process.

Termination

1. Without Cause

- 1.1 During the Probation Period, the Firm may terminate this Agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Firm. Similarly, during the

Probation Period you may also terminate this Agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment by you to the Firm of the salary in lieu thereof. In such an event and in addition to 1.2 the thirty (30) days written notice or salary in lieu thereof, the Firm shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Firm at the time of your joining the employment of the Firm, as well as the total cost incurred by the Firm and/or expenses reimbursed to you (if any), in connection with your relocation.

Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause. The Party desirous of terminating this Agreement shall give ninety (90) days prior written notice to the other Party. The Firm at its discretion may pay or accept, payment of equivalent or proportionate salary in lieu of the full or part of the notice period. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Firm on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Firm such joining bonus/sign-on bonus as paid to you by the Firm which shall be in addition to the ninety (90) days written notice or salary in lieu thereof or a combination thereof. Further, in case you have received any relocation benefits and you exercise the option of termination this Agreement, or your agreement is terminated by the Firm on grounds mentioned above within 12 months of joining or relocation, the Firm shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Firm and/or expenses reimbursed to you in connection with your relocation

- 1.3 Additionally, in the event you exercise the option to terminate this Agreement as contained under the Paragraph D.1.1 and D.1.2 above, the Firm notwithstanding anything to the contrary contained in clause 1.2 above, may relieve you from the date as the Firm may deem fit even before expiration of notice period without any liability to compensate you in connection with the unserved duration of your notice period. All other terms and conditions of this Agreement or applicable Firm's policies including without limitation to the Code of Conduct shall apply to you in the aforesaid scenario of early relieving without any exceptions or concessions of any kind whatsoever.
- 1.4 Without prejudice to the Firm's right as contained in Clause D.1.3, in case of termination of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on paid leave until the end of your notice period at the Firm's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.
- 1.5 With the exception as laid out in Paragraph D.1.4 above, you shall not be entitled to any leave while serving your notice period under this Agreement.

2. Breach or Misconduct

2.1 Notwithstanding anything herein, the Firm shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:

(i) found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Firm's business; or

(ii) found to have engaged in any other act or omission, inconsistent with your duties; or

(iii) found to have engaged in any breach of this Agreement, or the Firm's Policy/People Handbook (including any independence and risk policies/ Code of Conduct) or lawful orders given to you by the Firm;

(iv) convicted of any criminal offence; or,

(v) found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Firm indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Firm directly or indirectly due to any breach of the terms of your employment including the People Handbook.

In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Firm will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Firm are not the sole and exclusive remedy and are in addition to any other rights the Firm may have either under law or in contract or by operation of any other policy/document.

2.3 Provisional Offer

In accordance with the policy, this offer is conditional on receiving and being satisfied, with the background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof.

The present employment is offered to you on the basis of

the information / particulars provided by you with regards to your educational / professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been concealed/withheld/suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated.

3. Leave Beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Firm in respect of the excess days taken and the Firm is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Firm.

4. Return of Property

4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

4.2 You shall promptly, whenever requested by the Firm and in any event upon receipt of notice of termination or

termination of employment under this Paragraph D, deliver to the Firm all Property and you shall not retain any copies thereof. All title and copyright in the Property shall vest with the Firm.

E. Governing Law

This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Firm.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Firm on or before **05-Nov-2022**, failing which, this offer stands automatically withdrawn by the Firm without any further notice to you.

Yours Sincerely,

for **KPMG Assurance and Consulting Services LLP**

Authorized Signatory

Mohit Sharma

Director

ACCEPTED

By: **Kritika Girdhar**

Date :

Start Date : _____

INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a ‘Member of the Firm’?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with

restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are '**Member of the Firm**' and '**Covered Person**'. As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.

'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the firm may invest in mutual funds if they are not Covered Persons.

Please note that the term '**Member of the Firm**' also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules?**

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the firm's **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are

provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same ‘ **office** ’ in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term ‘Covered Person’ also includes immediate family members, as explained in the section titled ‘When Is My Family Subject to the Rules?’ The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents * , whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called ‘ **immediate family members** ’ in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your ‘ **close family members** ’ —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member’s employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm’s independence.

What Kinds of Investments Are Prohibited For a ‘Member of the Firm’?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.
- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm’s independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit

clients of the Firm are not permitted for all Covered Persons.
These loans cannot be grandfathered.

ANNEXURE 1
INDICATIVE COST-TO-COMPANY PLAN

Kritika Girdhar
KPMG Assurance and Consulting Services LLP

Compensation Category	Monthly (in INR)	Annual Target Earning (in INR)	Annual Maximum Potential Earning (in INR)
i) Basic Salary	14583	175000	175000
ii) Flexible Compensation	12783	153400	153400
iii) Employer Contribution to Provident Fund	1800	21600	21600
a) Fixed Compensation along with Employer's Contribution to Provident Fund (Annual) (i+ii+iii)	29166	350000	350000
b) Gratuity	701	8413	8413
c) Insurance Premium#		13967	13967
d) Performance Linked Bonus		39000*	78000**
Total Cost to Company (Annual) (a+b+c+d)		411380*	450380**

Employee Contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Firm in that regard. Gratuity will be paid as per applicable rules.

#Insurance Premium is only indicative and the actual may vary

PERFORMANCE LINKED BONUS

You will be part of the performance linked bonus plan of the Firm. Under this plan, the bonus payable will be calculated on the basis of your Individual performance and the performance of the Business Unit and Firm during the fiscal year i.e. April through March.

**This is the target performance bonus ("Target Performance Linked Bonus") which shall be payable subject to you achieving the target performance and the achievement of target by your business unit and the Firm.*

***This is the maximum potential performance linked bonus (i.e., maximum of two (2) times your Target Performance Linked Bonus), which you may earn, upon exceptional performance of the business unit, Firm and you.*

The terms of the performance linked bonus plan are subject to periodic re-evaluation and

modifications by the Firm.

Taxation will be governed by the Income Tax rules. The Firm will be deducting tax at source as per income tax guidelines.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 300000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Firm you may refer to the Staff Manual for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from..

ANNEXURE 2

Cost-To-Firm Structure

Indicative Components:

		Analyst
A	Basic Salary	50% of Fixed Compensation and amount of Employer's Contribution to Provident Fund
B	Provident Fund	Subject to your entitlement and the policy of the Firm, Employee's Contribution towards Provident Fund will be deducted from the compensation of the employee as per provision of the Employee's Provident Fund & Miscellaneous Provisions Act, 1952 and an equivalent amount as indicated in Annexure 1 will be deposited as the Employer's Contribution.

The balance of Fixed Compensation can be structured using the following options:

		Analyst
C1	House Rent Allowance	✓

If an employee wants to avail house rent allowance, the employee should ensure the compliance of the following:

1. The employee should furnish a lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. If the period of lease deed is for 12 months or more, it should be registered under the Registration Act.

2. The employee should also provide proper rent receipts issued by the lessor, which should be properly stamped and signed.
3. The employee should provide PAN of landlord in case monthly rent is more than equal to Rs 8,333/- or Rs 1,00,000/- per annum. (This is as per law)
4. The address of the employee given to the Firm and as per the lease deed should be the same.
5. Monthly Rent Paid:

Rent Paid	Requirement
More than or equal to Rs. 20,000/-	<ol style="list-style-type: none"> 1. Cheque no., cheque date along with Bank Name 2. Incase of direct bank transfer, bank payment details such as beneficiary bank a/c no., payment date and payment ref. no. alongwith Bank statement 3. PAN of landlord <p>All above three are mandatory to be mentioned on rent receipts.</p>

	Analyst
C2 Car Lease Rentals/Insurance	X
-	
	Analyst
C3 Smartphone Purchase	X
-	

		Analyst
C4	Car Reimbursements	X
	Fuel	NA
	Maintenance	NA
	(Maintenance to include services, repairs, parking charges, toll tax, Car accessories & driver salary is not allowed)	
		Analyst
C5	Leave Travel Allowance	✓
	Exemption as per IT Rules. Appropriate proof (Original tickets in case of Rail journey; Original ticket and boarding passes in case of Air-Travel) along with payment proof to be submitted. During the period of LTA, the employee needs to be on approved leaves. (For more details, please refer CTC reimbursement policy under Expense Policies)	
		Analyst
C6	Children's Education Allowance	✓
	Exemption as per IT Rules.	
		Analyst
C7	Expenses in pursuit of Education	✓
	Subject to prior approval of Performance Manager. Exemption as per IT Rules. Maximum Rs 20,000/- p.a.	
		Analyst
C8	Home landline/ Mobile bill reimbursements	✓

		Rs 15,000/- p.a.
	Bills inclusive of all taxes including service tax. The landline / mobile bill has to in employee's name in order to get the benefit. (Prepaid is not allowed) (For more details, please refer CTC reimbursement policy under Expense Policies)	
		Analyst
C9	Meal Vouchers	✓
	Meal vouchers up to a maximum of Rs 15,000/- p.a. for all employees.	
		Analyst
C10	Purchase of computer at home	✓
	Rs 1,00,000/- p.a. for all employees and one purchase is allowed for a period of 36 months. (For more details, please refer CTC reimbursement policy under Expense Policies)	

Offer electronically accepted by: Girdhar, Kritika
 Offer electronically accepted on: Nov 5, 2022 4:24 PM
 Offer electronically accepted from: 122.162.145.113



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

08 November, 2022

**Mr Saksham Bhat
A-20/3 ,
Sher singh enclave karala Delhi 110081,
Delhi,
Delhi - 110081**

**Contact No: 9868099336
Email: saksham.bhat117@gmail.com**

Dear **Saksham**,

Subject: Letter of intent

With reference to the campus selection process and the subsequent interviews that you had with us, we are pleased to extend a letter of intent subject to the following terms and conditions:

1. Position:

You will be offered a position in **"EY Global Delivery Services India LLP"** (the "Firm").

2. Date of joining and work location:

Your date of joining the company and work location will be communicated to you at a later stage.

3. Annual Fixed compensation:

You shall be paid an annual total compensation of **INR.3,83,250/-** per annum. The annual total compensation includes variable pay bonus (VPB) and fringe benefits that are insurance and gratuity and this will be subject to applicable taxes as per the provision of IncomeTax Act & will be paid to you after deduction of income tax and other applicable taxes at source.

Variable pay bonus(VPB) is a pay for performance program where you will be eligible to participate and have a differential reward based on EY GDS, business unit and personal performance. This will be payable on or before 31 August 2023. This is subject to you being employed with the Firm as on the date of payment of Variable Pay Bonus. Employees who join the Firm during the year will be eligible for a prorated Variable Pay Bonus payment. The Variable Pay Bonus amount is subject to income tax deduction as per rules prescribed under the tax laws.

4. Education Qualification:

This letter of intent is subject to your successful completion of B.Com exams by June 2023.

Please note that a detailed offer letter would be issued to you subsequently.

Looking forward to a mutually beneficial association.



Thanking you.

Yours faithfully,

for **EY Global Delivery Services India LLP**

Signed By: Nirmala Mukherjee

Reason: Offer Letter

Location: Bangalore

Date:11/09/2022 15:02:13

Authorized Signatory



Mudit Singh

Employee Code : 49254

Blood Group : B+

Emergency No. : 9582528491

A handwritten signature in blue ink, appearing to read 'A. K. Singh'.

Issuing Authority



Date: **June 21, 2023**

Dear **Rohan,**

It is with great pleasure that we invite you to join Bechtel India Pvt. Limited. We are enclosing herewith copy of our Appointment letter along with Annexures. A photocopy of the letter has to be duly signed by you (all pages) and returned to us as token of acceptance of the terms and conditions hereof for our records. You are required to confirm your acceptance of the offer by **June 24, 2023** failing which this offer will automatically lapse.

This offer is based on the understanding that you are free of encumbrances, legal or otherwise (e.g., "non-compete" or "non-solicitation" agreements) that would preclude you from discharging the responsibilities and work requirements outlined in this letter. You shall disclose to us any agreement, written or unwritten, that purports to restrict your ability to perform your duties hereunder.

This offer will be contingent upon the Company's review of any such agreement and confirmation of the understanding described above. This offer, and your continued employment, is also conditioned upon your acceptance of, and adherence to, all Company policies and procedures, currently in place and as amended from time to time.

We advise you to kindly bring the copies of the following documents which are essential to complete your joining formalities with the organization –

- Educational qualification certificate(s)
- Work experience certificate(s)
- Passport
- PAN card
- Aadhaar Card
- Last drawn salary slips from your previous organization
- Relieving Certificate from your last organization/ Resignation letter
- Provident Fund No., UAN and address of RPF/Trust, wherever applicable
- 2 passport size photographs

Looking forward to mutually beneficial and a long-term association.

Thanking you,

Yours sincerely,

Rashmi Kapoor
University Relations Supervisor

Encl: as above



Date: **June 21, 2023**

Dear **Rohan Shukla**,

With reference to your application and subsequent interviews, we have been authorized by Bechtel India Private Limited (the Company) to appoint you in our Indian office with effect from the mutually agreed date, on the following terms and conditions:

1. Working Title : **BBS-University Hire**
Grade : **21**
2. Emoluments: Basic salary of **INR. 19,333 per month** and other benefits as per Annexure A to this letter of appointment. This salary may be regarded as basic salary for calculation of allowances detailed in Annexure A and Provident Fund.
3. Transfer of Services: Your services can be transferred from one department to another or from one branch to another or from one Bechtel entity to another, anywhere in India or abroad, whether existing at present or to be set up in future, whether situated in the same city or outside.
4. Probation: During the first 6 months of your appointment, you shall be under probation, which period may, at the sole discretion of the Company, be extended for a further period of 6 months. During the probationary period, the Company is at liberty to terminate your services at any time without assigning any reason whatsoever on giving you one month's notice or payment in lieu thereof. Similarly, you will be at liberty to resign from the services upon giving one month's notice or payment of one month's salary in lieu thereof.

On completion of the initial 6-month probation period if no letter of confirmation is issued to you, it will be deemed that your probation period has been extended for a further period of 6 months.

5. Leave & Holidays: Leave will be as per Company's Policies.
6. Provident Fund: You will be entitled to Provident fund contribution by the company equivalent to 12% (current rate) of your basic salary.
7. Retirement: As per Company's Policy.
8. Notice Period & Termination of Services: The Company reserves the right to terminate your services by giving you one month's notice or payment of salary in lieu thereof or part thereof. Similarly, you will be at liberty to resign from the services upon giving one month's notice or payment of one month's salary in lieu thereof.



Nothing in this letter, precludes the Company from exercising its right to terminate your Services earlier than the above referred period of one month on payment of salary in lieu of such unexpired term of notice.

In the event that you resign without completing twenty-four (24) months continuous employment, or should your employment be terminated at any time for cause, misconduct or breach of the terms of your employment, you will be required to repay all amounts which the Company has paid/reimbursed to you to facilitate your joining Bechtel and all relocation expenses paid / reimbursed / incurred by the Company on your behalf upon your resignation / termination. These expenses include but are not limited to lodging and boarding in company provided guest house, relocation of household goods/car, cost of travel ticket(s) for you and your family, local transportation, salary for home leaves availed, notice period buyout, etc. The Company reserves the right to set off/adjust/deduct the same against your termination dues, if any.

If you voluntarily terminate your employment or are terminated, whether for Gross Misconduct or otherwise, you will be paid only till the date of termination and you will not be entitled to payment of any discretionary performance bonus or other incentive awards payable after the date of termination, irrespective of such bonus or awards having accrued prior to the date of termination.

9. If your employment with the Company is terminated for any reason, then, for a period of one year following the date of termination of your employment with the Company ("Employment Termination Date"), you shall not conduct or participate, directly or indirectly, in hiring, attempting to hire or assisting any other person in hiring or attempting to hire, or inducing to leave the employment of the Company or any of its contractors.

10. Other Conditions:

- a) You will observe and adhere to the Rules and Regulations of the Company as may be applicable from time to time. Your employment is conditioned upon your acceptance of, and adherence to, all Company policies and procedures, currently in place and as amended from time to time.
- b) You will inform the Company in writing about any change in your residential address. In the absence of such information, all communications sent to you on the last address given by you to the Company shall be deemed to have been delivered to you.
- c) Your services are liable to be terminated without any notice if the Company is informed of any previous conviction by a court of law involving moral turpitude, or if any particulars mentioned in your application form/interview are found to be false or incorrect at the time of your appointment.
- d) You will not carry out any personal business activities during your tenure of employment with the company.
- e) This appointment is subject to the following:
 - Receipt of acceptable references.
 - The authenticity of your academic and other relevant qualifications.



- Your acceptance of Annexure B (Agreement and Acknowledgment of Obligation).
- Your agreement to comply with Annexure C (Policy 102, Bechtel's Business Conduct Guidelines, Code of Conduct, and Bechtel's Business Ethics).
- Your acceptance of the Job Description (JD) against which interest was received and for which role this offer is being made to you, at Annexure D.

You are requested to return the enclosed copy duly signed (all pages) as a token of your acceptance of the terms and conditions of your employment. We hope that this will be the beginning of a long and successful career with us.

Yours faithfully,

Rashmi Kapoor
University Relations Supervisor

Date: **June 21, 2023**

I have read the above letter and have been explained the terms and conditions of my service which I accept. **I agree to join my duties on June 28, 2023 at 0800 hrs or on mutually agreed date of joining to be filled by Bechtel below.**

Signed

Name in Full

Actual Date of Joining
(to be filled by Bechtel)



Annexure A

Details of Compensation

Name	Rohan Shukla	Work Location	New Delhi
Working Title	BBS-University Hire	Grade	21
		Discipline	BBS-Global Payroll

Your compensation will be as follows (all figures in INR per month):

Cash Particulars	Notes	Amount
Basic Salary		19,333
House Rent Allowance		9,667
Special Allowance		13,683
Transport Allowance		1,600
Children Education Allowance		200
Children Hostel Allowance		600
Monthly Total (A)		45,083
Flexi Components[#]		
Leave Travel Allowance (LTA)	Note 1	0
Telephone Reimbursement	Note 2	0
Fuel/Vehicle Maintenance	Note 3	0
Driver's Salary	Note 4	Not Applicable
Meal Allowance	Note 5	0
Monthly Total (B)		0
Retirement Benefits		
Provident Fund (Employer's Contribution) – 12% of Basic Salary		2,320
Gratuity – 4.81% of Basic Salary**		930
National Pension Scheme (NPS)	Note 6	
Monthly Total (C)		3,250
Monthly CTC (A+B+C)		48333
Annual CTC		579,996

Flexi Components: Please note that the amount allocated by you to applicable Flexi Components will be adjusted from your Special Allowance without changing your CTC.

Note 1: LTA can be in the range of INR 0 to INR 8,000.

Note 2: Telephone Reimbursement can be in the range of INR 0 to INR 3,000.

Note 3: If Fuel / Vehicle Maintenance is applicable to you, it is fixed at INR 0 or INR 2,500. Employee can be eligible either for Fuel / Vehicle Maintenance or for Transport Allowance.

Note 4: If Driver Salary is applicable to you, it is fixed at INR 0 or INR 1,500.

Note 5: If Meal Allowance is applicable to you, it is fixed at INR 1,100 or 2,100 and is subject to applicable policies, terms and conditions else "0".

Note 6: Company also offers the option to participate in the Corporate Model of National Pension System (NPS) which is subject to applicable policies, terms and conditions. You may allocate 1% - 10% of your basic salary, which provides tax exemption.

****Gratuity:** Gratuity entitlement and payment is subject to applicable Company policies and applicable extant laws.

Disclaimer: The payment of compensation mentioned above is subject to submission of original receipts and/or any other required document(s).

AEVY VENTURES PRIVATE LIMITED

CIN: [U72900KA2021PTC152762](#)

Date: 23rd June, 2023

Mr. Shashank Pandey
Bangalore

OFFER OF EMPLOYMENT

Dear Shashank,

We are delighted to offer you the position of **Senior Video Editor** with **Aevy Ventures Pvt. Ltd., Bangalore.**

The broad terms and conditions of the offer are:

1. You shall be designated as **Senior Video Editor**.
2. You shall be entitled to Cost to Company (CTC) of Rs. 10,20,000/- (Rupees Ten Lakh Twenty Thousand Only) per annum.
3. Your tentative joining date shall be 07th July, 2023
4. You shall be under probation for a period of 2(Two) months from the date of joining.
5. Your performance shall be reviewed at the end of probation period and subject to discretion of management your Cost to Company (CTC) shall be increased to Rs. 11,40,000/- (Rupees Eleven Lakhs Forty Thousand Only) per annum.
6. Your job location shall be Bangalore, India.

AEVY VENTURES PRIVATE LIMITED

CIN: [U72900KA2021PTC152762](#)

We welcome you to the **Aevy** family and wish you a rewarding career here.

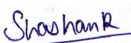
Warm Regards.

For Aevy Ventures Pvt. Ltd.



Achina Sirohi
COO

With the signature below, I accept this offer for employment.

DocuSigned by:

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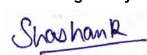
Name : Shashank Pandey

Date : 26/06/2023

Declaration

On acceptance of this offer letter,

- a. I shall resign from the current employment and confirm the Date of Joining to Aevy.
- b. I will also inform any other company I have given an interview to or am scheduled to interview with, that I have accepted an offer with Aevy and that I am withdrawing my candidacy from their opening.

DocuSigned by:

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Name : Shashank Pandey

ANNEXURE - I

ROLES AND RESPONSIBILITIES

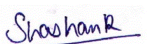
1. Conceive and implement concepts, guidelines and strategies in various creative projects for Aevy TV property and oversee them to completion
2. Overseeing end-to-end content creation process for Aevy TV
3. Coordinating the activities of writers, video editors, actors, and other team functions as necessary
4. Monitoring post-production processes to ensure accurate completion of details
5. Conducting meetings with staff to discuss production progress and check-ins to ensure team objectives goals are met
6. Distribute content on all relevant platforms
7. Devise growth strategies for AevyTV properties
8. Monitor results of team efforts and propose actions for the future

AEVY VENTURES PRIVATE LIMITEDCIN: [U72900KA2021PTC152762](#)**B. Gross Salary - INR 1,140,000 per annum**

DESCRIPTION	MONTHLY	YEARLY
EARNING	Amount(Rs.)	Amount(Rs.)
Basic Salary + DA	57,000	684,000
HRA	22,800	273,600
Other Allowances	15,200	182,400
TOTAL	95,000	1,140,000
DEDUCTIONS	Amount(Rs.)	Amount(Rs.)
Professional Tax	200	2,400
Tax Deducted at Source*	8,017	96,200
TOTAL	8,217	98,600
NET SALARY	86,783	1,041,400

Note:

1. TDS has been calculated without considering any deductions and exemptions. Final TDS shall be deducted after obtaining the details of applicable deductions and exemptions from the employee.
2. Salary Structure subject to change on applicability of Provident Fund. CTC shall be inclusive of both Employer and Employee Contribution, whenever applicable.

DocuSigned by:

 BC9C76F02763432...

TERMS OF EMPLOYMENT

1. Obligations

Employee agrees to observe and perform the duties in an expert and diligent manner and to the best of its ability, promptly and faithfully.

2. Confidential Information

a. The Employee acknowledges that in the course of the provision of the Services they will have access to confidential information.

b. The Employee shall not disclose or use or cause to be disclosed or used, at any time during or subsequent to this employment, any secret or confidential information of the Company or any of its clients or customers or any other non-public information relating to the business, financial or other affairs of the Company acquired by him as an Employee to the Company except as required by the Company in connection with the Employee's performance of the agreement or as required by law.

3. Non-Defamation

Employee hereby warrants, states, understands, contends and promises to not make any defamatory statements of the company or any of their employees, agents, independent contractors, coaches, borrowed servants, or representatives at any point during the employment or after the termination/resignation from employment.

4. Exclusivity and Non-Compete

In order to protect the Company's legitimate business interests, Employee shall not participate, directly or indirectly in any business or activity that is similar to the business of the Company or competes with the business, proposed business or business interests of the Firm within or outside the territory of India, whether as an employee, consultant, officer, director, advisor, owner, sole proprietor, investor, or partner during the term of their employment.

AEVY VENTURES PRIVATE LIMITED

CIN: [U72900KA2021PTC152762](#)

5. Leave Policy

a. The Employee will be entitled to Sick Leave, Casual Leave and Earned Leave as specified herein subject to compliance with the respective State rules. Employee will be entitled to applicable Public Holidays as declared by the Company each year, the company will publish the same before the beginning of the calendar year.

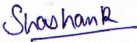
b. Sick Leave - Up to 6 working days paid leave in a calendar year on account of any sickness or accident sustained by the Employee.

c. **Up to 1.5 days** of leave earned for each completed month of service i.e a maximum of 18 days in a calendar year.

6. Termination

In the event that the Employee voluntarily terminates his employment during the Term for any reason whatsoever he shall provide the Company 30 days written notice (the "Notice Period") or compensate the Company pro-rata to the gross salary for any shortfall in such notice. Such payment cannot include forfeiture of accumulated Earned Leave.

The Company shall terminate the employee with immediate effect in the event of misconduct or commits a breach of the terms of employment.

DocuSigned by:

BC9C76F02763432...

Name : Shashank Pandey



WINSPARK INNOVATIONS LEARNING PVT LTD.
1108-1109, 11th floor, JMD Megapolis, Sohna Road, Gurgaon
<http://www.planetspark.in>

Offer Letter

Date: 24/02/2023

To Parth Thapar

Employee Code: _ PS15715

Dear Parth

Sub: Offer Letter

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **06th June 2023**. You will be based out of PlanetSparkoffice at Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002. You will be working from office from day one of joining.

You will be paid gross emoluments and incentives as detailed in Annexure – A when 1 Lac revenue reflects in the sales dashboard against your name.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

Annexure – A

Emoluments can be bifurcated as under:

	Monthly	Yearly
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	7000	84000
Gross Salary	32400	388800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
Total CTC		6,50,400

Your overall training period is for 4 weeks. you would receive a training gross of **INR 21,428 (PF will be deducted)** per month which can be extended if needed. During this period the below mentioned targets has to be achieved to get the License to sell and move into the core sales team.

Region	Targets
Domestic	Rs 100000
UAE	\$1500
USA	\$1500

The trainee will be eligible to receive the Training gross only if they have 90% of daily Attendance in office and should have completed one whole month in the system.

Annexure – B

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. Probation

You will be in probation period of one month from the date of joining. The probation can be discontinued anytime if target is not achieved during training and salary will be processed as FNF after 90 days.

3. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

4. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

5. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent

rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

7. Annual Leave:

You will be entitled to 4 annual leaves for every completed quarter at the company and 7 annual medical leave. These are applicable for permanent employees

8. Termination of Service:

Either party can terminate this employment by serving a notice of 3 days on the other. The Full and Final settlement will be processed after 90 days from the last working date.

9. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



“I hereby accept this offer and I Confirm that I have signed out of the placement process”

Signature

Date

Story Digital™

Subject: Offer Letter & Details

Date: 6th June, 2023

Dear Pritha Budhiraja,

Following our recent discussions, we are delighted to offer you the following role at Story Digital. We are confident that you will find this new opportunity both challenging and rewarding.

Role: Influencer Marketing Coordinator

Probation Period: 2 Month Probation

Location: New Delhi (WFO)

*After the two months probation periods are served, a review would be conducted, and if positive, a confirmation letter would be provided.

We look forward to have you on board with us on 17th July 2023

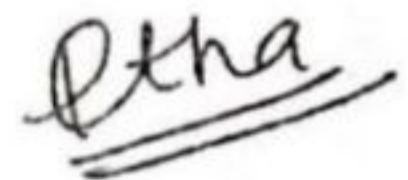
Best,

Pratiek Sawhney

Co-Founder, Story Digital

Pratiek@storydigital.in

+919717308799



Triquark Internet Private Limited

A-35, Second Floor, FIEE Complex,
Okhla Phase-2, Okhla, New Delhi - 110020

Date : 09-07-2023
Ref: Offer Letter



MANAGED
TRAINING
SERVICES

Dear Rachit,

Congratulations!

With reference to your application and subsequent interviews with us, we are pleased to extend our offer as mentioned in below table. You are expected to join NIIT on or before the scheduled date of joining; failing which this letter shall stand invalid. Your detailed appointment letter will be issued to you on the date of joining.

Name	Rachit Aggarwal		
Designation	Content Developer		
Role	Content Developer		
Schedule DOJ	17 July 2023		
Benefit Plan	Q		
Location	Gurgaon		
Salary Components		Amount	
Monthly			
	Basic	16,700	
	HRA	8,350	
	Communication Allowance	4,500	
	LTA	2,500	
	Meal Voucher Allowance	2,000	
	Conveyance	339	
	Special Allowance	2,993	
Gross Monthly Total		37,382	
Annual Benefits			
	PF	24,048	
	GTLI	2,375	
Annual Benefits Total		26,423	
Performance Linked Incentive (On Achievement of 100% Goals)		25,000	
Cost to Company		5,00,007	Annual Payout
Explanatory notes on compensation structure :			

1 a) House Rent Allowance (HRA)/Company Leased Accommodation (CLA): Amount equal to 50% of Basic Salary. Option to avail HRA or CLA based on individual needs. On availment of CLA, actual amount of lease rental is reduced and paid to the landlord. For availing HRA benefit, rent receipt to be submitted to claim applicable tax benefits. Applicable tax benefits as per defined HRA / CLA rules.

b) Leave Travel Allowance (LTA): Monthly limit of Rs. 2500/- for Benefit plan Q; towards LTA for domestic travel including air travel for self and dependent family members. Claimed amount fully tax exempt twice in a block of 4 years.

c) Communication Allowance: Monthly amount up to Rs.3,000/- towards mobile phone usage charges for post-paid connection for self. Internet Usage Allowance of upto Rs.1,500/- towards internet connection at home in the name of NIITian

d) Special Allowance: One of the new salary components defined on the basis of C2C to be paid on a monthly basis.

e) Meal Vouchers: Rs. 2,000/- towards food and non-alcoholic beverages. If opted; meal e-voucher card is provided by the service provider and amount auto-credited on the 1st of every month for the previous month.

f) Conveyance allowance: The Conveyance Allowance can be configured for the following benefits. If not configured or partially configured, the amount/balance amount will be paid as a taxable allowance

i) Vehicle Expense- Available towards company leased vehicles as well as self-owned vehicles towards fuel and maintenance expenses. Monthly limits are – for co. leased vehicles Rs.20,000 and for self-owned vehicles, Rs. 2,400/- for vehicles above 1600 cc and Rs. 1,800/- for vehicles <=1600 cc

ii) Driver Salary- Available towards company leased vehicles as well as self-owned vehicles for maintaining a driver. Monthly limits are – for co leased vehicles Rs.16,000/- and for self-owned vehicles, Rs.900/-

iii) Company Car Scheme- For company availed vehicles, the monthly usage charge will be deducted from your monthly salary against the value of the vehicle for the duration of the usage tenure.

2. Corporate National Pension Scheme (NPS) : NPS is a voluntary retirement savings scheme introduced by the Government of India. NIITians after enrollment into the scheme, can contribute an amount upto 10% of the Basic Salary earned . effective DOJ or 1st April 2013, whichever is later. The amount of contribution is exempt from Income Tax under Section 80CCD(2) of the Income Tax Act, 1968.

3. Mediciam Insurance Premium: is company sponsored. For NIITian who is single mediclaim coverage is sponsored upto 1.5 Lakhs per annum.. For married NIITian, the Mediciam floater coverage of 3 Lacs is sponsored by NIIT. The coverage includes self, spouse & children. You can opt for a higher mediclaim coverage with or without parents by paying the differential amount. This amount will be adjusted from your flexibasket. You are advised in inform us in writing before or on the date of joining so that required changes in your appointment letter can be made. The details of the premium amount is mentioned as under -

CAT	Sum Insured	1+3 Dependents		1+5 Dependents	
		Premium with parents	Premium w/o parents	Premium with parents	Premium w/o parents
XX	150,000 (Self Only)		4,200		
II	1,50,000	19,100		22,000	
I	3,00,000	34,900	13,900	40,150	16,050
V	5,00,000	47,000	17,900	54,450	21,800
X	7,50,000	70,500	24,300	89,500	29,300
VI	10,00,000	90,200	30,800	1,10,250	37,350
IX	15,00,000	1,17,950	43,300	1,50,250	51,200
XII (Only for Plan S)	30,00,000	2,22,400	80,900	2,80,100	90,000

4. Group Term Life Insurance [GTLI] (for all plans): This is the premium towards bereavement support in the unfortunate event of death of NIITian while in service. The sum insured is two times of Annual C2C. The coverage also includes identified Critical Diseases and Terminal Illness for self.

5. Performance Linked Incentive will be paid based on the Performance Linked Incentive policy applicable for the year 2022-2023.

6. Benefits & Policies : Modifications or revisions, if any to any of the existing Benefits & Policies applicable to you, shall be made available and communicated through the 'Benefits & Policies' link available on iNIITian.

7. Provident Fund (PF): The amount shown is for PF towards employer contribution as per PF act. You have flexibility to contribute to PF at 12% of Basic Salary or cap it at 1800 /- per month only at the time of joining. You have an option to contribute an amount equivalent to 12% as Voluntary PF Contribution. Contribution amount deducted from the salary. Contributions attract interest the same way it is applicable to PF contributions. Contributions Considered for IT exemption under Section 80 C.

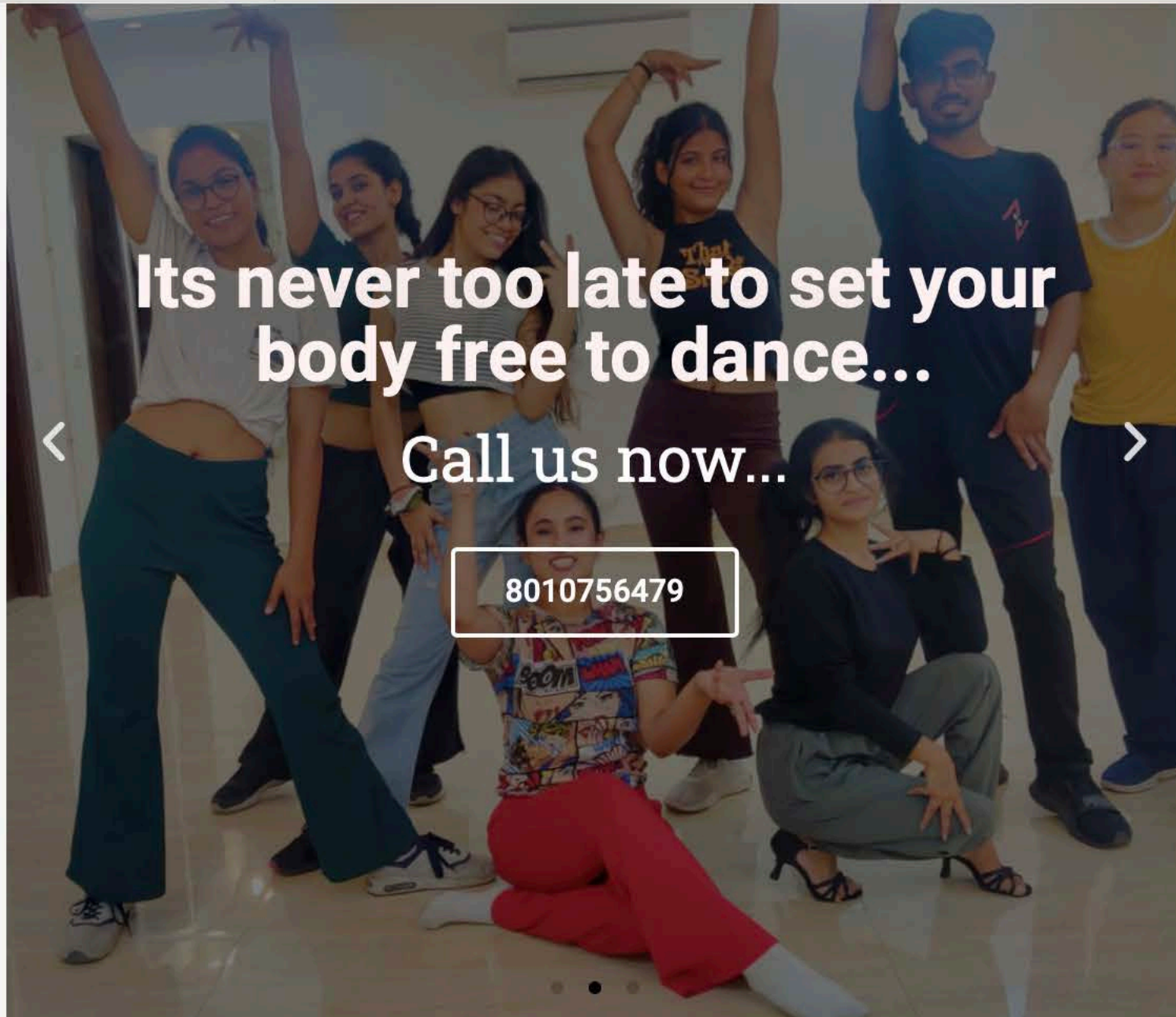
8. Gratuity: You will be eligible for Gratuity as per the Payment of Gratuity Act 1972.

9. Happy Nappy Day : Paid leave for 1 day as a compulsory holiday on birthday.

10. Special Dating Allowance : 3000 Hats Off points are given to NIITian on birthday. These points can be redeemed on our Hats Off eShopping portal on iNIITian.



Leena Khokha
Head - Talent Acquisition



DANCE & FITNESS ACADEMY

- ✓ Visible Results of Classes
- 😊 Safe & Fun Environment
- 📈 Effective Learning
- ✓ Fully Air Conditioned studio
- 🚗 Car Parking Available
- 🏠 1 min walking from metro station
- 📶 WiFi Availability
- 🔒 Privacy & Confidential information maintained



“We bring you the art of LEARNING and MASTERING DANCE in its simplest form”



KK Dance is a dance & fitness Academy founded by Kamlesh Kumar (a professional dance trainer & artist) and Ekta Singh. A dance training centre in Delhi which aims to provide the best dance classes, choreography, fitness batches



anurag verma

2 of 2



	Division		- ABPM			PANDEY	
7655	Sultanpur Division	Narayanpur BO	Narayanpur BO - ABPM	UR	HR82FFA84AD3EC	RAM NARAYAN	99.333
7656	Sultanpur Division	Narharpur BO	Narharpur B.O - ABPM	EWS	HR2BF7F63B5BD3	RITIK SINGH	95
7657	Sultanpur Division	Narsara BO	Narsara B.O - ABPM	SC	HR56213DF9EED6	RAHUL RAJAK	92.833

7658	Sultanpur Division	Naudand BO	Naudand BO - ABPM	OBC	HR388D34784EEB	AKSHAY KUMAR	95
7659	Sultanpur Division	Numaye Maraye BO	Numaye Maraye BO - ABPM	UR	HR2B8BD5EC8213	DHARMENDR	97.833
7660	Sultanpur Division	Padare BO	Padare B.O - ABPM	UR	HR81C7EED9EA8D	VIJAY KUMAR YADAV	95.666
7661	Sultanpur Division	Paharpur Sarai Bhikham BO	Paharpur Sarai Bhikham B.O - ABPM	OBC	HR7F9C1E388346	ANURAG VERMA	95.2
7662	Sultanpur Division	Palia BO	Palia BO - ABPM	EWS	HR6DBBC9B9A4AE	RAJSHREE PANDEY	95
7663	Sultanpur Division	Pandri BO	Pandri BO - ABPM	UR	HR49BB3D959764	SUNIL KUMAR MAURYA	95
7664	Sultanpur Division	Para BO	Para BO - ABPM	UR	HR12D28B646EFC	PRACHI SRIVASTAVA	95
7665	Sultanpur Division	Parasuram pur BO	Parasuram pur BO - ABPM	OBC	HR6153BB1A1841	MANDEEP KUMAR YADAV	96.142
7666	Sultanpur Division	Parsipur BO	Parsipur BO - ABPM	UR	HR5C7F25A8D12D	SHWETA RAI	95
7667	Sultanpur Division	Parwar BO	Parwar B.O - BPM	OBC	HR1838AD13CB13	SANTOSH KUMAR	95
7668	Sultanpur Division	Pichhuti BO	Pichhuti BO - ABPM	SC	HR54CAC9518932	KM UPASANA BHARTI	90.333
7669	Sultanpur Division	Pindara SO	Pindara SO - Daksevak	EWS	HR1452C96AE49C	SATYAM KUMAR AGRAHARI	95
7670	Sultanpur Division	Pindara SO	Pindara SO - Daksevak	SC	HR3BFB6A893323	VELPULA KISHORE	90.25
7671	Sultanpur Division	Pipargaon BO	Pipargaon BO - ABPM	SC	HR0B34E497716C	ANCHAL	94.6
7672	Sultanpur Division	Purab Bisara BO	Purab Bisara B.O - BPM	UR	HR43D1D5524E1A	SATENDRA KUMAR SRIVASTAV	96.833
7673	Sultanpur Division	Purab Gaon BO	Purab Gaon B.O - BPM	UR	HR53A391241586	SHIV ARPAN	95.4
7674	Sultanpur Division	Raghipur BO	Raghipur BO - ABPM	SC	HR749B44677964	VIJAY RAJ KANAUJIYA	90.333

any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.

- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.

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- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,
for **EY Global Delivery Services India LLP**

Signed By: Rahul.Dasgupta
Reason: Offer Letter
Location: Bangalore
Date:06/15/2023 09:14:52

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: Swati Singh Date: 6/14/2023

Name: Swati Singh



This file is signed using Digital Signature.

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224830_Saksh...



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EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka, India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

08 November, 2022

Ms Sakshi Chauhan
House no-3148, street no 2, phase 2,
Surat nagar, near gurgaon railway station,
Gurugram,
Haryana - 122001

Contact No: 7827399278
Email: sakshi.chauhan141001@gmail.com

Dear Sakshi,

Subject: Letter of intent

With reference to the campus selection process and the subsequent interviews that you had with us, we are pleased to extend a letter of intent subject to the following terms and conditions:

1. Position:

You will be offered a position in "EY Global Delivery Services India LLP" (the "Firm").

2. Date of joining and work location:

Your date of joining the company and work location will be communicated to you at a later stage.

3. Annual Fixed compensation:

You shall be paid an annual total compensation of **INR.3,83,250/-** per annum. The annual total compensation includes variable pay bonus (VPB) and fringe benefits that are insurance and gratuity and this will be subject to applicable taxes as per the provision of IncomeTax Act & will be paid to you after deduction of income tax and other applicable taxes at source.

Variable pay bonus(VPB) is a pay for performance program where you will be eligible to participate and have a differential reward based on EY GDS, business unit and personal performance. This will be payable on or before 31 August 2023. This is subject to you being employed with the Firm as on the date of payment of Variable Pay Bonus. Employees who join the Firm during the year will be eligible for a prorated Variable Pay Bonus payment. The Variable Pay Bonus amount is subject to income tax deduction as per rules prescribed under the tax laws.

4. Education Qualification:

This letter of intent is subject to your successful completion of B.Com exams by June 2023.

Please note that a detailed offer letter would be issued to you subsequently.

Looking forward to a mutually beneficial association.

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP identity No. AAL - 2743) effective 30 November, 2017. Regd. Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India

This file is signed using Digital Signature.

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Thanking you.

Yours faithfully,

for **EY Global Delivery Services India LLP**
Signed By: **Nirmala Mukherjee**
Reason: Offer Letter
Location: Bangalore
Date: 11/09/2022 15:02:13

Authorized Signatory

← 3120891_Yash_Signed...



Sign Envelope ID: B079FF69-B9B6-40D4-9B66-7E5E7F827D97



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka, India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

15 June, 2023

Mr Yash Bhardwaj
C/16-A, Vigyanpuri,
Mahanagar,
Lucknow,
Uttar Pradesh - 226006

Contact No: 9305214905
Email: yash232002@gmail.com

Dear Yash,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before August 2023. In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before August 2023 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

1. POSITION:

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Noida** office.

2. DUTIES AND CODE OF CONDUCT:

- You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP Identity No. AAL - 2743) effective 30 November, 2017 Regd. Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India

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Sign Envelope ID: B079FF69-B9B6-40D4-9B66-7E5E7F827D97

**3. WORKING HOURS:**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the

**TheCinemaholic**

Dear Harsh Vardhan,

We take great pleasure in inviting you to be an integral part of The Cinemaholic. Congratulations, on being selected for the position of **Writer**.

We are enclosing herewith the compensation details, rules and policies of the company. Your date of joining is **August 11, 2023**.

We look forward to you having a long and fruitful relationship with The Cinemaholic.

Yours sincerely,

For The Cinemaholic

Gautam Anand

Gautam Anand
Founder & CEO



Annexure A

1. Responsibilities ◀



a. The Writer agrees that he/she shall devote his/her time to the business affairs of the



MacBook Air



SHAGUN PANDA

Emp.ID: 40083
Blood Group: O+ve



First Media Network Pvt Ltd

Re: Offer Letter

Dear: Sherwin Shaju

On behalf of our company **First Media Network Private Limited**, I am glad to extend to you this offer of employment as a **Content Writer - Intern** for **FirstSportz.com**.

If you accept this offer, you will begin working with the Website on **19th August, 2023**.

At the time of joining, you are required to submit the following Documents for our records:

1. Original Certificates of Educational Qualifications & mark sheets
2. Government Id.

Payment & Tenure:

- a) Your expected pay per month is now renumerated to **6,000/month** (this amount will increase in the future months depending on the quality and quantity of the work you do for the website).
- b) Internship Period: 3 Months

Responsibilities:

Content Writer as discussed by the company representative.

Leave Policy:

- a) You shall be entitled to avail 4 weekly-offs in a month.
- b) Any leaves in excess of that detailed above will lead to deduction of amount in proportionate to leaves taken.
- c) The leave policy could be modified by the Company from time to time.

Termination:

- a) Your services are liable to be terminated without any notice or salary in lieu thereof for reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any act of indiscipline or inefficiency during any time of your employment. Further, you cannot work with any firm under any capacity while working for us otherwise your services will be terminated.
- b) If you absent yourself without approved leave or remain absent beyond the period of leave originally granted, it shall be deemed you have voluntarily abandoned your employment without giving any notice unless you return to work within 4 days from the commencement of such absence and give an explanation to the satisfaction of the management regarding such absence.

Resignation:

If you leave the organisation **without serving 2 weeks of notice period** during your internship, then the payment of last working month will not be made.

Intellectual Property Rights and Confidentiality:

- a) All Intellectual property rights including but not limited to Patents, Copyrights, Designs, and Trade Marks shall be deemed to be “Work Made for Hire”. The Management reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independent of the Management or in the event of violation of confidentiality obligations.
- b) During your employment, you may have access to trade secrets and confidential business information belonging to the website. You must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the company.

Acceptance:

- a) By accepting this offer, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

b) This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

Also Note:

a) Breach of Terms and Conditions will be treated as gross violation and your services are liable to be terminated without any notice period.

b) You must return this letter “signed” back to the sender within 2 days of receiving it.

Yours Truly,

Bhart Singh

Founder, FirstSportz.com

First Media Network

Candidate Declaration- I agree to abide by the terms and conditions mentioned in my letter, now in force and as may be amended from time to time and such provisions shall be deemed to have been incorporated into my terms of employment. I have no objection to give an undertaking or enter into a Service Contract that might be required now or during my Service in the Company.

Date:

Candidate Signature

 Chowki number 2, Rewari, Haryana 123401

 bhartsingh@firstsportz.com

 +91 99534 83050



First Media Network

28.07.2023

JOB OFFER

Dear Mr. Mohammed Sinan,

Reference to your application and subsequent interview, we are pleased to inform you that you have been selected to work for **Orbiz Creativez**. We are happy to make you the following job offer.

The position we are offering you is that of **SALES AND MARKETING EXECUTIVE** and your monthly compensation package is as follows: -

Earnings/Allowance	Amount(Rupees)
Basic Salary	7000
Dearness allowance	3000
Travelling allowance	2000
Special Allowance	1000
Total earnings per month Rs.(Thirteen Thousand only)	**13,000

**** Subject to deduction as per company rule**

Joining date: 29/07/2023, Saturday

Documents required at the time of joining: Valid ID proof, One passport size photo and copies of educational certificates.

Probation period: 3 Months

Working hours: -9.15am to 6.30pm, Monday to Saturday with **lunch break forty minutes.**

Reporting to: Logistic Manager

Salary: Will be paid on or before 10th of every month for the preceding month

Casual leave: One paid casual leave per month after completion of six months

Performance Incentive: Based on your performance you are eligible for incentive after 3 months.

Performance evaluation: Your performance will be evaluated during **probation period.** If your performance is not satisfactory, your service with the company will be terminated without prior notice.

Notice period for resignation: - One month

Transfer policy: - Depending up on requirements, your job in the Organization is liable to be transferred to any of our group companies.

Job description: - Will be given upon joining

Confidentiality: -You shall not at any time during or after your employment term with the firm reveal/disclose any of the affairs or secrets of the firm to any other person(s) nor use or attempt to use any information which you may acquire in the course of your employment in any manner which may injure or cause loss to the firm.

During times of Pandemic such as COVID-19 etc., , if the normal working of the company is affected due to lock down or similar reasons, the company reserves the right to stop payment of salaries to its employees for a period as decided by the management.

We are confident that you will be able to make significant contribution to the growth and success of our organization and we look forward to working with you .If you are agreeable to the above terms and conditions of this offer, kindly confirm your acceptance by signing and returning a copy of this letter for our records.

All the very best.



JAYARAM NC
MANAGER–HR&ADMINISTRATION

I accept the aforesaid terms & conditions and this offer of employment. I shall keep the contents of this document confidential.

Signature



7/741 B,C,D & E, Parappanangadi Road,
Chemmad, Tirurangadi, Malappuram

Pin:676306

9633 30 20 30, 8281 33 46 46

creativez@orbiz.in

www.creativez.orbiz.in

28.07.2023

JOB OFFER

Dear Mr. Mohammed Sinan,

Reference to your application and subsequent interview, we are pleased to inform you that you have been selected to work for **Orbiz Creativez**. We are happy to make you the following job offer.

The position we are offering you is that of **SALES AND MARKETING EXECUTIVE** and your monthly compensation package is as follows: -

Earnings/Allowance	Amount(Rupees)
Basic Salary	7000
Dearness allowance	3000
Travelling allowance	2000
Special Allowance	1000
Total earnings per month Rs.(Thirteen Thousand only)	**13,000

**** Subject to deduction as per company rule**

Joining date: 29/07/2023, Saturday

Documents required at the time of joining: Valid ID proof, One passport size photo and copies of educational certificates.

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Performance evaluation: Your performance will be evaluated during **probation period.** If your performance is not satisfactory, your service with the company will be terminated without prior notice.

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We are confident that you will be able to make significant contribution to the growth and success of our organization and we look forward to working with you .If you are agreeable to the above terms and conditions of this offer, kindly confirm your acceptance by signing and returning a copy of this letter for our records.

All the very best.



JAYARAM NC
MANAGER–HR&ADMINISTRATION

I accept the aforesaid terms & conditions and this offer of employment. I shall keep the contents of this document confidential.

Signature



7/741 B,C,D & E, Parappanangadi Road,
Chemmad, Tirurangadi, Malappuram

Pin:676306

9633 30 20 30, 8281 33 46 46

creativez@orbiz.in

www.creativez.orbiz.in

Jun 30, 2023

REF/BLA/30062023!0

Pooja Sahoo
House No-344, Neelkanth CISF Apt,
Kaushambi, Sahibabad,
Ghaziabad (U.P.)-201012

Subject: Letter of Offer/Appointment

Dear Pooja Sahoo,

This has reference to your application and subsequent interviews you had with us.

We are pleased to appoint you as **Assistant Executive Customer Service - Operations** w.e.f. **Jun 30, 2023** on the following terms and conditions:

1. You will be based at A-37, Sector-60, Noida, However, the company has absolute right to transfer without any additional benefits, your services to any other place, in India or abroad, where company has its interest. You will be required to work in any slot across 24 hrs. The company would determine these slots from time to time. If any slot is not acceptable to you, this offer/appointment will stand cancelled and withdrawn automatically without any further reference to you.
2. Your employment will be subject to mandatory six month probation, on completion of which your services shall be deemed confirmed unless otherwise conveyed by the company. No written communication stating confirmation of your services shall be furnished. The notice period will be of one month or salary in lieu thereof, on either side. However, the company reserves the right, not to accept payment in lieu of notice and at its sole discretion enforce the notice period. However, the acceptance of the notice period of less than one month is at the sole discretion of the management.
3. Absence for a continuous period of seven days without prior approval of your supervisor (including overstay of leave / training) would be treated an abandonment of service and can lead to your service being terminated. Resigning from the services with or without notice period; prior to completing eighteen months of tenure/employment with the organization, in such an eventuality the company reserves right to recover from you all the expenses incurred in regard to any training and development, special education, up skilling or the job training provided to you in the course of your employment with the company Rs 25000, (Rupees Twenty Five Thousand only) in addition to notice pay.
4. Details of your compensation are enclosed in the Annexure. Please note that the salary structure of the company may be altered/ modified from time to time. Further, salary, allowances and all other payments/ benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Management has a right to change these rules by putting notice on intranet. Ignorance of such notices will not be considered as an excuse for not following them or their applicability on you.
5. You are hereby appointed under the Skilled category and the remuneration would be in accordance with the specified rules under the minimum wages act 1948.
6. Retirement from the services of the company will be on your attaining the age of 58 years.
7. Your services shall be subject to comply with the policies of the company and rules of employment from time to time as promulgated by the company, and shall comply with the lawful directions of the management from time to time in that regard.
8. You will qualify/ be eligible for appraisal on completion of twelve months from the date of joining. The first appraisal shall fall due in appraisal cycle (April or October), post completion of twelve months from the date of joining and thereafter it will continue every year in the same month.
9. You shall not, either during the continuance of your employment with the company or at any point of time thereafter discuss, divulge or communicate by word of mouth or otherwise to any person or persons, firm or corporation without written authorization of the company management, any confidential information of the company. 'Confidential Information' means proprietary information of the company, including (without limiting the generality of the foregoing), technical data, trade secrets or know-how, including but not limited to, research, product plans, products, services, customer lists and customers (including but not limited to users or potential users of the company's products on whom you may call or with whom you may become acquainted during the terms of your employment), market, software developments, inventions, processes, formulae, technology, designs, drawings, engineering, hardware configuration information, marketing, finance or any other information disclosed to you by the company, either directly or indirectly in writing, orally or by drawings or inspections of parts or equipment. You will also be responsible for the protection and furtherance of the company's best interest at all times, including after you cease to be on the company's role.
10. If the company is not able to open office due to government restrictions or you are not able to come for work due to any such government restrictions in your area, the company will not be liable to pay you salary for that period.
11. You shall not, during the continuance of your employment with us, be engaged, concerned or interested directly or indirectly, in any other occupation, business or employment whatever, whether honorary or with remuneration.

Accepted and Agreed(**Signature**)

Pooja Sahoo
T244074

12. This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld then your employment is liable to be terminated without any notice.
13. If you shall at any time be guilty of misconduct, commit any breach of this contract of employment or refuse or willfully neglect to perform to the satisfaction of the company, all or any of the duties devolving upon you under this contract of employment, the company may at once, without any previous notice, terminate the contract of your employment. If you are terminated or asked to resign from the services of the company (on grounds of misconduct/non-performance), the company under such circumstances will not be liable to pay any compensation/salary. On the contrary the company reserves the right to initiate recovery proceedings against you for irrespective of the damages caused or the loss occurred to the company.
14. Additionally, you shall be eligible for Medical and Accidental insurance benefit programme along with other employees benefit programme run by the company on time to time basis at the expenses of the Company, which shall be applicable post 30 days of your joining. Any eventuality before the applicability of the insurance benefit programme, the company shall have no responsibility whatsoever.
15. Notice to terminate this agreement shall be accepted by the company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with your signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal e- mail shall not be accepted as adequate notice of termination for the purpose of this agreement.
16. Matters not covered herein shall be in accordance with the company's rules and regulations and company's decision shall be final and binding.
17. If and when you will be sent abroad for training or other purposes, you will be required to enter into a Service Agreement with the company and the terms and conditions mentioned therein will be binding on you.
18. This appointment letter is subject to your successful completion of the background check and satisfactory passing of your drug and medical tests, failure of which may result in your immediate termination from the services without notice, along with the recovery of costs incurred upon your background check.
19. You will not during your employment with the company (in terms of this letter except so far as may be proper in the ordinary course of business and for the interest of the company) or at any time thereafter, divulge or make known any information in any way whatsoever relating to the company or its business/or of its customer and/or any other information, secret processes or data and material which may come to your knowledge during the course of your employment. You will always maintain secrecy regarding any technical information / technical data or any other information / data related to sales and marketing gained or acquired or imported to you in the course of your employment through SAP R/3 system, official source of the Company. Company reserves the right to track back activities on IT infra allocated to you, during course of your employment or thereafter and take appropriate legal recourse against you in case of breach of above agreement. Immediately on joining the organization, you will be required to sign "Employee Non-Disclosure Agreement" and would also be bound with the conditions mentioned therein.
20. Notwithstanding anything contained hereinbefore, it is made clear that after the cessation of the present contract, whether by virtue of resignation, termination or otherwise of the employer-employee relationship, you shall not approach, discuss, divulge, contact, contract in any form, whether express or implied, any of the Clients of the Company, their employees, managers, executors, agents, contactors, etc. of the said Client of the Company for any reason whatsoever including any of your grievances. If found otherwise, it shall be treated as not limited to the commission of criminal breach of trust and you shall render yourself liable for civil and/or criminal action and the Company shall be free without further intimation to you, to launch against you, criminal prosecution, as well as claim of damages, as may be deemed fit by the company and the same shall be done at your sole peril.
21. If the terms and conditions offered herein are acceptable to you, please return the acceptance copy duly signed.

We welcome you to iEnergizer.

With regards,

For iEnergizer IT Services Pvt. Limited



Authorized Signatory

I have read, understood & hereby accept the appointment on the terms and conditions of employment set out in this letter and by my signature hereto, I bind myself to abide by them.

Candidate's Name _____

Signature _____

Date: ____/____/____

Compensation Statement

Name : Pooja Sahoo
Designation : Assistant Executive Customer Service - Operations
Department : Operations
Employee ID : T244074
Effective Date : Jun 30, 2023

REF/BLA/3006202310

As iEnergizer employee, you are currently eligible for the following, towards compensation, perquisites and benefits. The summary below helps you to understand the key elements there of :

Monthly Salary Breakup (CTC):		Monthly Contribution / Deductions:	
(A) Fixed Components	Amount	(D) Employee's Deduction towards :	Amount
Basic	22000	PF Contribution 12% (if applicable)	0
HRA	6700	ESI Contribution 0.75% (if applicable)	0
Special Allowance	0	Labour Welfare Fund Employee Share	0
Interim Allowance	0	Professional Tax (PT)	0
Total (A)	28700	Total (D)	0
(B) Opportunity to Earn Components*		(E) Employer's Contribution towards	Amount
Performance Linked Incentive (PLI)*	3000	PF Contribution 12% (if applicable)	0
Attendance Incentive**	5000	ESI Contribution 3.25% (if applicable)	0
Retention Bonus#	2000	Labour Welfare Fund Employer Share	0
Total (B)	10000	Total (E)	0
(C) Others Benefits			
PF 12% (Employer's Contribution), if applicable	0		
ESI 3.25% (Employer's Contribution), if applicable	0		
Labour Welfare Fund Employer Share	0		
Medical Insurance***	250		
Accidental Insurance****	50		
Professional Tax (PT)	0		
Gratuity (Approx.)	1000		
Total (C)	1300		
(CTC : A+B +C)	40000		

The PLI & Attn. Incentive component are paid separately as per the process guidelines

Note:

- . **TDS:** The salary will be paid subject to tax, which may be deducted as per the provisions of the Income Tax Act, 1961.
- . **GST:** The amount of any deduction from the salary other than the statutory deductions will be inclusive of Goods & Service Tax (GST) amount wherever it is applicable as per the prevailing rates.
- . **Bonus:** The payment is made to cover any payment due under the provisions of Payment of Bonus Act 1965.
- . ****Attendance Incentive:** Attendance Incentive shall be only payable if there is No LWP / No NCNS in the month. Attendance Incentive will be applicable post certification from the 1st of approaching month.
- . ***PLI:** PLI is Performance Linked Incentive; this is an average incentive amount payable in process. Incentives are payable only on meeting pre-defined criteria of the process and these are subject to change on monthly basis at the discretion of management, further detailing shall be done in process / operations after joining.
- . *** Headset:** The deduction to be made of Rs.2000/- against head set in two equal installments from first two consecutive month's salary. It shall be refundable at time of leaving.
- . **Term Insurance:** There shall be a Term Insurance up to Rs.1000000/- only for self.
- . *****Medical Insurance:** There shall be Medical Insurance of Rs.250000/- per annum only for self (if applicable).
- . ******Accidental Insurance:** There shall be an Accidental Insurance up to Rs.1000000/- only for self.
- . No salary shall be payable during training period and cannot be claimed at any point of time during or after tenure.
- . Salary shall be payable from the day post successful training certification & assessment by client & trainers.
- . Salary shall not be paid in case of Non Certification.
- . **#Retention Bonus:** Retention Bonus shall be payable after completion of one year from the date of joining.
- . **Gratuity** shall be paid on the exit after rendering continuous service for not less than five years.
- . **LWF (Labour welfare fund)** LWF deduction will be made as per the state government Act.

For iEnergizer IT Services Pvt. Limited



Authorized Signatory

Candidate's Name _____

Signature _____

Date: ____/____/____



Directorate General of Recruiting
Adjutant General's Branch
Integrated Headquarters of
Ministry of Defence (Army)
West Block 3, Ramakrishna Puram
New Delhi - 110066

B/59111/155(DE)/Rtg A/IMA

05 Jul 2023

Roll No : IMA (DE)-155(DE)/805376

Name : Tanmay Mittal

Date of Birth : 28 Jan 2001



JOINING LETTER ON BOND BASIS: INDIAN MILITARY ACADEMY, DEHRADUN
INDIAN MILITARY ACADEMY - 155(DE) COURSE

Dear Candidate,

1. Congratulations on being selected for Indian Military Academy 155(DE) Course.
2. You are required to report to the Adjutant, Indian Military Academy, Dehradun on 10 Jul 2023 at the time specified in the Joining Instructions of the Academy which can be downloaded from our website www.joinindianarmy.nic.in (Home Page >> Academy Joining Instructions). In case you do not wish to join the above mentioned course for personal reasons, please intimate the same to us after logging on to your personal profile on our website. This would enable us upgrade the status of candidates below you in the merit list.
3. **This Joining Letter has been issued to you on additional bond basis since your admission to the course is provisional at present. For more details , check relevant paragraphs in Academy Joining Instructions.**
4. Please go through the Academy Joining Instructions in detail and take all actions mentioned therein. Clarifications, if any, can be sought from the Academy Adjutant on telephone numbers given on their website/ in the Joining Instructions or from this Directorate General after logging on to your personal profile on our website.
5. This is a system generated document. You are required to carry two coloured self-attested copies of this Joining Letter and handover to the Academy Adjutant or his representative on arrival. One copy will be returned to you, duly endorsed, for your records. An ink signed copy of this document has been placed in your dossier being forwarded to the Academy.
6. You are required to carry with you two Character & Identity Certificates (in enclosed proforma) duly completed and signed by two different respectable persons of the society (NOT RELATIVES), preferably Gazetted Officers, who know you for more than two years. The same are required to be submitted to the Adjutant on reporting to the Training Academy. It is highlighted that submission of two Character & Identity Certificates is a mandatory requirement and you will not be allowed to join the course if you fail to produce these certificates at the time of joining.

Note : - Respectable persons of society may include Member of Parliament/ State Legislatures, Principal/ Headmaster of College/ School, Development Officer, Postmasters, Panchayat's Inspector or Persons holding positions of trust in local bodies/ Institutions or any Gazetted officer).

Copy to:-
Indian Military Academy, Dehradun
(By email and by post)

(Kamat Shah)
Deputy Director
Dy Dir Rtg 'A'
For Director General of Recruiting

Affixed Photograph
Signed by
Candidate To be
authenticated by
an Offr along with
his apt stamp

Course No. :
Roll No. :

CHARACTER AND IDENTITY CERTIFICATE OF CANDIDATES FOR COMMISSION

1. Certified that I know Shri/ Kumari son/
daughter ofwho is resident of (Give
permanent address)
.....
for the last years and Months and to the best of my knowledge and
belief he/ she bears a good moral character and has no antecedents which would render him/ her
unsuitable for grand of Commission in the Defence Services.
2. He/ she is married/ unmarried with/ without _____child/ children.

Station :

Signature of referee.....
Name.....
Designation/ status.....
Address.....
.....
Office Telephone No.....
Mobile No.....

(Office stamp of referee if available)

PARTICULARS OF CANDIDATE

1. Name in full.....
(IN BLOCK LETTERS)
2. Father Name full.....
(IN BLOCK LETTERS)
3. Fathers/ Guardians name and full present address.....
.....
4. Name of School/ College and date of leaving.....
.....
5. Date of entry in School/ College and date of leaving.....
6. Class up to which studied or at present studying.....
7. In case you are studying give your Roll No, if any.....

Station :

.....
(Signature of Candidate)

Mukherjee Fellowship Programme: Offer of Fellowship

Date: 04/06/2023

Dear Tejaswi Singh,

We are thrilled to extend our offer to you to join us as a Fellow for the prestigious Mukherjee Fellowship Programme, run under the legal aegis of Rambhau Mhagli Prabodhini (“**RMP**”) and effectively managed by Policy, Politics and Governance Foundation (“**PPGF**”) and Nation First Policy Research Centre (“**NFPRC**”). We have been impressed with your passion and qualifications, and we are confident that you will bring great value to our team and the Programme.

As a summary, this Fellowship is a transformative 12 month journey, divided into two modules i.e. (i) **Theoretical Learning Module:** A 1.5 month-long in-person training module focussed on introducing diverse perspectives to the Fellows that will be conducted in Delhi and (ii) **Experiential Learning Module:** A 10.5 month long experience, involving deputation to the office of MPs post the completion of the learning module. The exact dates for this exciting journey will be from **01st July 2023**.

Please be reminded that during the tenure of this Fellowship, you are expected to commit your full attention and energy to its responsibilities, refraining from undertaking any other employment or assignments.

In recognition of your efforts, we are pleased to offer a monthly stipend of INR 50,000/- (subject to applicable taxes). It is important to note that this Fellowship does not constitute an employment relationship with RMP, PPGF, NFPRC, or the Host, and hence does not confer any traditional employment benefits such as paid time off, retirement contributions, or health insurance.

We appreciate your flexibility and adaptability as the assignments determined by the Management Team may necessitate placements at locations distant from your current residence. Regular reporting to the Management Team, in accordance with their stipulated requirements, is a vital part of your commitment.

Should you need to discontinue your participation in the Fellowship at any point, we request that you provide a written notice to the Management Team 30 days prior to the proposed discontinuation date.

We are here to support you in this journey, so please feel free to reach out to us if you have any questions or require any clarifications regarding this offer. Once you have reviewed all the details, please sign and return the enclosed form to signify your acceptance.

We are enthusiastic about the potential of your contribution and look forward to welcoming you into our team!

Warm Regards,

Rambhau Mhagli Prabodhini

Fellowship Agreement of the Mukherjee Fellowship Programme

A. Overall Engagement

The Mukherjee Fellowship Programme (“**Fellowship**”) is an initiative legally operated under the aegis of Rambhau Mhalgi Prabodhini (“**RMP**” / “**Organisation**”).

As a Fellow, you are entering into this agreement with RMP. However, you will work closely with and be guided by the Management Team, which includes designated individuals associated with Policy, Politics, and Governance Foundation (“**PPGF**”) and Nation First Policy Research Centre (“**NFPRC**”). Your responsibilities and obligations during the Fellowship will be towards the RMP, under the supervision and guidance of the Management Team.

By accepting this Fellowship, you are agreeing to diligently fulfil all associated duties and responsibilities and adhere to all rules and regulations as outlined by RMP and the Management Team. Any violation of these terms could result in appropriate action as deemed fit by RMP and the Management Team.

B. Definitions

The words and phrases listed in this section shall bear the meanings assigned to them herein whenever they appear in this Agreement, and references to the singular include the plural and vice versa. Headings and bold typeface are only for convenience and shall be ignored for the purposes of interpretation.

The order of the defined terms do not signify the importance or relevance of any term. Each term defined in this Agreement is equally important in relation to your obligations and responsibilities as a Fellow.

Any terms that are not defined herein, but are known within the context of fellowships and training programs, shall assume their generally accepted meanings. If there is any disagreement over the interpretation or definition of such terms, the interpretation of RMP and the Fellowship’s management shall prevail.

This Definitions Clause is subject to revision or modification by RMP from time to time, without prior notice, as deemed necessary for the smooth operation of the Mukherjee Fellowship Programme.

In this Agreement (as defined hereinafter), the following terms shall, unless inconsistent with the context or meaning thereof, have the following meaning:

1. “**Agreement**” shall mean this Fellowship Agreement, entered into between you, the Fellow, and RMP, inclusive of all the terms, conditions, duties, responsibilities, definitions, and clauses mentioned herein, as well as any and all attachments, schedules, exhibits, and annexures hereto. The Agreement also includes any modifications, amendments, or supplements that may be made to this document during the tenure of the Fellowship, by mutual consent between you, the Fellow, and RMP. All such changes to the Agreement shall be communicated in writing by RMP and shall become effective from the date specified in such written communication.

2. **“Fellow”**: a Fellow refers to an individual who has been formally selected for the Mukherjee Fellowship, has signed this agreement signifying their acceptance, and has received a written acknowledgement of this acceptance from the Fellowship's management.

Upon receipt of this signed agreement by the Fellowship's management and the issuing of written acknowledgement, the individual's status as a Fellow is confirmed. From this point, the Fellow is expected to fully participate in the provided training programs, abide by all rules and regulations set forth by the Fellowship, and commit to the placement in a political office subsequent to the training.

The Fellow is not an employee of the Organisation or any associated political entity, but rather an individual gaining experience, learning, and contributing to the host they are assigned. The Fellow agrees to uphold the highest standards of conduct, maintain the confidentiality of sensitive information they may encounter, and work towards the goals of the Fellowship during their tenure.

The Fellow also understands and agrees to the stipend, notice period, and any other terms and conditions set forth in this agreement.

3. **“Management Team” / “Fellowship’s management”**: For the purposes of this agreement, the Management Team of the Fellowship refers to the group of designated individuals associated with both the PPGF and the NFPRC.

The Management Team is responsible for overseeing the Fellowship's operations, implementing and enforcing its rules and regulations, providing guidance and support to the Fellows, and handling all administrative tasks, including the processing and acknowledging of signed fellowship agreements.

The Management Team also communicates with the Fellows regarding any changes to the terms and conditions of the Fellowship, including stipend, notice period, and placement details. The Management Team's decisions in all matters related to the Fellowship are considered final and binding.

The term "Management Team", as used throughout this agreement, should be understood to refer to these individuals and their roles as described above.

4. **“Host”**: For the purposes of this agreement, the Host refers to the individual, organisation, or political office where the Fellow is assigned to work after the completion of the mandatory 1.5 months of training under the Fellowship.

The Host is not the employer of the Fellow, but rather an entity providing an experience and learning opportunity in line with the objectives of the Fellowship. All rules, terms, and conditions of the Fellowship continue to apply during the Fellow's placement with the Host.

The term “Host”, as used throughout this agreement, should be understood to refer to these individuals, organisations, or political offices and their roles as described above.

5. **“Full-Time Commitment”**: This term shall mean an obligation on the part of the Fellow to devote the majority of their typical working hours to the Fellowship activities during the 12-month period of the Fellowship. This commitment prohibits the Fellow from engaging in any other employment or income-generating activities that could potentially conflict with their Fellowship duties and responsibilities.
6. **“Monthly Stipend”**: This term refers to the monetary payment of INR 50,000, payable to the Fellow at the end of each month by direct deposit into the Fellow's designated bank account as a token of support during the Fellowship period.
7. **“Discontinuation”**: This term refers to the voluntary or involuntary termination of the Fellow's participation in the Fellowship prior to the completion of the stated Period of 10.5 Months, whether due to resignation, dismissal, or inability to fulfil the Fellowship obligations.
8. **“Duties and Responsibilities”**: This term encompasses all tasks, assignments, and functions that the Fellow is expected to perform as part of the Fellowship, as directed by the Management Team, or as specified in the individual assignment with the Host.
9. **“Rules and Regulations”**: This term refers to the guidelines, policies, and directives issued by the Management Team and/or RMP, regarding the conduct, performance, and general participation in the Fellowship, which will be made accessible to the Fellow at the start of the Fellowship or as and when they are updated.
10. **“Organisation”**: This term collectively refers to the RMP and the Management Team as defined above.

C. Travel and Reimbursements

Travel between home to office and for work purposes may be reimbursed at the discretion of the host of the fellow. The Fellows shall not be eligible for any other allowance (monetary or in kind) for the purposes of accommodation, either during the training period of 1.5 months or during their stint with the Host.

D. Non-Disclosure

The Fellows shall be signing a Non-Disclosure Agreement (“**NDA**”) with the Host in a format provided by the Management Team of the fellowship, and thereby adhere to the privacy protocols of the organisation as well as the leaders they would be associated with.

E. Sexual Harassment

The Mukherjee Fellowship Programme, under the aegis of RMP, is committed to maintaining a safe and respectful work environment free from all forms of discrimination and conduct that can be considered harassing, including sexual harassment. We have zero tolerance for any form of sexual harassment.

As a Fellow of the Programme, you are expected to respect the rights and dignity of all other individuals you interact with during your Fellowship, including but not limited to other Fellows, employees and officials of the Organisation, PPGF, NFPRC, and the Host, and members of the public.

If any allegations of sexual harassment are made against you, an investigation will be promptly initiated. If, after the investigation, it is determined that you have violated this policy, you will be subject to immediate termination of your Fellowship and may also be held personally liable for your actions. This could result in legal consequences, including criminal prosecution under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the remedies thereto.

It is important to note that the Management Teams of PPGF and NFPRC, while actively engaged in the administration of the Fellowship, are not legally liable for any instances of sexual harassment within the Fellowship Programme or during the Fellow's placement with the Host. All liability arising from any act of sexual harassment is solely borne by the accused Fellow.

F. Termination and Recovery Clause

The Management Team may terminate your fellowship with/without notice period or payment in lieu thereof, on the following grounds:

1. Based on poor performance and repeated negative feedback from the host
2. Being found guilty of serious misconduct like misappropriation, dereliction of duty in discharging your duties and functions.
3. Malingering or persistent non-punctuality, neglect of duty or breach of any rules made by the organisation or the Fellowship's management.
4. Absence without leave for a period of more than 5 consecutive working days (unless for genuine medical reasons).
5. Involved in the harassment of co-workers/associates in the work premises.
6. Becoming the subject of a bankruptcy order.
7. Being convicted of any criminal offence.
8. Mental or physical incapacity to discharge your functions.
9. Committing any material act of dishonesty detrimental to the interests of the Organisation.
10. Winding up of the Organisation or the Project.
11. Skipping the mandated reporting requirements.

In the event that the Fellow voluntarily discontinues the assignment with the Host before the completion of the specified assignment period, the Fellow will be obligated to refund the full amount of the stipend disbursed to them for the preceding one month. This is in recognition of the investment made by RMP and the Host in the Fellow, and the potential disruption caused to the Fellowship program and the Host's operations.

The Management Team retains the discretion to waive off, in whole or part, the obligation to refund the stipend amount depending on the circumstances leading to the discontinuation. Such discretion will be exercised in a fair and equitable manner, and any decision in this regard will be communicated to the Fellow in writing.

G. Veracity of Information Provided

You hereby acknowledge and consent to the management team's authority to verify your credentials either directly or through a third-party agency. You have been engaged based on your representation that the particulars furnished in your resume or testimonials handed over by you are correct.

In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the Mukherjee Fellowship shall stand terminated/ cancelled without any notice. In such an event, no benefits including stipend will accrue to you under this Agreement.

The Organisation at its sole discretion shall also have the right to pursue any other applicable other remedies for damages and compensation applicable under this contract or by law.

H. Intellectual Property and Confidentiality of Organisation Information

As a Fellow of the Mukherjee Fellowship Programme under the aegis of RMP, you acknowledge and agree that during the course of your Fellowship, you may have access to and become acquainted with various confidential information, including but not limited to, stipend data / salary data, compensation structures, internal policies, confidential data, business strategies, reports, technologies, trade secrets, proprietary information, passwords, official communications, research and development activities, and business plans (collectively, the “**Confidential Information**”) of the Organisation, PPGF, NFPRC, and/or any affiliated entities, as well as those of the Host where you will be placed.

You hereby agree that you shall not, during the term of your Fellowship or at any time thereafter, directly or indirectly, disclose, disseminate, use for your own benefit, or use for the benefit of any other individual, corporation, or entity, any Confidential Information, without the prior written consent of the Organisation, except as may be required in the performance of your Fellowship duties or as required by law.

All materials, documents, data, and intellectual property rights arising from the Fellowship, including but not limited to the training modules and reporting communications, shall remain the exclusive property of the Management Team. The Fellow agrees not to infringe upon these rights and not to use or disclose any such materials or information without the prior written consent of the Management Team.

Furthermore, you agree to keep in strictest confidence all Confidential Information, to use your best efforts to safeguard the Confidential Information and to protect it against disclosure, misuse, espionage, loss, and theft. This commitment of confidentiality shall survive the termination of this Agreement.

Upon expiry of term of fellowship under this agreement, or earlier termination / discontinuation or upon written request from RMP, the fellow shall promptly deliver to RMP all confidential Information, and, if communicated in writing by RMP to destroy, to act and destroy all confidential information , all copies, reproductions, summaries, analyses or extracts thereof or based thereon (whether in hard-copy form or on intangible media, such as electronic mail or computer files) in his/her or any other representative's possession, provided that any such destruction shall be declared in writing by Fellow and counter signed by a duly authorised Representative of RMP.

In the event of a legal proceeding being instituted to seek disclosure of the Confidential Information, such material shall not be destroyed until the proceeding is settled or a final judgement with respect thereto has been rendered. Notwithstanding the return or destruction of any Confidential Information, or documents or material containing or reflecting any confidential Information, the parties will continue to be bound by their obligations of confidentiality and other obligations hereunder for the term of this Agreement and shall survive the expiry or earlier termination thereto.

In addition, you acknowledge and agree that any innovations, inventions, discoveries, products, intellectual property, or improvements thereto that are made, conceived, developed, or reduced to practise by you, alone or jointly with others, during the term of your Fellowship and in the course of performing your Fellowship duties (collectively, the “**Innovation**”) shall be the sole and exclusive property of the Organisation. You agree to assign, and hereby assign, all right, title, and interest in and to the Innovations to the Organisation and agree to execute any documents and take any actions as may be necessary to effectuate such assignment. You agree that you shall have no claim, of any nature whatsoever, against the Organisation with respect to any Innovations.

I. Data Usage

The Fellow agrees that RMP, PPGF, NFPRC, and the Management Team may collect, store, process, and use data about the Fellow, including but not limited to personal data, performance data, and feedback, for the purposes of managing and promoting the Fellowship Programme. The Fellow also consents to the use of such data for research, statistical analysis, and the development of related programmes or initiatives.

J. Safe Custody of Organisation Material

As a Fellow of the Mukherjee Fellowship Programme under the aegis of RMP, you agree to use the resources provided by the Organisation, including but not limited to, any tangible or intangible property, equipment, devices, facilities, databases, documents, proprietary information or other resources (collectively, the “**Organisation’s Resources**”), strictly for the purposes related to the Fellowship and in a manner that is responsible, professional, and in compliance with all applicable rules, regulations, policies, procedures and codes of conduct of RMP.

You will be entrusted with the safekeeping and preservation of the Organisation’s Resources and are required to maintain them in good condition and working order. You shall not misuse, misappropriate, damage, or lose any of the Organisation’s Resources, nor shall you use them for any unauthorised or non-official purpose.

In the event of loss, damage, misappropriation, misuse, or failure to account for the Organisation’s Resources to the satisfaction of RMP, PPGF, NFPRC, or the Management Team, the Organisation reserves the right to take appropriate actions. These actions may include, but are not limited to, deducting the cost or value of such resources from any dues payable to you, demanding you to reimburse the Organisation for the cost or value of such resources, terminating your Fellowship, taking legal actions against you to recover such cost or value, and reporting to relevant authorities for investigation or prosecution if the situation involves potential criminal conduct.

The exercise of these rights by the Organisation will be without prejudice to any other rights or remedies that the Organisation may have under this Agreement, under any applicable laws, or in equity.

K. Non-Disparagement

The Fellow agrees that during the term of the Fellowship, and at any time thereafter, they will not (either directly or indirectly, individually or in conjunction with others) publicly criticise, ridicule, disparage or defame RMP, PPGF, NFPRC, the Fellowship, the Management Team, the Host, or any of their respective products, services, policies, directors, officers, stakeholders, employees, or affiliates, through any written or oral statement or symbolic gesture, regardless of whether such action is undertaken on public platforms including, but not limited to, websites, blogs, social media platforms, public statements, postings on the internet, emails, or any other form of communication whether anonymised or through the use of a pseudonym.

The Fellow further agrees to provide their full cooperation and assistance in assisting RMP, PPGF, NFPRC, and the Management Team to investigate such statements if there is a reasonable belief that the Fellow may be the source of such statements.

The obligations under this clause will not apply to any statements made, or actions taken, by the Fellow which are (i) required by law or (ii) issued in compliance with any court order, government order or regulation.

Any breach of this Non-Disparagement Clause will be regarded as a material breach of this agreement and RMP reserves the right to undertake any legal action deemed necessary to protect its reputation and the integrity of the Fellowship, the Management Team and the Host.

L. Exclusivity

The Fellow agrees that this Fellowship is a full-time commitment which would require them to devote their full attention and energy to it during its tenure and not to engage in any other employment, business activity, or pursuit that would interfere with their obligations under the Fellowship. This includes but is not limited to moonlighting, freelancing, consulting, or participating in any other fellowship or training programme. The Fellow understands that any violation of this exclusivity clause may result in the termination of their Fellowship.

M. Governing Law

This Agreement, your Fellowship, and any dispute, difference, or question arising out of or related to this Fellowship, its interpretation, the parties' performance under it, or any other matter related to this Fellowship (collectively, "**Disputes**") shall be governed by, and construed in accordance with the laws of India.

All Disputes between you and RMP, its successors, assigns, or PPGF, NFPRC, the Management Team, or the Host, (or your executors, administrators, assigns) related to this Fellowship shall be subject to the exclusive jurisdiction of the competent courts located within the city of Mumbai, India.

RMP reserves the sole and exclusive right to incorporate such other terms and conditions into this Agreement as it deems appropriate at any time and without prior notice. RMP also reserves the sole and exclusive right to amend, revise, or withdraw any plans or programmes referenced in this offer letter as it deems necessary.

Furthermore, your Fellowship will be subject to the rules, regulations, policies, procedures and codes of conduct of RMP as may be promulgated, amended, or modified from time to time.

You are expected to uphold the spirit of this Agreement and abide by all rules and regulations of RMP. You acknowledge and understand that your compliance with the terms of this Agreement and the rules, regulations, policies, procedures and codes of conduct of RMP is crucial for maintaining the integrity of the Fellowship and the reputation of RMP, PPGF, NFPRC, the Management Team, and the Host.

To accept the terms of this offer, kindly sign and return a duplicate copy of this Agreement to teamb@ppgf.in within 48 hours of receipt.

We wish you success in your career with us. We know you will enjoy working in the Mukherjee Fellowship, and we look forward to your contributions and an exciting work relationship.

For any further clarification please feel free to contact us at the following:

Email: teamb@ppgf.in

Phone:

1. Hariganesh Muthukrishnan: 9029667732
2. Kanisqa Agarwal: 7226986880

We wish you success in your career with us. We know you will enjoy working in the Mukherjee Fellowship, and we look forward to your contributions and an exciting work relationship.

Acceptance Form

I have read and understood the agreement and agree to abide by its provisions. I accept the terms and conditions of the offer made under the Mukherjee Fellowship Programme run by Policy, Politics and Governance Foundation (“PPGF”) and Nation First Policy Research Centre (“NFPRC”) but legally overseen by Rambhau Mhalgi Prabodhini (“RMP”). I hereby express my acceptance to join the fellowship programme and abide by the rules and responsibilities therein.

Joining Date: 01/07/2023

Name: Tejaswi Singh

Contact Number: 9151695885

Email ID: tejaswisingh.144@gmail.com

Permanent Address: Q-064, Gulshan Ikebana, Sector 143, Gautam Buddha Nagar, Noida

Signature:



Please return to: Recruitment Team, Mukherjee Fellowship Programme, c/o RMP

Email: teamb@ppgf.in