



Saran Vaithiyathan  
P50081501

20<sup>th</sup> December 2024

Dear Saran

As part of the salary review your manager has awarded you an ex-gratia payout of ₹336,000. This will be paid in five instalments: March 2025, June 2025, September 2025, December 2025 and March 2026.

The following guidelines apply:

- You will need to remain employed by Capita at the time of payout, and not be working notice to leave at the time of payment in order to receive this pay award.
- Should you leave the employment of Capita before payments are complete, you will not be eligible for any further payments for any of the balance amounts up to either your termination date or March 2026.
- The ex-gratia amount will neither accrue nor be paid for the number of unpaid leaves during the tenure of the plan.
- Payout is subject to applicable income tax rules and any tax liability will be borne by yourself
- All other employment terms and conditions remain unchanged.

We would like to take this opportunity to thank you for your hard work and look forward to your continued commitment in delivering the business objectives of 2025 and beyond.

If you have any questions please speak to your line manager in the first instance.

**Capita Business Services Limited**  
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