



Reference ID :C1003488

July 29, 2024

Employee Name	Mithun Kumar N R		
Employee id	IND8612	Date Of Joining	11/15/2021
Designation	Senior UI Developer		
Department	Web and Portal Solutions	Resource Group	Software Application Engineering

Compensation Review: 2024-25

Dear Mithun Kumar N R,

Thank you for being part of the Indegene team and for your contributions. In recognition of your performance, and based on the feedback received from your Reporting Manager, we are pleased to inform you that we have revised your salary. Your annual cost to company has been revised to **INR 1,461,390** per annum with effect from **July 1, 2024**.

The revised salary structure will be uploaded on MySpace by the **August 2, 2024**. To view the revised salary details, please visit MySpace > My Pay > Compensation Breakup.

Benefits play a very important part of total compensation, Indegene places a lot of importance to employee health and wellbeing and over the years have been taking many steps to make significant impacts. Happy to let you know that we are now introducing an additional Top-up Medical Insurance Cover of **INR 1 Lakh**, in addition to the existing Group Medical cover of **INR 5.5 lakhs, totalling to INR 6.5 Lakhs**. This new benefit will take effect from August 1, 2024. The company will bear the entire cost of this top-up insurance cover, with no premium recovery from employees this year. The Top-up policy will come into effect once the base insurance cover is exhausted, subject to the conditions of the top-up policy.

All the other terms and conditions of your employment remain the same as before. We would like to remind you that your compensation is unique to you and is confidential information. Any discussion or disclosure of your compensation is a violation of the company's code of conduct and will invite disciplinary action.

We extend our sincere gratitude for your contributions to the organization. Our best wishes to you for a long and mutually rewarding association with Indegene.

Regards,
For Indegene Ltd.

Bina Patil
Vice President - People Practices & Systems
Note : Acknowledgement of receipt is not required for this letter.



Indegene Limited (Formerly known as Indegene Private Limited), Third Floor, Aspen G-4 Block, Manyata Embassy Business Park (SEZ), Outer Ring Road, Nagawara, Bengaluru 560 045, Karnataka, India
Phone: +91 80 4674 4567, +91 80 4644 7777
www.indegene.com, info@indegene.com
CIN: U73100KA1998PLC102040



Annexure - I: 2024-2025

The Annexure I contain clauses related to any statutory compliance requirements, change in policies/rules/practices of the company and any change in structures of pay.

■ **Communication Reimbursement** You can claim Communication Reimbursement Allowance by providing appropriate and relevant bills (postpaid) for mobile and internet charges that you would incur towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage to be able to work from home and be available for all calls as required. You can also modify the communication component under FBP based on your requirement.

■ You will be governed by the Company's rules, regulations, policies, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies. In addition, as communicated by the Management vide communication dated 01.03.2021 circulated among all the employees onboard of the Company (India), the notice period applicable for termination of employment either by Employee or Company, has been amended to 90 days replacing existing notice period of 60 days, which is effective from 22.03.2021. This change in policy is applicable to all confirmed employees on rolls of Indegene across Bands and Levels including you. However, employees working in Patient Engagement Department (Direct and Remote Client Billable FTs) are excluded.

■ The compensation structure may undergo modifications from time to time at the Company's sole discretion and your gross compensation will be redistributed as per the new structure and statutory guidelines (New Code of Wages) that may come to force at the relevant time. All payments will be subject to applicable deductions of tax and other statutory contributions as per the Company policies, procedures and also prevailing/amended/new laws notified by the appropriate Government from time to time.

■ Clause on Notice Period in your Appointment Letter is hereby deleted in its entirety and replaced with the following, which shall form an integral part of the Appointment Letter:

- a. **"Resignation:** You may resign from employment with the Company by providing (a) one month's notice during the Probation period as mentioned in the Appointment Letter; (b) three (3) months' notice (90 days) post confirmation of your employment. You are expected to serve the Company diligently during this period of notice, in accordance with all applicable Company policies. The Company may, at its sole discretion, waive all or part of the notice or allow you to pay in lieu of the notice. Any resignation would have to be accepted by the Company to become effective.
- b. **Termination by the Company:** The Company may terminate your services by giving three [3] months' notice (90 days) or salary in lieu thereof at its discretion. Notwithstanding the foregoing, during the probationary period as mentioned in the Appointment Letter, your services may be terminated upon one month's notice or pay in lieu thereof, by the Company, at its sole discretion, without assigning any reason. However, in case of misconduct or non-compliance of any company policies on your part, your services may be terminated forthwith without any notice or pay in lieu thereof."

■ Your current Department / Designation/ Resource Group listed above is a representation as per the current organization structure.

■ This letter is for your records and requires no signed acknowledgement. In case of any query please reach out to your manager.



Indegene Limited (Formerly known as Indegene Private Limited), Third Floor, Aspen G-4 Block, Manyata Embassy Business Park (SEZ), Outer Ring Road, Nagawara, Bengaluru 560 045, Karnataka, India

Phone: +91 80 4674 4567, +91 80 4644 7777
www.indegene.com, info@indegene.com

CIN: U73100KA1998PLC102040



Annexure II: 2024-2025

The Annexure II contains clauses related Variable Compensation a component in structure of pay.

1. Variable Compensation

Variable Pay - This is an important component of the total compensation, driven by your individual performance and Business Unit.

- a. The Variable Pay eligibility and computation is based on your individual performance against the set goals and yourself achieving a final rating of 3 .
- b. Variable Pay would be computed for performance blocks of 6 months starting April and October of the fiscal year of the company and shall be payable to you at half yearly intervals as on Dec 31 and June 30 for the respective blocks of payment.
- c. The employee needs to be on the rolls of the company, on the date of the scheduled payment of Variable Pay. If an employee resigns, or dismissed for any reason whatsoever, prior to the date of scheduled payment of Variable Pay, that employee will not be eligible to receive the Variable Pay.
- d. Subject to the above, in case the employee is not employed for the entire duration of the period for which the Variable Pay is measured, then the Variable Pay eligibility shall be pro-rated for the period for which the employee was a full-time employee during the measurement period of the Variable Pay. Similarly, in case the employee has not been able to perform his/her duties during the measurement period in entirety and has 'loss of pay' or 'vacation without pay', then Variable Pay eligibility shall be pro-rata reduced for such period.
- e. All payouts will be subject to taxes and withholding as applicable.
- f. The Company reserves the right to modify the Variable Pay scheme at its discretion from time to time. Participation in the variable pay scheme shall not be held or construed to confer the right to participate in the variable pay scheme in any subsequent periods.



Indegene Limited (Formerly known as Indegene Private Limited), Third Floor, Aspen G-4 Block, Manyata Embassy Business Park (SEZ), Outer Ring Road, Nagawara, Bengaluru 560 045, Karnataka, India

**Phone: +91 80 4674 4567, +91 80 4644 7777
www.indegene.com, info@indegene.com**

CIN: U73100KA1998PLC102040