

**Deloitte Touche Tohmatsu India LLP**

Prestige Trade Tower, Level 19,  
46, Palace Road, High Grounds,  
Bengaluru-560001  
Karnataka - India  
Tel: +91 8061886000  
Fax: +91 918066276011  
[www.deloitte.com](http://www.deloitte.com)

**03 September, 2020**

**Motilal Meher**

**Contact No.: 8339998685**

**Subject: Letter of offer and terms of employment**

**Dear Motilal,**

Thank you for exploring opportunities with **Deloitte Touche Tohmatsu India LLP**.

You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Analyst** in **Executive** Grade in **SA&MA: Analytics & Cognitive** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **07 September, 2020** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures.
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Bachelor's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to the Organization.

This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

4. The Organization reserves the right to conduct background checks, directly or indirectly at any time, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of six months from the date of joining. Your probation period may be extended in writing by three months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.
6. During the probation period your employment will be terminable by giving one month's notice in writing or salary in lieu thereof, by either side.
7. You will initially be based at the Organization's office at **Bengaluru**, unless communicated otherwise by the Organization, prior to your joining.
8. Upon joining, your compensation will be as described in Annexure A.
9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.
10. You shall keep the contents of this offer and the Annexures hereto confidential.
11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:
  - a) DTTL Policies Manual (DPM)
  - b) Code of Ethics and Professional Conduct
  - c) Code of Conduct for Prevention of Insider Trading
  - d) Gifts, Entertainment and Hospitality Policy
  - e) Anti-Corruption Policy
  - f) HR Policies etc.
12. You are expected to be familiar with and abide by the policies and procedures as set out in Section 1420 - Independence of DPM, including but not limited to the following:
  - a.
    - (i) You will use the Independence Monitoring System (whenever required as per the Independence Policy) and hereby, with the signing of this letter, waive the right to privacy in relation to the use of the Independence Monitoring System, insofar as necessary to allow the system to operate effectively, and to allow inspection and monitoring of the information entered into it, limited to the extent permitted and/or required by local laws.
    - (ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you

are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

- b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

- 13. On joining, you will be required to sign an agreement based on the Independence, Non – solicitation and Prevention of Insider Trading policies of the Organization.
- 14. The following restriction shall continue to apply to you after termination of employment:

To be in compliance with Deloitte India Code of Conduct for Prevention of Insider Trading and the applicable insider trading regulations, you need to refrain from trading in the securities on any listed client entity for which you were part of the engagement team on any Price Sensitive Information related engagement and for which the Closed Window Period continues after the date of you ceasing to be the employee. Closed Window Period is defined in Deloitte India Code of Conduct for Prevention of Insider Trading.

15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.



**Authorised Signatory**  
**Badari Narayana**

I have read and understood the terms of this letter and all Annexures hereto annexed.  
I accept this letter of offer and terms of employment, and my tentative date of joining is 07 September, 2020

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_