



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

STRICTLY PRIVATE AND CONFIDENTIAL

Navin Nagrani

85898
Consultant
Lighthouse
Mumbai

13 October 2021

Dear Navin,

The Firm's '**People first**' philosophy is to create a nurturing environment **#Together** and to give talent its due recognition for the contributions made.

We are thankful to our people for their tireless efforts through the year and are committed to make our compensation market competitive.

In lieu of the same kindly note the following changes to your Total Rewards for the year 2021-2022. Our Total Rewards philosophy encompasses fixed salary, benefits and performance bonus, and is linked to individual, business unit and Firm performance.

Your total compensation has been revised with effect from 1 October 2021.

Kindly refer to the Annexure forming part of this letter for further details.

We once again, thank you for all that you do for our clients and the Firm and wish you the very best as we continue to win in the marketplace fueled by the **#Josh** of each one of you.

Yours sincerely,
Human Resources Department

Disclaimer: Please note that this is a computer generated letter hence no signature is required.



Annexure

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Table 1 - Total Fixed Compensation, Employer Contribution to Provident Fund and Retirals

Compensation Category	Current Compensation Annual (in INR)	Revised Compensation w.e.f 1 October 2021 Annual(in INR)
a) Fixed Compensation along with Employer's Contribution	1,275,000	1,428,000
i) Basic Salary	637,500	714,000
ii) Flexible Compensation	561,000	628,320
iii) Employer Contribution to Provident Fund	76,500	85,680
b) Gratuity	30,649	34,326

- Contribution to Provident Fund will be deducted as per applicable PF rules.
- Gratuity will be paid as per applicable rules and does not feature in the pay slip.
- Insurance premium is paid by the Firm and is over and above Total Compensation. Kindly refer to the 'Other Benefits' section for applicable coverage amounts.
- Please ensure that you structure your salary in HGS by 19 November 2021.
- Taxation will be governed by the Income Tax rules. The Firm will be deducting tax at source as per income tax guidelines.



Table 2 – Revised Total Rewards Statement FY 2021-22 (TCTC)

Cost-to-Firm	Revised Annual Target Earning (in INR) effective 1 Oct 2021	Revised Annual Maximum Potential Earning (in INR) effective 1 Oct 2021
a) Fixed Compensation along with Employer's Contribution	1,428,000	1,428,000
b) Performance Linked Bonus	143,000*	286,000**
Target Cost to Firm (2021-22)	1,571,000	1,714,000
Gratuity	34,326	34,326

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.

**Target Performance Linked Bonus – Upon achieving the target performance, by Individual, Business Unit and Firm.*

***Maximum Potential Performance Linked Bonus - You will have the opportunity to earn up to a maximum of 2 times your Target Performance Linked Bonus upon exceptional performance of the Business Unit, Firm and you.*

- The Performance bonus 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 applicable on the date of disbursement.
- The terms of the Performance Linked Bonus Plan are subject to periodic re-evaluation and modification by the Firm.
- Statutory Bonus, if any, shall be included in the above payout.

In addition to the above, you will also be entitled to an annual allowance of INR 125,000 provided you have completed one or more certifications listed therein and subject to the applicable terms and conditions listed under the Lighthouse Super Specialty Program.

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 300,000** under the Group Medical Insurance.

Group Personal Accident Insurance: You are covered to the extent of **INR 6,000,000** under the Group Personal Accident Insurance.

Group Term Life Insurance: You are insured to the extent of **INR 2,500,000** under the Group Term Life Insurance.

Please note that you are required to abide by the staff manual as amended from time to time. The staff manual also provides the details on the benefits that are available to you during the course of your employment with the Firm.