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**Confidential**

Date: **1 June, 2024**  
Employee ID: **100085**  
Name: **Reynold Vaz**  
Business: **Technology & Transformation**  
Practice: **Supply Chain & Network Operations**  
Location: **Hyderabad**

**Sub:** Compensation effective from 1 June 2024

**Dear Reynold Vaz,**

We acknowledge and thank you for all your efforts that have reflected in the performance of the organisation for FY 23-24.

We are committed to providing “Total Rewards”, a comprehensive compensation package that is competitive amongst leading organisations, closely linked to rewarding individual performance while being internally equitable and in consideration of the economic outlook for FY 24-25. We have considered your performance in FY 23-24, parity within your peer group and results of compensation benchmarking exercise conducted across similar businesses, in arriving at your compensation.

Effective 1 June 2024 your revised annual fixed pay would be **INR 1,159,000/- as Analyst**.

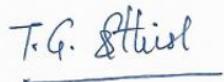
Please find the break-up of the same on the subsequent page. You may review flexi-pay components applicable to you and make adjustments as you prefer on TalentHub.

The compensation, benefits and terms mentioned in this Letter are subject to change based on the change in policies (including the Remuneration and Benefits Policy) of the organisation and any changes in the employment laws from time to time. The policies are available for viewing on TalentHub.

We look forward to your contribution and commitment. We are confident that you will add value as part of the organisation.

Your compensation package and Performance Incentive are strictly confidential and in case of any clarification, you are encouraged to discuss it only with your Business Leader or designated Talent team member.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "T.G. Sathish".

**Sathish Gopalaiah**  
Authorised Signatory

Please find the breakup of your revised annual fixed pay:

Remuneration Structure	Annual (in INR)	Monthly (in INR)
Basic Pay	579,500	48,292
House Rent Allowance	231,800	19,317
Education Allowance	2,400	200
Personal Allowance	201,068	16,755
Lunch Allowance	26,400	2,200
Organization's contribution to PF	69,540	5,795
<b>Total (A)</b>	<b>1,110,708</b>	<b>92,559</b>
<b>Claimable components</b>		
Leave Travel Allowance	48,292	4,024
<b>Total claimable (B)</b>	<b>48,292</b>	<b>4,024</b>
<b>Total Fixed Compensation [D = A + B + (C*)]</b>	<b>1,159,000</b>	
Gratuity (#)	27,874	
Organization's contribution to your well-being (**)	30,076	
<b>Gratuity and well-being (E)</b>	<b>57,950</b>	
<b>Performance Incentive (##) (F)</b>	<b>9,000</b>	
<b>Total Cost to Company [ D + E + F ]</b>	<b>1,225,950</b>	

Total cost to company constitutes the fixed pay post increment effective 1 June 2024, the performance incentive for FY 23- 24 payable in September 2024, indicative contribution towards Gratuity and Well-Being.

(\*) Lease benefits, subject to eligibility and if opted for, are projected annually for representation and actual amounts may vary as per the tenure of the benefit.

(#) This is an indicative annual amount based on the computation for FY 23-24. The actual amount of gratuity shall be determined and become payable as per the applicable law.

(\*\*) This entitlement is as per the terms and conditions specified in the Annexure.

(##) We have considered your performance in FY 23-24 and based on your performance review, you will be eligible for an incentive (Performance Incentive) as per the table above, subject to the terms and conditions mentioned hereunder.

Performance Incentive would be paid out along with the salary of September 2024 subject to you being on the payroll of the organisation and not serving notice period at the close of the working hours on 30 September 2024 or on the date of disbursement, whichever is later. Performance incentive is discretionary and based on your individual performance, business performance and the organization's performance.

The annual Performance Incentive payable in the month September shall include statutory bonus, if any, applicable under the Payment of Bonus Act, 1965. Performance Incentive for FY 24-25 will be discretionary and based on your individual performance, business performance and organization's performance.

## **Annexure**

### **The Organization's contribution to your well-being**

In addition to the annual Fixed Pay, you will be eligible for the following:

- You are covered under our **Medical Insurance Policy** (eligible for self, spouse and 3 dependent children) as per policy. The organisation shall bear the amount of the premium for the default cover of INR 3L base sum insured. As part of the Flex Insurance model, you can opt for higher base cover and opt for voluntary Health Plus plans in which case the premiums for such selections will be borne by you. Additionally, you are eligible for a Corporate Buffer of INR 15L per family structure opted for admissible claims, subject to availability.
- You have the option of availing medical insurance for your parents and parents-in-law at the rates negotiated by the organisation, to cover your parents and parents-in-law under the **Parent's Mediclaim Policy**. You should bear the premium for the Parents' Mediclaim Policy.
- **Personal Accident** coverage for self, as per Policy. The organisation shall bear the amount of the premium.
- **Life Insurance** coverage for self, as per Policy. The organisation shall bear the amount of the premium.
- **Employee Wellbeing Program** offers 24X7 counselling services for you and your immediate family. You can take the assistance of expert counsellors on issues ranging from personal relationships to family and employment matters, through telephonic conversation, email or face-to-face meetings.
- **OPD plan**, a wellness program through which you can avail Teleconsultations (physical, mental, legal & financial), annual health check-ups, and other grade-wise sponsored benefits as per policy.
- Women professionals will be entitled to maternity leave as per the Maternity Benefit Act, 2017. Women staff and practitioners may claim an ex-gratia maternity support allowance of INR 20,000/- to cover for expenses that relate to greater health care and other essentials including but not limited to travel, in the last month preceding their maternity leave, subject to the policy of the organisation.
- The **day care program** offers women professionals tie up with a day care service provider for their children. Where a woman professional voluntarily chooses not to avail organisation provided day care facility, she can request a discretionary monetary support called "Discretionary Day-Care Support" ("DDS") or nanny reimbursement. Discretionary Day-Care Support or nanny reimbursement amount shall be up to INR 7500/- per child per month and shall be subject to the Day Care Policy of the organisation.

*Note: - The organisation may, at any time and in its sole and absolute discretion, amend, suspend and modify any of the terms and conditions of its benefit programme guidelines. All benefits and eligibility criteria for requesting any benefit as mentioned above shall also be subject to the policies of the organisation, which may vary from time to time. Please read the policies available on TalentHub. The value of the benefits you may receive under this programme cannot be exchanged for cash or any other service or facility.*