



KPMG Global Services Private Limited

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DLF Cyber City, Phase - II

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Email: indiawebsite@kpmg.com

23-Jan-2025

Sashwat Sinha

New Delhi, India

Dear **Sashwat Sinha**,

On behalf of **KPMG Global Services Private Limited**, we are pleased to offer you an opportunity of Internship. You will be part of the **Capability Hubs** team at our **Bangalore** and shall be designated as a "Trainee". As mutually agreed, your internship will be for a period starting from

03-Feb-2025 to 03-July-2025.

During this period, you will be paid a stipend of **Rs 30,000 per month**. For all other policy guidelines kindly refer to the iseeek (policy hub), which shall be read as part and parcel of the terms hereof.

Provisional Offer

The offer also is subject to your completion of, to the Company's satisfaction, comprehensive background screening procedures, including without limitation, education, residence, identity and other verifications; criminal records and civil database checks; and various compliance authority checks. You further consent to the collection, storage and independent verification of the information provided to the Company and/or any background screening service provider of the Company. In the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, the same shall constitute breach of discipline and your services will be liable to be terminated with immediate effect without notice and with no liability to make any further payment to you.

Working Hours

You will be required to be available for your internship eight (8) hours a day excluding thirty (30) minutes break for meals. The Company practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

Signature valid

INDRANI GHOSHAL
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SASHWAT SINHA

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CIN U74140HR2010PTC041413



Compliance with Firm's Policy

1. Comply with Independence and Risk Policies applicable to personnel in all functions: Please note that all client facing personnel in the Company and their spouse and dependents are governed by the independence and risk policies of the Company which include certain restrictions on their investments. Since as part of your internship you shall be closely assisting such client facing personnel, the same policies shall apply to you and by signing this letter, you agree to abide by the same. By signing this letter, you agree that you shall not, without prior written permission of the Company, purchase, sell or deal in, at any time either during your internship or thereafter, any securities issued by any past, present, or prospective customer/client of the Company in respect of which you have obtained privileged information by virtue of or in connection with your internship with the Company. Please see the attached FAQs to help you understand the independence requirements.
2. You also agree to abide by other policies such as Prevention of Insider Trading policy, Social media policy etc.

Termination:

1. Either Party, at any time during the above internship period, can terminate the internship, with or without cause, upon two weeks prior written notice by the Party desirous of terminating or payment of equivalent stipend in lieu thereof or a combination thereof.
2. Notwithstanding anything herein, the Company shall be entitled to terminate this Agreement, without notice and with immediate effect and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination), if you:
 - (a) fail to satisfactorily complete, the Company's background screening checks;
 - (b) are found to have engaged in any act of misconduct or negligence in the discharge of his/ her duties or in the conduct of the Company's business; or
 - (c) are found to have engaged in any other act or omission, inconsistent with your duties; or
 - (d) are found to have engaged in any breach of this Agreement, or the Company Policy or lawful orders given to you by the Company;
 - (e) are convicted of any criminal offence; or,
 - (f) fail to adhere to the policies of the Company
 - (g) are found to have engaged in unauthorized absence beyond a period of seven (7) days.
3. By signing this letter, you agree that you shall promptly, whenever requested by the Company and in any event upon receipt of notice of termination or expiration of internship period, deliver up to the Company all Property and you shall not retain any copies thereof. Title and copyright in the Property shall vest in the Company. Property means keys, mobile phone, computer equipment, security access cards, all lists of clients or customers, correspondence and all other documents, papers, and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or

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Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your internship.

Confidentiality

1. Please note that by accepting this letter you agree that you shall not either during your internship or at any time thereafter, except as required by law, use, divulge or disclose to any person any Confidential Information, which may have come to your knowledge at any time during the course of your internship. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence, or fault. 'Confidential Information' in relation to the Company means: -
 - (i) trade secrets,
 - (ii) lists or details of its suppliers, their services, or customers and the services and their terms of business,
 - (iii) prices charged to and terms of business with clients,
 - (iv) marketing plans and revenue forecasts,
 - (v) any proposals relating to the future of Company or any of its business or any part thereof,
 - (vi) details of its employees and officers and of the remuneration and other benefits paid to them,
 - (vii) details of its employees and officers and of the remuneration and other benefits paid to them
 - (viii) any company or client data/information/records, company policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing, or sales of any past, present, or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Company, any information given to the Company in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and
 - (viii) any other information which is notified to you as confidential.
2. You shall not, either during your internship or at any time thereafter, except as required by law or otherwise specifically approved, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party messaging applications (e.g. Whatsapp, Telegram etc.) or in any other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part, which may have come to your possession or knowledge at any time during the course of your internship with the Company. Any non-compliance of this obligation shall be construed as a misconduct in terms of the

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Company's policies and shall be subject to the Company's disciplinary process. You shall also ensure that you comply with all Company policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence or fault.

3. You agree not to use any Confidential Information (as defined above) disclosed to you by the Company or its affiliates, during the course of internship or at any time thereafter, except as required by law, use, divulge or disclose to any person any Confidential Information, which may have come to your knowledge at any time during the course of your internship with the Company. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence or fault. You agree to take all reasonable measures to protect the secrecy of and avoid disclosure or use of Confidential Information of the Company, in order to prevent it from coming in public domain or in the possession of persons other than those persons authorized to have any such information. You further agree to forthwith notify the Company in writing of any actual or suspected misuse, misappropriation or unauthorized disclosure of the Company's Confidential Information which may come to your attention.
4. You agree, except as otherwise expressly authorized by the Company, not to make any copies or duplicates of any of the Company's Confidential Information. Any materials or documents that have been furnished by the Company to you in connection with the internship shall be promptly returned by you to the Company, accompanied by all the copies of such documentation, with ten days from the (a) termination of internship or (b) written request of the Company.
5. This obligation shall be valid for the time of the internship relationship as well as after its termination, regardless of the reason for the termination of the Agreement.

Intellectual Property

1. By signing this letter, you acknowledge that the Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your internship with the Company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.
2. By signing this letter, you acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your internship with the Company. To the extent such rights do not vest immediately in the Company, you agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

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External Conditions

By signing this letter, you agree that during the course of your internship, you will not be permitted to undertake any external activities of a commercial nature or undergo training/take up internship opportunity in a different organization without prior written approval of the Company.

Please note that this offer is valid till 30-01-2025, unless extended in writing by us. You are requested to confirm acceptance of this offer by the date mentioned above. Should we not receive a confirmation from you by the above-mentioned date, the offer will automatically stand withdrawn.

Please note that your full-term employment with the firm is conditional to the successful completion of your internship. At the end of the Internship Period, the Company may confirm your services, subject to your performance meeting the requisite standard. Your date of joining will be finalized and communicated the post successful completion of your internship.

We would like to take this opportunity of welcoming you and wishing you success in your career with us.

Yours sincerely

Indrani Ghoshal
(Authorized Signatory)

I am pleased to accept the offer contained above and unconditionally agree to abide by the terms hereof.

Sashwat Sinha

Sashwat
24/01/2025

Signature valid

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