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STRICTLY PRIVATE AND CONFIDENTIAL

Stephen Marri

78795

Consultant

Digital

Pune

31 March 2021

Dear Stephen,

At the outset, we would like to express our gratitude for your extraordinary efforts and for the unflinching commitment displayed by you during the unprecedented circumstances we faced last year.

We came **Together for Better** and have emerged stronger; with ambitious plans for our people and businesses. As a step in this direction, we are delighted to inform you of an interim increment in your fixed compensation, effective 1st April 2021.

This is an interim change in your compensation. The Year End Review letter which will be issued in May'21 will reflect the final increments for FY'22 (including compensation revision for April '21 promotion, where applicable). Your Performance Rating and Performance Bonus for FY 21 will also reflect in the Year End Review letter.

Please refer to the Annexure for further details on the interim increment.

As we continue to win in the marketplace and reach new heights, we look forward to your continued support in this journey together. Once again, thank you for all that you do for our clients and the Firm.

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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Compensation Category	Current Compensation Annual (in INR)	Compensation effective 1 April 2021 Annual (in INR)
i) Basic Salary	385,000	487,500
ii) Flexible Compensation	338,800	429,000
iii) Employer Contribution to Provident Fund	46,200	58,500
a) Fixed Compensation (i+ii+iii)	770,000	975,000
b) Gratuity	18,509	23,437
Total Compensation (a+b)	788,509	998,437

- 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 your payslip.
- Over and above the Total Compensation outlined above, the insurance premium is borne by the Firm. Please refer to the Staff Manual for further details on the various benefits that are available to you during the course of your employment with the Firm.
- All other terms and conditions of your employment remain unchanged.
- Please ensure that you structure your salary in HGS between 7 April 2021 to 19 April 2021.

Taxation will be governed by the Income Tax rules. The Firm will be deducting tax at source as per income tax guidelines.