

**Offer Letter**

Dear Swati Rana,

We thank you for your interest and time invested in pursuing a career with us. Further to your application and the recent interviews you have had with us, we are pleased to offer you a position in **Grant Thornton Advisory Private Limited** on the following terms:

<b>Expertise</b>	IKCC
<b>Designation</b>	Consultant
<b>Grade</b>	S2
<b>Location</b>	Dehradun
<b>Date of Joining</b>	15-JAN-24

<b>Summary of Components</b>	<b>Annual Amount (INR)</b>	<b>Monthly Amount (INR)</b>
<b>A- Fixed Component</b>		
Basic Salary	1,26,000	10,500
Special Allowance*	2,06,339	17,195
<b>B- Retirement Benefits</b>		
Employer Contribution to PF	21,600	1,800
Gratuity**	6,061	505
<b>Fixed Gross Salary (A+B)</b>	<b>3,60,000</b>	<b>30,000</b>
<b>C- Variable Components &amp; Other Benefits</b>		
Firm's contribution towards Insurance Premium**	10,790	
Performance Bonus*** (Earning Potential) (At an indicative 100% payout with "Top performance")	72,000	
Tenure Based Incentive###(applicable post completion of continuous 3 years and every year after that)	28,800	
<b>Total Earning Potential</b>	<b>4,71,590</b>	

Salary structure included in the offer letter is only an illustration, you will have to submit the final structure after joining the firm as per the prevailing policy.

\* Special Allowance is to be used towards HRA, car lease, children education and conveyance. You may want to split the amount as per your tax plans.

\*\* Gratuity and insurance premium do not feature in the payslip.

\*\*\* Performance bonus is not a guaranteed part of your compensation and will be paid based on individual and company performance as decided by the company.

### Tenure Based Incentive (TBI) is an additional bonus payable which the firm offers to its loyal Personnel (full time employees and upto the level of Associate Directors) who have completed three years of continuous service with the firm. TBI may translate to an increased higher total compensation pay-out for you, year after year post completion of three years with the firm which is otherwise excluding performance bonus and is paid subject to you meeting the eligibility criteria. TBI would be calculated on your annual fixed CTC as of 31st March of the relevant preceding year in which you complete the three years of continuous service with the firm and thereafter for each completed year of your service with the firm the fixed CTC as of 31st March of the relevant preceding year will be taken into consideration. TBI will be endeavoured to be paid along with the relevant April payroll for those eligible (subject to other terms as mentioned in your appointment letter and firm policies or guidance issued from time to time).

**OTHER BENEFITS**

**Performance Bonus:** It may vary basis individuals performance and bonus will be calculated on actual fixed earnings at the end of the performance year. Above illustration shows calculation at an indicative and "Top Performance" payout. You shall be eligible for a performance-linked bonus in accordance with the policy of the firm prevalent at the time of disbursement.

**Insurance Coverage:** To provide financial security to our employees, we have Group Life insurance coverage at 3x of the individual Fixed Gross Salary (rounded to the nearest Lac). In addition, health insurance of up to INR 200,000 for unmarried staff and up to INR 400,000 for married staff.

**Unlimited Leaves:** As an industry leader in adopting path-breaking policies, we announced an unlimited leave policy for our personnel. This policy will promote an environment of trust and empowerment among our people while providing them with the flexibility to plan and take regular breaks. Upon joining, you may refer to the leave policy for more details

**SuperCoach programme:** The programme encourages an entrepreneurial culture where our people and businesses can all grow responsibly and flourish. It helps to align organisational and individual goals.

#### **TERMS AND CONDITIONS**

**Withdrawal of Offer:** If you fail to accept the offer within 5 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of offer letter if you fail to join on the date of joining provided by the firm, the offer will stand automatically terminated at the discretion of the firm.

**Code of Conduct:** You are required to abide the Code of Conduct and follow the same in your day-to-day conduct.

**Independence:** Complying with the independence requirements including in relation to financial interests is a critical aspect of the firm's independence policy, as part of which our personnel may be restricted from having any financial interest in restricted entities. Financial interest includes interest in an equity or other security, debenture, loan or other debt instrument (e.g., credit cards) of an entity, including rights and obligations to acquire such an interest and derivatives directly related to such interest. Upon your acceptance of this offer, our independence team will work with you to ensure you are compliant with the independence policies including in relation to financial interests before you join the firm. This would entail necessary actions in relation to your financial interests, if any, in the restricted entities which may also include disposal of such financial interests.

**Background Check:** Your association will be subject to a background check in line with firm's background check policy. A specially appointed agency will conduct internal and external background checks. If the background check reveals unfavorable results, this offer letter may be revoked or you will be liable to disciplinary action including termination of traineeship/service without notice.

**Performance Appraisal:** If you join on or before 31 Jan, you will be eligible to participate in year-end performance review for current year.

**Taxation:** Any amount payable by the Firm to you towards compensation, other entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

**Provident Fund:** Contribution to Provident Fund will be deducted as per applicable PF rules.

**Gratuity:** You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

**Probation:** You shall be on probation for a period of 6 months from the date of commencement of your employment.

**Submission of Documents:** At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Resume
- Passport size photograph
- KYC Documents
- Aadhaar Card
- PAN Card
- Driving License
- Voter ID Card
- Experience Documents
- Educational Documents

**"All terms and condition are subject to change at a sole discretion of the firm"**

Requisition Number : 12536