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**GT US Shared Services Center  
India Pvt. Ltd.**

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January 31, 2024

**Thoufeek S**  
BANGALORE

**LETTER OF OFFER**

Dear Thoufeek S,

It was our pleasure to meet with you and discuss the professional opportunities available at **GT US Shared Services Center India Pvt. Ltd** ("Grant Thornton," "GTSSC" or the "firm"). We are impressed with your accomplishments and enthusiasm and believe that you will be a valuable addition to our firm. On behalf of **GTSSC**, we are pleased to extend to you an offer of employment for the position of **Analyst in TAX** in our **BANGALORE** office. We expect that you will begin your employment with GTSSC no later than **August 05, 2024**. Upon the start of your employment you will be given an orientation on the firm's policies and benefits.

Further to our discussions, you will work exclusively for **GTSSC** and your employment will be on the following terms and conditions:

1. Your **Total Fixed Cost to the Company** would be **Rs. 550,000 (Rupees Five Lakhs Fifty Thousand)**. At your level you will be eligible for a performance linked variable bonus opportunity, which could range from **0-15%** on your annual Fixed CTC subject to you being employed with the company at the time of disbursement. Tax will be deducted at source in compliance with prevailing tax regulations. Annexure A outlines the break-up of your compensation and benefits.
2. You will be initially employed by GTSSC based out of Bengaluru, India. However the firm reserves the right to transfer your employment services under substantially the same terms and conditions contained herein, to any location or successor-in-interest by virtue of any corporate restructuring, amalgamation or merger/ acquisition or to an affiliated third-party.
3. Your appointment with **GTSSC** subjects you to be bound by all employment rules, regulations, policies and guidelines issued by the firm from time to time, in relation to personal and professional conduct including, but not limited to, non-disclosure of confidential information, privacy guidelines, discipline and independence as are outlined in more detail directly below and available on Canvas (the firm's internal intranet-based knowledge management system).
4. In order for **Grant Thornton** to maintain its position as a dynamic global organization that provides distinctive client service we must maintain the highest practice quality standards, which includes safeguarding the independence of our

attest clients and maintaining the highest ethical standards. All personnel are required to adhere to the firm's independence quality control policies and procedures as described in the Independence and Ethics Manual, available in the Independence Community on Canvas.

The firm's independence quality control policies are structured to safeguard the relationship with our clients and include specific restrictions on personal financial interests, loans, depository relationships, employment relationships, jointly-held investments with client personnel, service as an executor, trustee, or board member, and the receipt or offer of gifts or discounts. The firm also restricts hiring the close relatives of our personnel who have key or sensitive positions with Grant Thornton clients.

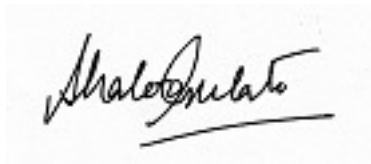
In addition to the importance for the firm and its personnel to maintain its independence with respect to our clients, the firm also has requirements for maintaining confidential client information. All **Grant Thornton** personnel are required to adhere to the firm's policies with respect to the disclosure of any confidential client information.

5. Finally, please note that **GTSSC** conducts background checks on all new employees. All employment offers are subject to satisfactory completion of the screening we conduct.

We welcome you to **GTSSC** and take this opportunity to wish you a long and successful career with the firm. If you have any questions regarding the terms of this offer, please contact our Talent Acquisition Team. As such, please confirm your acceptance of this offer by signing and returning a copy of this letter within 2 days of receiving the offer.

Your signature below will acknowledge that you have read, understood and agreed to the terms and conditions of this offer. Please note that this offer is conditional to you successfully completing your current course of study no later than August 31, 2024.


For and on behalf of **GTSSC**,



\_\_\_\_\_

**Authorized Signatory**

**ACCEPTED**

|            |   |            |  |
|------------|---|------------|--|
| Thoufeek S |  | 04/02/2024 |  |
| Name       | Signature   | Date       |  |

**Annexure A**

**Total Cost to Company (CTC) structure**

|                      |            |
|----------------------|------------|
| <b>Employee Name</b> | Thoufeek S |
| <b>Designation</b>   | Analyst    |

| With effect from                            | August 05, 2024 |                 |
|---|-----------------|-----------------|
| Salary Components                           | Per Month (INR) | Per Annum (INR) |
| Basic                                       | 22,917          | 275,000         |
| House Rent Allowance                        | 9,167           | 110,000         |
| Special Allowance*                          | 11,000          | 132,000         |
| Employer's Provident Fund (PF) Contribution | 2,750           | 33,000          |
| <b>Total Cost to Company(CTC)</b>           | <b>45,834</b>   | <b>550,000</b>  |

|                       |  |
|-----------------------|--|
| <b>Variable Bonus</b> | Performance linked variable bonus opportunity could range from <b>0-15%</b> of your Annual CTC |
|-----------------------|--|

**\*Special Allowance**

You will be allowed to set aside Special Allowance towards Medical Allowance, Conveyance Allowance or Leave Travel Allowance if you chose to do so and will be governed by the company policy which may be modified from time to time.

**\*\* Variable Bonus**

Our pay for performance philosophy provides you the opportunity to earn a variable bonus of up to **15%** of your Total Cost to Company (CTC) for the performance period of August 1st to July 31st. The variable bonus % is subjected to your performance being On Track, your contribution assessed through our talent review process and performance of the Company. You are eligible to participate in the variable bonus program subject to you being on rolls of the Company on or before March 31st of the respective fiscal year. The variable bonus will be payable only subject to you being on the payroll of the organization and not serving notice (given or received) at the time of disbursement. The Company may amend or terminate the variable bonus at any time.

You are also eligible for the following benefits which are outside of your Annual CTC compensation

| Benefits (Estimated value)                                   | Per Annum (INR) |
|--|-----------------|
| Insurance – Group health, Group Accidental & Group Term life | 30,470          |
| Meal plan  | 21,120          |
| Gratuity payable as per provisions and prevailing regulation | 13,228          |
| Eligible to claim Relocation as per policy upto a maximum of | 20,000          |
| Home office set-up allowance                                 | 10000           |
| <b>Total Benefits</b>  | <b>94,818</b>   |

You are also entitled for the following reimbursements/benefits as defined in the Company policies or guidelines. Please note that the entitlement for these benefits / reimbursements are at the discretion of Company and as per the policies and guidelines:

|   |   |   |                                       |
|---|---|---|---------------------------------------|
| 1 | Reimbursement of all business expenses travel, conveyance and team events | 5 | Transport facility during busy season |
|---|---|---|---------------------------------------|

|   |  |   |  |
|---|--|---|--|
|   |  |   |  |
| 2 | Busy season meals, snacks  | 6 | Short-term rent free accommodation/ relocation expenses for outstation employees |
| 3 | Mobile expense reimbursements  | 7 | Beverages - Coffee/ Tea etc.   |
| 4 | Trainings and various educational sponsorship, town hall and offsite | 8 | Day care facility  |

**TOTAL DEDUCTIONS:**

Professional Tax (PT), Tax Deducted at Source (TDS) if applicable, Employer and Employee PF Contributions or other deduction to be made in accordance with respective laws will be made

**PLEASE NOTE THAT ALL TAXES PRESENT AND FUTURE ARE TO BE BORNE BY YOU.**

Signed acknowledgement of employee: \_\_\_\_\_

