



KPMG Global Delivery Center Private Limited
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Devarabeesanahalli, Outer Ring Road
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Resignation Acceptance Letter

Saurabh Kumar
Associate 1
Audit
GDC - US Audit Support
Kolkata GDC

17 March 2025

Dear Saurabh Kumar

This is with regards to your resignation request dated 11 February 2025 from the services of KPMG Global Delivery Center Private Limited.

Please be informed that your resignation has been accepted and you will be relieved from the services of the Company at the close of business hours on 11 April 2025.

Your release from the services and settlement of final dues will be subject to the completion of the requisite exit formalities including but not limited to handing over all the assets including IT assets of the Company. The final settlement will be credited to your account within 45 days of you satisfactorily completing the exit formalities and all clearances. The service letter will be issued only once the settlement formalities are completed in the HGS system and you accept the no dues email sent to your personal email address. The letter is generally sent in a week's time post everything is complete.

You will receive a mail on the Exit Clearance process and the various clearances required. HR Business Partner / HR Operations will get in touch with you shortly for an exit interview and other exit formalities.

We wish to remind you that certain terms and conditions of your employment would continue to apply to you even after your cessation of employment with the Company, in particular, you shall continue to abide by them. Please refer to Annexure for the same.

Apart from above (including Annexure) all other terms and condition of employment which by their nature, term or effect are intended to survive termination shall continue to apply even after cessation of your employment.

We wish you all the best for your future endeavors.

Please feel free to reach out to us at in-fmkpmgexempver@kpmg.com for request(s) on employee verification.



Annexure:

Client Confidentiality

- a) Confidentiality of information:** Clients are sensitive to financial, operational or managerial information being discussed by those not specifically privy to that information. All correspondence, documents, papers and other information or know-how (whether oral, written or recorded in any other form) which you may acquire during your employment concerning the business or affairs of clients must be kept strictly confidential by you. As a partner or employee of KGS you must respect the confidentiality of information acquired during the course of your work. You should not use or disclose that information without proper and specific authority unless there is a legal or professional duty to do so. This restriction shall be applicable at all times during the tenure of employment with KGS and also after cessation of the said relationship with KGS.
- b) Inside information ('insider trading'):** Due to our special relationship with our clients we are often privy to confidential information which is not available in the public domain, the nature of which could be beneficial when trading in securities/shares. All Partners and Employees are reminded that trading based on insider information constitutes a serious breach of client confidentiality and would be illegal as it constitutes 'insider trading'. KGS has a legal obligation to inform SEBI about suspected acts of insider trading by its partners and employees.

Restrictions after leaving KGS

For a period of twelve (12) months following he / she / they ceasing to be in the employment of the Firm by virtue of his/her/their resignation, retirement or involuntary termination from the Firm, an employee shall not:

- (i) provide any service similar to the services provided by the Firm or any associated entity of the Firm to:
 - a) any client of the Firm or of any associate entity of the Firm, to whom he/she/they have directly or indirectly rendered services during last twelve (12) months of his/her/their employment with the Firm;
 - b) any prospective client of the Firm or of any associate entity of the Firm, to whom the employee assisted in the submission of a proposal during the last twelve (12) months of his/her/their employment with the Firm, which proposal had not been rejected prior to his/her/them ceasing to be in employment of the Firm;
- (ii) endeavor to solicit away from the Firm or any associated entity of the Firm, or facilitate the solicitation away from the Firm, or any associated entity of the Firm, of any past, existing or prospective client of the Firm, or an associated entity of the Firm, with whom the employee had material dealings during his/her/their employment with the Firm, or to whom the employee assisted in the submission of a proposal which had not been rejected during the twelve (12) months period preceding he/she/they ceasing to be in the employment of the Firm;
- (iii) induce or attempt to induce any person employed by the Firm, or by any associated entity of the Firm, with whom he/she/they have had material dealings in the course of



his employment with the Firm to leave the employment of the Firm, or an associated entity of the Firm, or attempt to solicit, make or attempt to make any form of partnership, employment, consultancy or any other form of arrangement whereby any other employee of the Firm, or of an associated entity of the Firm would work, or be engaged with any practice or business involving services of the type offered by the Firm, or any associated entity of the Firm.