

## Appendix B

### Survey Process, Timelines and Participation Fee

#### Survey Process

**Step 1:** On receiving confirmation from ACMA members for participation for the survey, Deloitte India will prepare the detailed plan for data collection based on availability of concerned personnel from the member organization.

**Step 2:** Deloitte (in collaboration with ACMA) will conduct Data Collection and Job Matching Workshops with the member companies either virtually or physically in Delhi, Mumbai, Pune, Chennai & Bangalore in ACMA office/Deloitte office/one of member companies' office to familiarize companies with the process, scope of survey etc.

**Step 3:** Deloitte will prepare user friendly questionnaires to collect information from the participating company on their existing HR policies and remuneration trends and share it with the participating companies. To ensure data accuracy and relevance, Deloitte will conduct a discussion with the HR Representative/nominated employee from the participating companies for job matching and data collection.

**Step 4:** Deloitte will get a sign off from the company on their final data to be used for benchmarking.

**Step 5:** Deloitte will validate and analyze the data to prepare the Industry Survey Report.

**Step 6:** The report would be shared with all the participating companies in soft copy.

**Step 7:** Deloitte will partner with ACMA to conduct sessions to share the report findings.

#### Participation Fee:

Standard & Core Modules			
Categories	Sales Turnover	Participation Fee Members	Participation Fee Non-Members
Category 1	Up to INR 250 Crores	INR 15,000 + GST	INR 18,000 + GST
Category 2	Between INR 251 and INR 500 Crores	INR 35,000 + GST	INR 45,000 + GST
Category 3	Between INR 501 and INR 1000 Crores	INR 45,000 + GST	INR 55,000 + GST
Category 4	More than INR 1000 Crores	INR 55,000 + GST	INR 65,000 + GST

In addition to the participation fee charged by ACMA, taxes as applicable shall be payable by the participating organization. Any tax, duty, cess or other Government instituted levies that may become applicable to any/all of the transactions underlying this survey, the same shall be payable in addition to the fees charged by ACMA herein above.

- All participating member companies are requested to pay the professional fee along with the confirmation form to ACMA.
- Any further customization (inclusion of additional comparators) which a participating member company may so require, there will be no further cost and it is included in the above commercials.

Additional Modules		
Sl. No.	Module Name	Participation Fee
1	Executive Remuneration Report (up to 5 positions)	INR 1,00,000
2	Productivity Analysis	INR 1,50,000
3	Performance Management Benchmarking	INR 1,50,000
4	R&D Study	INR 1,50,000
5	Sales & Service Study	INR 1,50,000
6	Employee Preference Study (Deloitte Proprietary Tool)	INR 3,50,000
7	Employee Engagement Study (Deloitte Proprietary Tool)	INR 5,00,000

## Data Integrity and Confidentiality

A cornerstone of the ACMA – Deloitte survey is to ensure data integrity and confidentiality. Deloitte will leverage its internal processes to maintain a high level of data confidentiality. Data will be only accessible to the core team working on the assignment. Data will not be shared or presented in its original form and no company wise data will either be presented or can be identified through any reports. Design related measures would be enforced to protect the tracking down of any data to the source.

Milestone	Timeline
Participation Confirmations	Upto, 28 <sup>th</sup> February, 2021
Data Collection	February / March, 2021
Job matching workshops	February / March, 2021
Data Validation	February / March, 2021
Report submission	April, 2021
Sessions to share report findings	April, 2021

\*Further, the survey would be open throughout the year. Any member organization can choose to opt for the report at any time as per their appraisal cycle. e.g. for a company having Nov-Oct cycle needing the reports in July / August, can commission the survey in June / July. However, the data collection will be as per the above timelines.

Deloitte will share the report directly with each participating organization.