



Dear Sir/Madam,

We present to you the one hundredth edition of our Software Licensing Bulletin, which highlights the concepts of Google® G suite licensing.

G suite is a set of applications that enables your team to collaborate, iterate, and innovate together; from anywhere, in real time. It is a set of business/enterprise applications that includes Gmail, Docs, Drive and Calendar to connect the people in your company/organisation, no matter where in the world they are, at any time.

### Licensing for G suite.

Google services are a user based licence. For example, a user must have a licence for G suite before they can use Gmail, Google Drive, or any other G suite tools/ applications. A user can have a licence for more than one service. Multiple users cannot share a single G suite licence, even if they do not use all of the tools.

- **Site-based licences:**  
For some Google services, such as Android, licences are site-based. When you sign up for the service, every user in your organisation automatically gets a licence, even if they already have a licence for a different service. You do not need to assign site-based licences.
- **User-based licenses:**  
For other Google services, such as G suite, licensing is user-based. For these services, a user needs to be assigned a licence to use the service.

You need to assign licences if one of these statements applies:

- You purchased more than one user-based Google service, such as G suite and Google Drive storage. For services that include additional services, a user only needs a licence for the parent service. For example, a licence for G suite gives a user access to Gmail, Google Calendar, Drive, and all the other services included with G suite.
- You purchased multiple subscriptions of the same service, such as multiple Drive storage subscriptions with different storage capacities. You can assign licences to individual users, to everyone in an organisational unit, or to everyone in your Google Cloud account.

**Important:** If your subscription is on the annual plan, you can only assign as many licences as you purchased, including any of the automatic or manual methods. If you try to assign more licences than you purchased, you will get an error message and the licences will not be assigned.

### Reducing Licenses:

You can reduce licenses for a paid service such as G suite to lower your monthly payment. You can also reduce licenses you do not need for a free service.

If your subscription is on the annual plan - you can reduce licences only when it is time to renew your contract.

If your subscription is on flexible plan or your Google service has site-based licensing - you do not reduce licences directly. Instead, you can delete users whenever you want, and those users' licences are removed from your account.

We hope the bulletin was informative. We would be happy to provide you additional information that you require on the subject. Please write to us at [in-fmkpmgcsbulletin@kpmg.com](mailto:in-fmkpmgcsbulletin@kpmg.com), for any queries or feedback.

Regards,  
**KPMG in India**

**About KPMG in India's software licensing team:** We have an experienced team of over 100+ professionals in India with diverse and in-depth knowledge of software licence, software asset management tool, Intellectual Property (IP) and contract review.

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