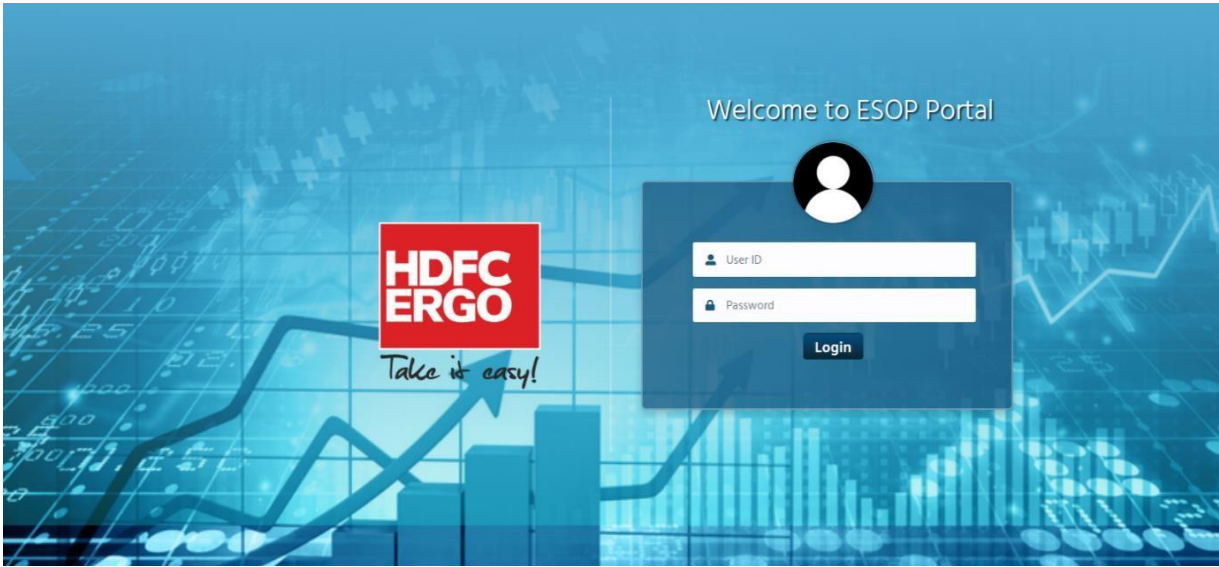


Login Page -



Admin Dashboard

ESOP

EmployeeAdmin

Detail ESOP Data

Expand Data

	Granted	Vested	Exercised	Sell	Total Lapsed	Stock in Hand		
	31700	25100	23	3	0	20		
+	TRANCH1							
+	TRANCH2							
-	TRANCH3							
	Vesting Percent	Vesting Date	Granted	Vested	Exercised	Sell	Total Lapsed	Stock in Hand
	TRANCH3v1 - 50%	08-JAN-2018	10050	10000	11	1	0	10
	TRANCH3v2 - 50%	08-JAN-2020	10050	10000	12	2	0	10
	Total		20100	20000	23	3	0	20
+	TRANCH4							
+	TRANCH5							

Admin – Grant creation

Fill all mandatory fields and click “Create Grant” button to create a new grant.

ESOP

EmployeeAdmin

Home / Grant / Grant Creation

Grant Creation

Bulk Data UploadSingle Data EntryGrant Append/ Update

Grant Name

TRANCH26

Date of Grant *

22-03-2017

Select Grant Price *

100

OR

Create FMV

Vesting Cycle *

Test1

OR

Create Vesting Cycle

Upload File *

Choose File

Grant_ExcelFormat.xlsx

Upload Format

Excel

Download Template

Create Grant

All (*) marked fields are mandatory.

FMV Creation

Fill all mandatory fields and click “Create FMV” button to create a new FMV.

ESOP

EmployeeAdmin

Home / Masters / FMV Creation

FMV Creation

Valuation Date *

dd-mm-yyyy

Valid Upto *

dd-mm-yyyy

FMV Price *

Valued By *

Select

Upload File

Choose File

No file chosen

Create FMV

All (*) marked fields are mandatory.

Record Summary

Showing 1 to 2 of 2 entries

Search:

Sr No	Valuation Date	Valid Upto	FMV Price	Valued By	File	Action	Audit Trail
1	02-JAN-2015	30-JAN-2015	120	Abc pvt. ltd	File is not available	Edit Delete	View
2	03-JAN-2021	20-JAN-2021	500	Abc pvt. ltd	File is not available	Edit Delete	View

Showing 1 to 2 of 2 entries

Previous1Next

Create Vesting Cycle

Fill all mandatory fields and click “Create Grant” button to create a new grant.

ESOP

EmployeeAdmin

Home / Masters / Vesting Creation

Create Vesting Cycle

Vesting Name *

No. Of Vesting Cycle *

Select

Create Vesting Cycle

All (*) marked fields are mandatory.

Record Summary

	No. of Vesting Cycle	Vesting Name	Action
+	2	VNT	ON

After Click on Create Grant Button

Click “Save Grant” to complete creation of grant. Click “Cancel Grant” to discard the grant.

ESOP

EmployeeAdmin

Home / Grant / Grant Creation









Record Summary

1	Total records uploaded	4	No.of records uploaded successfully	4	No.of records failed	0
---	------------------------	---	-------------------------------------	---	----------------------	---

Grants

Show 5 entries

Search:

Employee Name	Grant Name	Date of Grant	No Of Option	Grant Letter Download
Mr. Mohit Sharma	TRANCH26	22-MAR-2017	300	 
Mr. Parth sharma	TRANCH26	22-MAR-2017	200	 
Mr. Shilpi Saraf	TRANCH26	22-MAR-2017	500	 
Ms. Deepika Rapally	TRANCH26	22-MAR-2017	700	 



Showing 1 to 4 of 4 entries

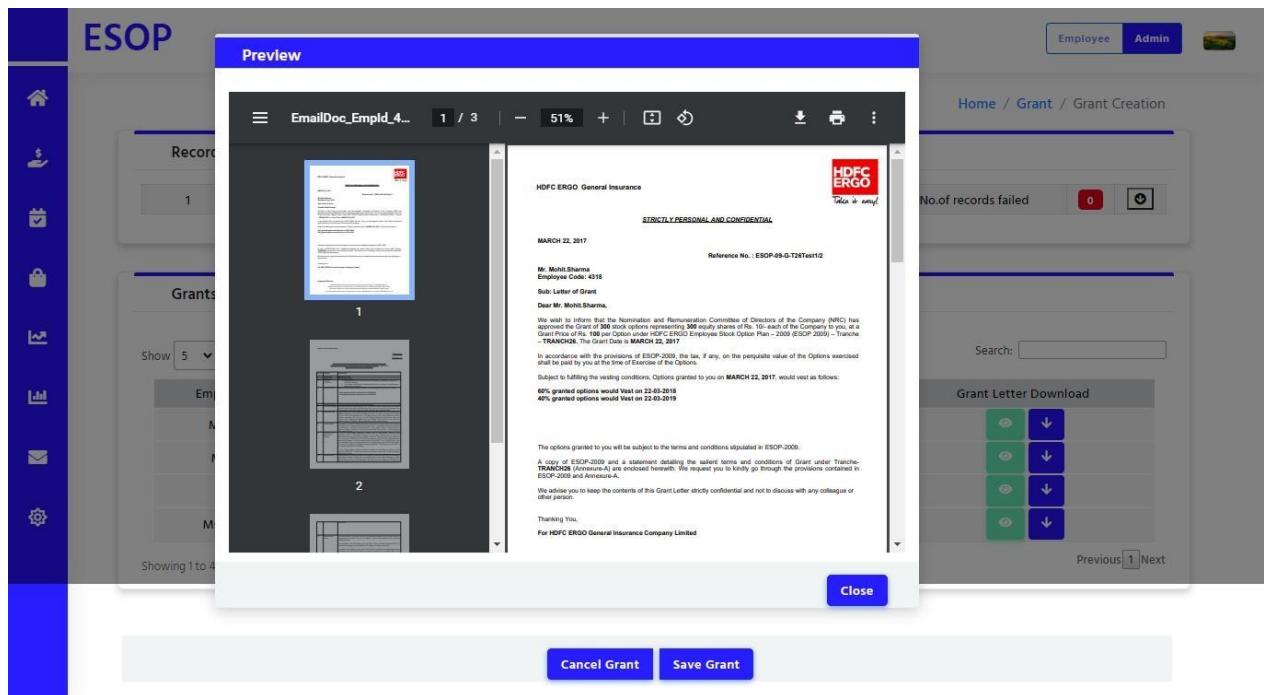
Previous1Next

Cancel Grant

Save Grant

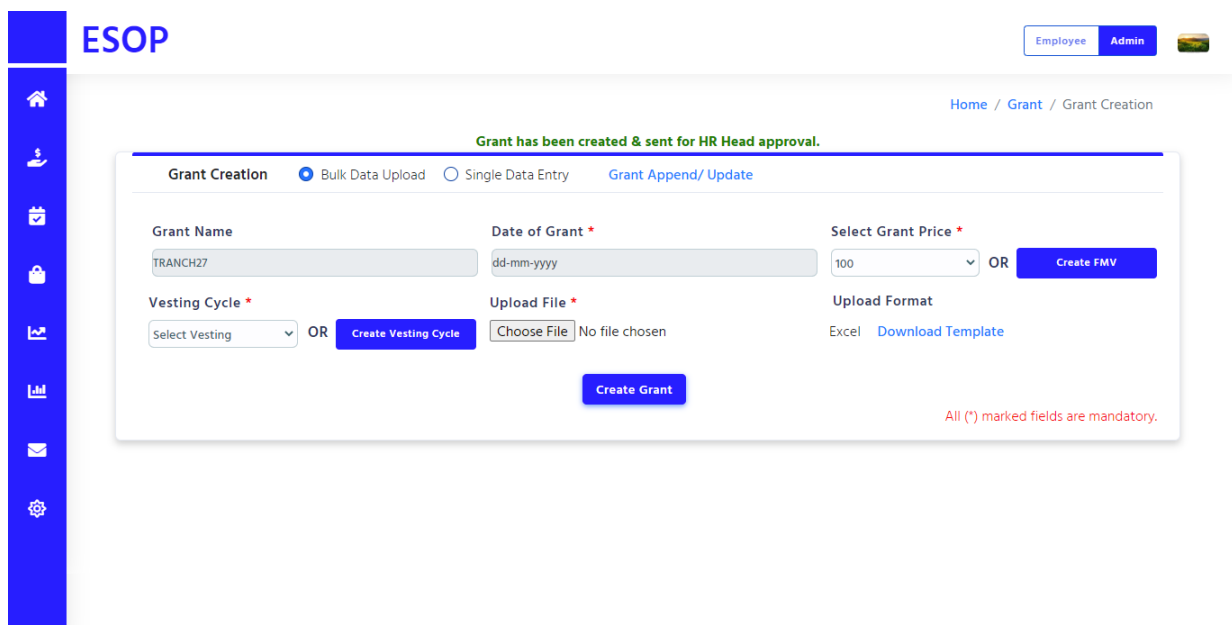
Grant Letter Preview

1. Click  icon in “Grant Letter Download” column to see “Grant Letter” of that specific employee.
2. Click  icon in “Grant Letter Download” column to download “Grant Letter” of that specific employee.



After Clicking on “Save Grant” Button

Following screen will be shown after grant save button clicked



After clicking on “Cancel Grant”

Following screen will be shown after grant save button clicked

ESOP

EmployeeAdmin

Home / Grant / Grant Creation

Grant has been cancelled

Grant Creation

Bulk Data Upload

Single Data Entry

Grant Append/ Update

Grant Name

TRANCH27

Date of Grant *

dd-mm-yyyy

Select Grant Price *

100

OR

Create FMV

Vesting Cycle *

Select Vesting

OR

Create Vesting Cycle

Upload File *

Choose File

No file chosen

Upload Format

Excel

Download Template

Create Grant

All (*) marked fields are mandatory.

Grant Creation – Single Data Entry

Select “Single Data Entry” radio button to create grant for a single employee. Fill all the compulsory field and “Click Grant” button.

ESOP

EmployeeAdmin

Home / Grant / Grant Creation

Grant Creation

Bulk Data Upload

Single Data Entry

Grant Append/ Update

Grant Name

TRANCH27

Employee Code *

8126

Date of Grant *

22-03-2021

Select Grant Price *

300

OR

Create FMV

Vesting Cycle *

Test1

OR

Create Vesting Cycle

No.of Options *

100

Create Grant

All (*) marked fields are mandatory.

Grant Updation – Append / Override

1. If user want to increase the number of options for a particular employee for the Grant selected in “Grant Name” then select the “Append” radio button, this will add the number of options of the employee.
2. If user want to override the number option for a particular employee for the Grant selected in “Grant Name” dropdown then select the “Override” radio button.

ESOP

Employee Admin

Home / Grant / Grant Updation

Grant Updation

☒ Bulk Data Upload
 ☐ Single Data Entry
 [Grant Creation](#)

☒ Append
 ☐ Override

Grant Name *

TRANCH12

Date of Grant *

18-03-2021

Select Grant Price *

300

OR

Create FMV

Vesting Cycle *

Test1

OR

Create Vesting Cycle

Upload File *

Choose File

Grant_ExcelFormat.xlsx

Upload Format

Excel

Download Template

Create Grant

All (*) marked fields are mandatory.

Update Grant

User can update number of option and vesting cycle.

ESOP

Employee Admin

Home / Grant / Grant Updation

Update Grant Details

Show 5 entries




Search:

Employee ID	Employee Name	Manager Name	Date of Grant	Tranch Code	No. of Grants	Grant Price	Vesting Cycle	Pending with	Remark	Action	Audit Trail
4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	13-JAN-2021	TRANCH9	5000	500	VN1	HR-Mr. Jyoti.Kiran			
4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	08-JAN-2015	TRANCH8	5000	120	VN1	HR-Mr. Jyoti.Kiran			

Showing 1 to 2 of 2 entries

Previous 1 Next





















Update Grant – Edit

1. User can update grant in by clicking “” icon and change the “No. of Options” and “Vesting Cycle”.
2. Click “” to update the grant.
3. Click “” to cancel the edit.

Home / Grant / Grant Updation

Update Grant Details

Show entries Search:

Employee ID	Employee Name	Manager Name	Date of Grant	Tranch Code	No. of Grants	Grant Price	Vesting Cycle	Pending with	Remark	Action	Audit Trail
2186	Ms. Deepika.Rapally	Mr. Maibam Johnson Meetei	22-MAR-2017	TRANCH21	<input type="text" value="600"/>	100	<input type="text" value="Test2"/>	HR-Mr. Jyoti.Kiran	approved	  	
2528	Ms. Shilpi Saraf	Mr. Maibam Johnson Meetei	22-MAR-2017	TRANCH21	500	100	Test1	HR-Mr. Jyoti.Kiran		  	
4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	22-MAR-2017	TRANCH21	300	100	Test1	HR-Mr. Jyoti.Kiran		  	
8612	Mr. Parth sharma	Mr. Maibam Johnson Meetei	22-MAR-2017	TRANCH21	200	100	Test1	HR-Mr. Jyoti.Kiran		  	
2186	Ms. Deepika.Rapally	Mr. Maibam Johnson Meetei	22-MAR-2017	TRANCH20	700	100	Test1	HR-Mr. Jyoti.Kiran		  	

Activate Windows
Go to Settings to activate Windows.

ESOP

















Employee Admin

Home / Grant / Grant Updation

Update Grant Details


Grant has been updated & send it to HR Head for the approval.

Show entries Search:

Employee ID	Employee Name	Manager Name	Date of Grant	Tranch Code	No. of Grants	Grant Price	Vesting Cycle	Pending with	Remark	Action	Audit Trail
1579	Mr. Smita Patel	Mr. Maibam Johnson Meetei	22-MAR-2021	TRANCH22	13	300	Test1	HR-Mr. Jyoti.Kiran		  	
5589	MR. Anjit Mohapatra	Mr. Maibam Johnson Meetei	22-MAR-2021	TRANCH22	12	300	Test1	HR-Mr. Jyoti.Kiran		  	
2186	Ms. Deepika.Rapally	Mr. Maibam Johnson Meetei	22-MAR-2017	TRANCH21	600	100	Test2	HR-Mr. Jyoti.Kiran	approved	  	
2528	Ms. Shilpi Saraf	Mr. Maibam Johnson Meetei	22-MAR-2017	TRANCH21	500	100	Test1	HR-Mr. Jyoti.Kiran		  	

Activate Windows
Go to Settings to activate Windows.

Update Grant – Delete

1. Click “” to delete the grant.

ESOP










Home / Grant / Grant Updation

Update Grant Details

Grant deleted successfully

Show entries


Search:

Employee ID	Employee Name	Manager Name	Date of Grant	Tranch Code	No. of Grants	Grant Price	Vesting Cycle	Pending with	Remark	Action	Audit Trail
5589	MR. Anjit Mohapatra	Mr. Maibam Johnson Meetei	22-MAR-2021	TRANCH22	12	300	Test1	HR-Mr. Jyoti.Kiran		  	
2186	Ms. Deepika.Rapally	Mr. Maibam Johnson Meetei	22-MAR-2017	TRANCH21	600	100	Test2	HR-Mr. Jyoti.Kiran	approved	  	
2528	Ms. Shilpi Saraf	Mr. Maibam Johnson Meetei	22-MAR-2017	TRANCH21	500	100	Test1	HR-Mr. Jyoti.Kiran		  	
		Mr. Maibam									

Activate Windows

Go to Settings to activate Windows.

Update Grant – Audit trail

1. Click “” to watch audit trail.







ESOP

Home / Grant / Grant Updation

Update Grant Details

Show entries


Search:

Employee ID	Employee Name	Manager Name	Date of Grant	Tranch Code	No. of Grants	Grant Price	Vesting Cycle	Pending with	Remark	Action	Audit Trail
4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	13-JAN-2021	TRANCH9	5000	500	VN1	HR-Mr. Jyoti.Kiran		  	
4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	08-JAN-2015	TRANCH8	5000	120	VN1	HR-Mr. Jyoti.Kiran		  	

Showing 1 to 2 of 2 entries

Previous Next

Admin – Vesting approval

1. Select “” from side menu bar.
2. Click “Approve” button from Action column to approve.
3. After that that vesting will go for approve to the president of that particular employee for the further approval.

ESOP

EmployeeAdmin

Home / Vesting Approval

12

Total Vestings

8

Approved

3

Approval Pending

Vesting Approval List

Bulk Approve

Pending Approval

Approved

Show 5 entries

Search:

	Emp ID	Emp Name	Tranch Code	Grant Date	Vest Code	Vest Date	No. of Options	Tranch Vesting	Created Date	Remark	Action	Audit Trail
<input type="checkbox"/>	4318	Mr. Mohit.Sharma	TRANCH2	15-MAR-2017	v2	15-MAR-2019	120	TRANCH2v2	19-MAR-2021	approved	Approve	i
<input type="checkbox"/>	4318	Mr. Mohit.Sharma	TRANCH5	15-MAR-2018	v2	15-MAR-2020	120	TRANCH5v2	15-MAR-2021	Enter Remark	Approve	i
<input type="checkbox"/>	4318	Mr. Mohit.Sharma	TRANCH21	22-MAR-2017	v1	22-MAR-2018	180	TRANCH21v1	22-MAR-2021	Enter Remark	Approve	i
<input type="checkbox"/>	4318	Mr. Mohit.Sharma	TRANCH21	22-MAR-2017	v2	22-MAR-2019	120	TRANCH21v2	22-MAR-2021	Enter Remark	Approve	i

Following screen will be shown after clicking “Approve” button

ESOP

EmployeeAdmin

Home / Vesting Approval

12

Total Vestings

9

Approved

2

Approval Pending

Vesting Approval List

Bulk Approve

Pending Approval

Approved

Show 5 entries

Search:

Vesting has been approved, sent to President for the approval.

	Emp ID	Emp Name	Tranch Code	Grant Date	Vest Code	Vest Date	No. of Options	Tranch Vesting	Created Date	Remark	Action	Audit Trail
<input type="checkbox"/>	4318	Mr. Mohit.Sharma	TRANCH5	15-MAR-2018	v2	15-MAR-2020	120	TRANCH5v2	15-MAR-2021	Enter Remark	Approve	i
<input type="checkbox"/>	4318	Mr. Mohit.Sharma	TRANCH21	22-MAR-2017	v1	22-MAR-2018	180	TRANCH21v1	22-MAR-2021	Enter Remark	Approve	i
<input type="checkbox"/>	4318	Mr. Mohit.Sharma	TRANCH21	22-MAR-2017	v2	22-MAR-2019	120	TRANCH21v2	22-MAR-2021	Enter Remark	Approve	i


Showing 1 to 3 of 3 entries

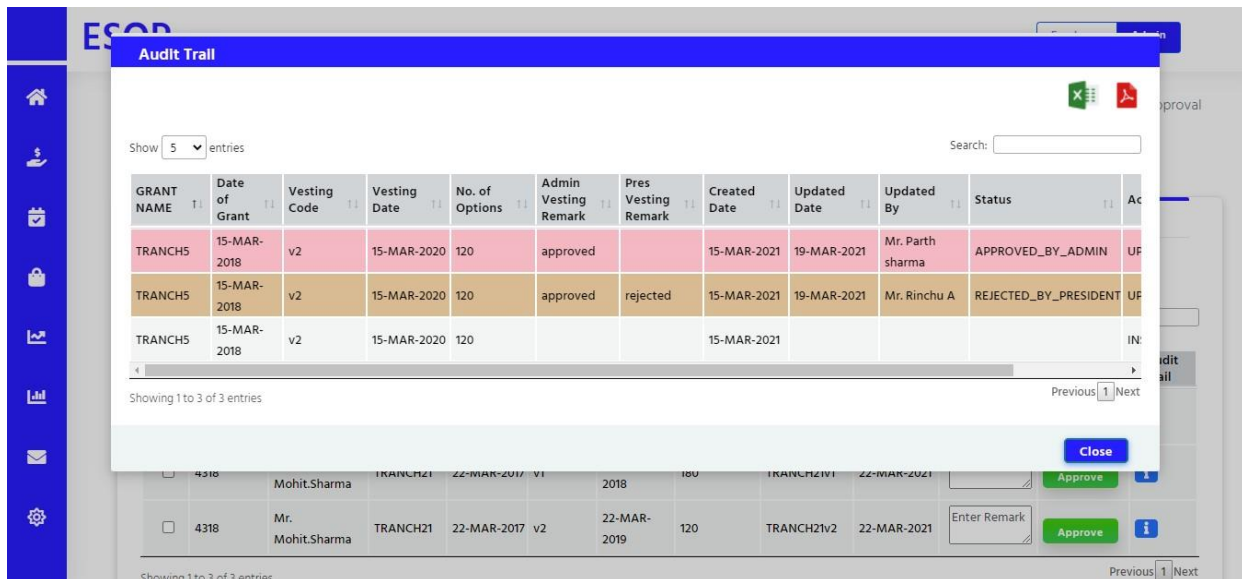
Previous

1

Next

Admin – Vesting approval – Audit Trail

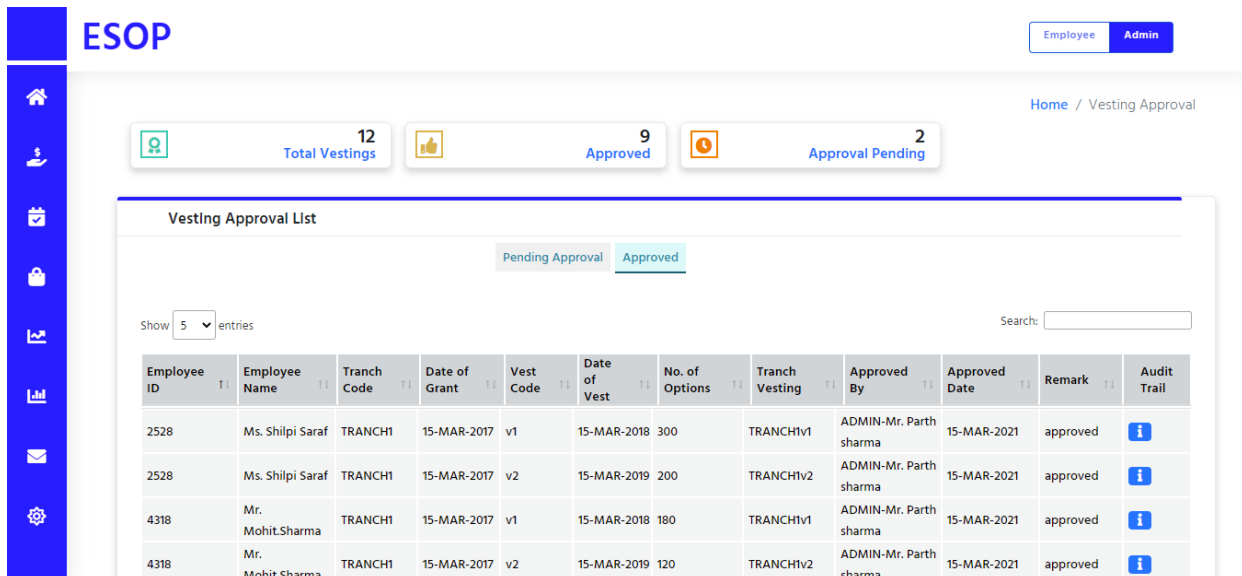
1. Click “” to watch audit trail.



GRANT NAME	Date of Grant	Vesting Code	Vesting Date	No. of Options	Admin Vesting Remark	Pres Vesting Remark	Created Date	Updated Date	Updated By	Status	Action
TRANCH5	15-MAR-2018	v2	15-MAR-2020	120	approved		15-MAR-2021	19-MAR-2021	Mr. Parth sharma	APPROVED_BY_ADMIN	UP
TRANCH5	15-MAR-2018	v2	15-MAR-2020	120	approved	rejected	15-MAR-2021	19-MAR-2021	Mr. Rinchu A	REJECTED_BY_PRESIDENT	UP
TRANCH5	15-MAR-2018	v2	15-MAR-2020	120			15-MAR-2021				IN

Admin – Vesting approval – Approved Tab

1. In this tab Admin will see the detail number of vesting approved.







Employee
Admin

Home / Vesting Approval

12 Total Vestings
9 Approved
2 Approval Pending

Pending Approval
Approved

Employee ID	Employee Name	Tranch Code	Date of Grant	Vest Code	Date of Vest	No. of Options	Tranch Vesting	Approved By	Approved Date	Remark	Audit Trail
2528	Ms. Shilpi Saraf	TRANCH1	15-MAR-2017	v1	15-MAR-2018	300	TRANCH1v1	ADMIN-Mr. Parth sharma	15-MAR-2021	approved	
2528	Ms. Shilpi Saraf	TRANCH1	15-MAR-2017	v2	15-MAR-2019	200	TRANCH1v2	ADMIN-Mr. Parth sharma	15-MAR-2021	approved	
4318	Mr. Mohit.Sharma	TRANCH1	15-MAR-2017	v1	15-MAR-2018	180	TRANCH1v1	ADMIN-Mr. Parth sharma	15-MAR-2021	approved	
4318	Mr. Mohit.Sharma	TRANCH1	15-MAR-2017	v2	15-MAR-2019	120	TRANCH1v2	ADMIN-Mr. Parth sharma	15-MAR-2021	approved	

Admin Exercise window

Fill all mandatory fields and click “Submit” button to create “Exercise Window”.

Setup Exercise

Upload Document

Select Exercise Date

15-MAR-21 to 31-MAR-21

Exercise Start Date *

22-03-2021

Exercise End Date *

31-03-2021

FMV Price *

300

OR

Create FMV

Upload Taxable Income *

Choose File

Employee_Ta..._Income.xlsx

Data Action

☒ Append ☐ Overwrite

Upload Format

Excel

Download Template

Submit

All (*) marked fields are mandatory.

Exercise Detail

Show 5 entries

Search:

Exercise Start Date	Exercise End Date	Fmv Price
15-MAR-2021	31-MAR-2021	300

ESOP

EmployeeAdmin

Home / Exercise

Setup Exercise

Upload Document

Select Exercise Date

Select Exercise Dates

Exercise Start Date *

dd-mm-yyyy

Exercise End Date *

dd-mm-yyyy

FMV Price *

Select FMV

OR

Create FMV

Upload Taxable Income *

Choose File

No file chosen

Upload Format

Excel

Download Template

Submit

All (*) marked fields are mandatory.

Exercise window created successfully

Exercise Detail

Show 5 entries

Search:

Exercise Start Date	Exercise End Date	Fmv Price
22-MAR-2021	31-MAR-2021	300

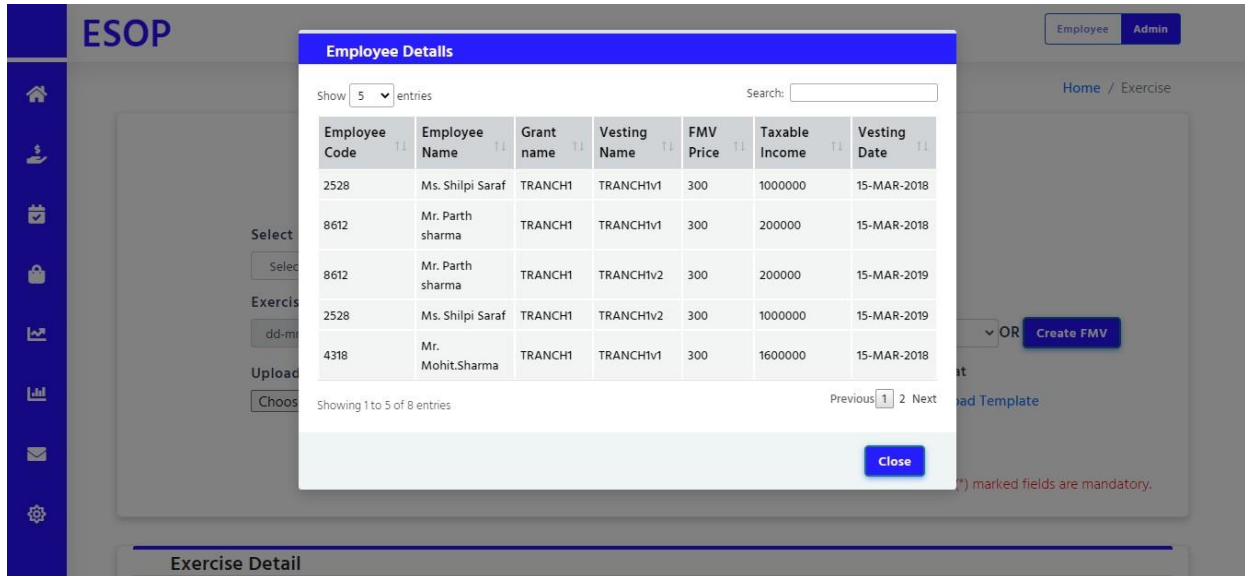
Showing 1 to 1 of 1 entries

Previous1Next

Record Summary

1	Total records uploaded	4	No.of records uploaded successfully	4	No.of records failed	0
---	------------------------	---	-------------------------------------	---	----------------------	---

Setup Exercise –Employee

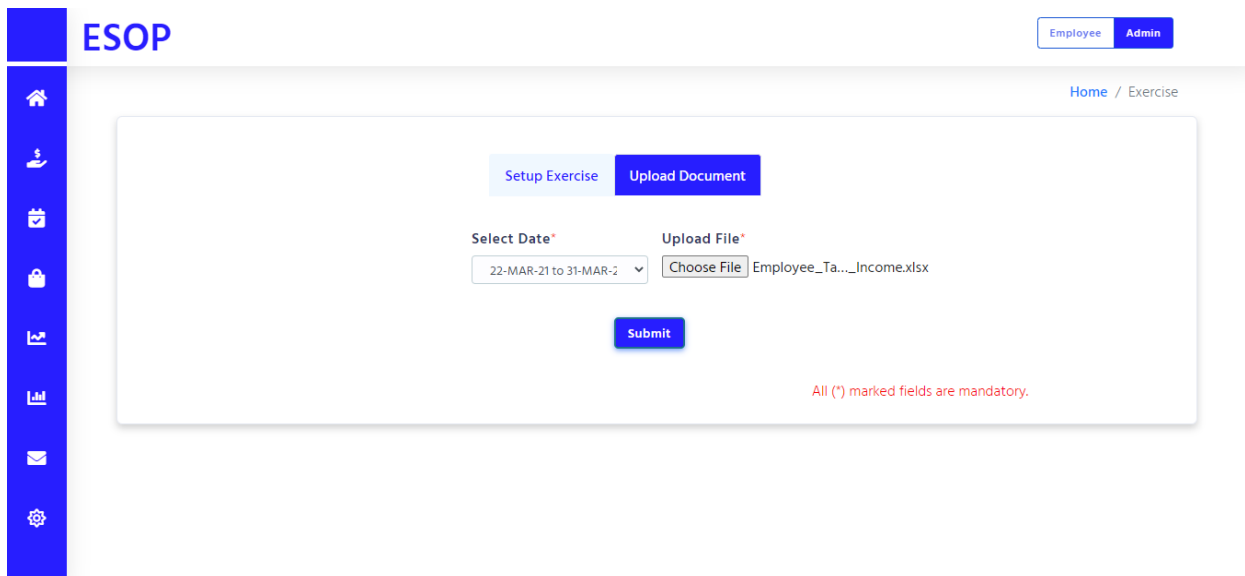


The screenshot shows the 'Employee Details' modal window in the ESOP system. The modal contains a table with 7 columns: Employee Code, Employee Name, Grant name, Vesting Name, FMV Price, Taxable Income, and Vesting Date. The table displays 5 entries. Below the table, there are navigation controls for the table (Previous, 1, 2, Next) and a 'Close' button.

Employee Code	Employee Name	Grant name	Vesting Name	FMV Price	Taxable Income	Vesting Date
2528	Ms. Shilpi Saraf	TRANCH1	TRANCH1v1	300	1000000	15-MAR-2018
8612	Mr. Parth sharma	TRANCH1	TRANCH1v1	300	200000	15-MAR-2018
8612	Mr. Parth sharma	TRANCH1	TRANCH1v2	300	200000	15-MAR-2019
2528	Ms. Shilpi Saraf	TRANCH1	TRANCH1v2	300	1000000	15-MAR-2019
4318	Mr. Mohit.Sharma	TRANCH1	TRANCH1v1	300	1600000	15-MAR-2018

Admin – upload document

Select dates from “Select Date” then “Choose File” and click “Submit” button to upload the document.



The screenshot shows the 'Admin – upload document' form in the ESOP system. The form has two main sections: 'Select Date' and 'Upload File'. The 'Select Date' section has a dropdown menu showing '22-MAR-21 to 31-MAR-2'. The 'Upload File' section has a 'Choose File' button and a text input field containing 'Employee_Ta...Income.xlsx'. Below these sections is a 'Submit' button. At the bottom right, there is a red text message: 'All (*) marked fields are mandatory.'

ESOP

EmployeeAdmin

Home / Exercise

Setup ExerciseUpload Document

Select Date*

Select Exercise Dates

Upload File*

Choose File

No file chosen

Submit

All (*) marked fields are mandatory.

File uploaded successfully

Admin – Sell window creation

Select all mandatory fields and click “Submit” button to create Sell Window

ESOP

EmployeeAdmin

Home / Sell / Sell Window

Setup Sell Window

Update sell window

Select Sale Dates

Sell Start Date *

22-03-2021

Sell End Date *

31-03-2021

Select Grant Price *

300

OR

Create FMV

Submit

All (*) marked fields are mandatory.

Sell Start Date *

dd-mm-yyyy

Sell End Date *

dd-mm-yyyy

Select Grant Price *

Select FMV

OR

Create FMV

Submit

All (*) marked fields are mandatory.

Sell window created successfully

Sell Detail

Show 5 entries

Search:

Sell Start Date	Sell End Date	Fmv Price
15-MAR-2021	31-MAR-2021	300

Showing 1 to 1 of 1 entries

Previous1Next

Employee Details Whose Sell window has been created by admin

ESOP

Employee

Admin

Home / Sell / Sell Window

Setup Sell Win

Employee Details

Show 5 entries

Search:

Employee Code	Employee Name	Grant name	Vesting Name	FMV Price	Sell Window Date
8612	Mr. Parth sharma	TRANCH1	TRANCH1v2	300	15-MAR-2021
8612	Mr. Parth sharma	TRANCH1	TRANCH1v1	300	15-MAR-2021

Showing 1 to 2 of 2 entries

Previous1Next

Close

Submit

OR

Create FMV

All (*) marked fields are mandatory.

Create FMV

Select all mandatory fields and click “Create FMV” to create new FMV.

Create FMV

Valuation Date: 22-03-2021 Valid Upto: 31-03-2021

FMV: 100 Valued By: Clover Infotech

Upload File: Choose File No file chosen

Create Fmv Close

Sell Detail

Sell Start Date	Sell End Date	Fmv Price
15-MAR-2021	31-MAR-2021	300

Showing 1 to 1 of 1 entries

Admin – Sell approve

Click “Approve” button to approve sell.

ESOP

Employee Admin

Home / Sell / Sell Approve

Admin Approval Summary

Bulk Approve

Pending Approval Approved

Show 5 entries Search:

Employee Code	Employee Name	Total No Of Sell
4318	Mr. Mohit.Sharma	12
8612	Mr. Parth sharma	2

Employee Code	Employee Name	ESOP Code	Vesting Date	Sell Date	Grant Price	Sell FMV	No of Exerise	No of Sell	Amount	DP ID	Client ID	Member Type	Remark	Action
4318	Mr. Mohit.Sharma	TRANCH1v1	15-MAR-2018	22-MAR-2021	100	300	10	1	300	001	2388	NSDL	approved	Approve
4318	Mr. Mohit.Sharma	TRANCH1v2	15-MAR-2019	22-MAR-2021	100	300	10	5	1500	001	2388	NSDL	approved	Approve
4318	Mr. Mohit.Sharma	TRANCH2v2	15-MAR-2019	22-MAR-2021	100	300	10	1	300	001	2388	NSDL	approved	Approve
4318	Mr. Mohit.Sharma	TRANCH5v1	15-MAR-2019	22-MAR-2021	50	300	10	5	1500	001	2388	NSDL	approved	Approve

Showing 1 to 2 of 2 entries

Previous 1 Next

Following screen will be shown after clicking approve button.

ESOP

Employee Admin

Home / Sell / Sell Approve

Admin Approval Summary

Bulk Approve

Pending Approval

Approved

Show

5

entries

Sell has been approved.

Search:

Employee Code	Employee Name	Total No Of Sell
8612	Mr. Parth sharma	2

Showing 1 to 1 of 1 entries

Previous

1

Next

Admin – Sell approve – Approved tab

Here user can see all the records that has been approved.

ESOP

Employee Admin

Home / Sell / Sell Approve

Admin Approval Summary

Pending Approval

Approved

Show

All

entries

Search:

Employee Code	Employee Name	ESOP Code	Vesting Date	Exercise Date	Sell Date	Grant Price	Sell Fmv Price	No of Exercise	No of Sell	Total Amount Payable	DP ID	Client ID	Men Type
8612	Mr. Parth sharma	TRANCH1v1	15-MAR-2018	22-MAR-2021	15-MAR-2021	100	300	50	10	3000	DP86234	DFF4367447	CDSL
8612	Mr. Parth sharma	TRANCH1v2	15-MAR-2019	22-MAR-2021	15-MAR-2021	100	300	40	10	3000	DP86234	DFF4367447	CDSL
4318	Mr. Mohit.Sharma	TRANCH1v1	15-MAR-2018	22-MAR-2021	22-MAR-2021	100	300	10	1	300	001	2388	NSDL
4318	Mr. Mohit.Sharma	TRANCH1v2	15-MAR-2019	22-MAR-2021	22-MAR-2021	100	300	10	5	1500	001	2388	NSDL
4318	Mr. Mohit.Sharma	TRANCH2v2	15-MAR-2019	22-MAR-2021	22-MAR-2021	100	300	10	1	300	001	2388	NSDL
4318	Mr. Mohit.Sharma	TRANCH5v1	15-MAR-2019	22-MAR-2021	22-MAR-2021	50	300	10	5	1500	001	2388	NSDL

Showing 1 to 6 of 6 entries

Previous

1

Next

Admin – Employee wise Grant Report

ESOP

Employee

Admin

Home / Reports / Employee wise Grant Report

Employee wise Grant Report

Start Date

End Date

Filter

Clear Filter

dd-mm-yyyy

dd-mm-yyyy

Show

5

entries

Search:

Grant Name	Employee ID	Employee Name	Manager Name	Date of Grant	No. of Grants	Grant Price	Remark	Approved by	Approved Date	Proxy
TRANCH1	8612	Mr. Parth sharma	Mr. Maibam Johnson Meetei	15-MAR-2017	200	100	approved	Mr. Rinchu A	15-MAR-2021	Mr. Parth sharma
TRANCH1	4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	15-MAR-2017	300	100	approved	Mr. Rinchu A	15-MAR-2021	Mr. Parth sharma
TRANCH1	2528	Ms. Shilpi Saraf	Mr. Maibam Johnson Meetei	15-MAR-2017	500	100	approved	Mr. Rinchu A	15-MAR-2021	Mr. Parth sharma
TRANCH2	4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	15-MAR-2017	300	100	approved	Mr. Rinchu A	19-MAR-2021	Mr. Parth sharma
TRANCH21	4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	22-MAR-2017	300	100	approved	Mr. Rinchu A	22-MAR-2021	

Showing 1 to 5 of 6 entries

Previous

1

2

Next

Admin - Employee wise Vesting Report

ESOP

Employee

Admin

Home / Reports / Employee wise Vesting Report

Employee wise Vesting Report

Start Date

End Date

Filter

Clear Filter

dd-mm-yyyy

dd-mm-yyyy

Show

5

entries

Search:

Employee ID	Employee Name	Tranch Code	Date of Grant	Vest Code	Date of Vest	No. of Options	Tranch Vesting	Percentage	Approved by	Approved Date	Admin Remark	Pr Re
2528	Ms. Shilpi Saraf	TRANCH1	15-MAR-2017	v1	15-MAR-2018	300	TRANCH1v1	60		22-MAR-2021	approved	ap
2528	Ms. Shilpi Saraf	TRANCH1	15-MAR-2017	v2	15-MAR-2019	200	TRANCH1v2	40		22-MAR-2021	approved	ap
4318	Mr. Mohit.Sharma	TRANCH1	15-MAR-2017	v1	15-MAR-2018	180	TRANCH1v1	60		22-MAR-2021	approved	ap
4318	Mr. Mohit.Sharma	TRANCH1	15-MAR-2017	v2	15-MAR-2019	120	TRANCH1v2	40		22-MAR-2021	approved	ap
4318	Mr. Mohit.Sharma	TRANCH2	15-MAR-2017	v2	15-MAR-2019	120	TRANCH2v2	40		22-MAR-2021	approved	ap

Showing 1 to 5 of 8 entries

Previous

1

2

Next

Admin – Exercise

ESOP

EmployeeAdmin

Home / Reports / Exercise Reports

Exercise Reports

Start Date

dd-mm-yyyy

End Date

dd-mm-yyyy

Filter

Clear Filter

Show

5

entries

Search:

EMP Code	EMP Name	Exercise Date	Grant Price	Current FMV	Options Exercised	Tax Per Option	Exercise Consideration	(FMV-Grant price)*Options Exercised	Perq Tax Amount	Total Amount(₹)	Bank Name
4318	Mr. Mohit.Sharma	22-MAR-2021	100	300	10	31.20	1000	2000	624	1624	Axis Bank
4318	Mr. Mohit.Sharma	22-MAR-2021	100	300	10	31.20	1000	2000	624	1624	Axis Bank
4318	Mr. Mohit.Sharma	22-MAR-2021	100	300	10	31.20	1000	2000	624	1624	Axis Bank
4318	Mr. Mohit.Sharma	22-MAR-2021	50	300	10	31.20	500	2500	780	1280	Axis Bank
8612	Mr. Parth sharma	15-MAR-2021	100	300	50	31.20	5000	10000	3120	8120	BOI

Showing 1 to 5 of 7 entries

Previous12Next

Admin – Sell Report

ESOP

EmployeeAdmin

Home / Reports / Sell Reports

Sell Reports

Start Date

dd-mm-yyyy

End Date

dd-mm-yyyy

Filter

Clear Filter

Show

5

entries

Search:

EMP Code	EMP Name	Sell Date	Grant Price	Exercise Price	Sell Price	Options Sold	Bank Name	Account Number	IFSC	DP ID	Client ID	Member Type	Total Amount
4318	Mr. Mohit.Sharma	22-MAR-2021	100	300	300	1	Axis Bank	987654321012	UTI00000678	001	2388	NSDL	300
4318	Mr. Mohit.Sharma	22-MAR-2021	100	300	300	5	Axis Bank	987654321012	UTI00000678	001	2388	NSDL	1500
4318	Mr. Mohit.Sharma	22-MAR-2021	100	300	300	1	Axis Bank	987654321012	UTI00000678	001	2388	NSDL	300
4318	Mr. Mohit.Sharma	22-MAR-2021	50	300	300	5	Axis Bank	987654321012	UTI00000678	001	2388	NSDL	1500
8612	Mr. Parth sharma	16-MAR-2021	100	300	300	1	ABC BANK 123	33656775677	677GGHJUY	DP86234	DFF4367447	CDSL	300

Showing 1 to 5 of 8 entries

Previous12Next

Admin – Letters – List

ESOP

EmployeeAdmin

Home / Letters

Letter Summary

Show 5 entries

Search:

Sr No.	Employee Name	Grant Name	Type	Grant / Sale Date	Date	Action
1	Mr. Rinchu A	TRANCH3	Grant Letter	15-MAR-2017	15-MAR-2021	<div></div> <div></div>
2	Mr. Rinchu A	TRANCH19	Grant Letter	19-MAR-2021	19-MAR-2021	<div></div> <div></div>
3	Mr. Rinchu A	TRANCH25	Grant Letter	22-MAR-2021	22-MAR-2021	<div></div> <div></div>
4	Mr. Smita Patel	TRANCH19	Grant Letter	19-MAR-2021	19-MAR-2021	<div></div> <div></div>
5	Mr. Smita Patel	TRANCH23	Grant Letter	23-MAR-2021	22-MAR-2021	<div></div> <div></div>

Showing 1 to 5 of 86 entries

Previous

1

2

3

4

5

18

Next

...

Admin – Letters – Individual Letter View

[illegible]

Admin – Letters –

ESOP

Home / Letters

Search:

Date	Date	Action
15-MAR-2021		
19-MAR-2021		
22-MAR-2021		
19-MAR-2021		
22-MAR-2021		

Previous 1 2 3 4 5 18 Next

EmailDoc_Empld_1... 1 / 3 50% +

1

2

HDFC ERGO General Insurance

STRICTLY PERSONAL AND CONFIDENTIAL

MARCH 16, 2017

Reference No.: ESOP-09-D-17Test16

Mr. Rinchu A.
Employee Code: 10014

Sub: Letter of Grant

Dear Mr. Rinchu A.,

We wish to inform that the Nomination and Remuneration Committee of Directors of the Company (NRC) has approved the Grant of 200 stock options representing 200 equity shares of Rs. 10/- each of the Company to you at a Grant Price of Rs. 100 per Option under HDFC ERGO Employee Stock Option Plan – 2009 (ESOP 2009) – Tranche – TRANCHES. The Grant Date is MARCH 16, 2017.

In accordance with the provisions of ESOP-2009, the tax, if any, on the perquisite value of the Options exercised shall be paid by you at the time of Exercise of the Options.

Subject to fulfilling the vesting conditions, Options granted to you on MARCH 16, 2017, would vest as follows:

80% granted options would Vest on 15-03-2018

40% granted options would Vest on 15-03-2019

The options granted to you will be subject to the terms and conditions stipulated in ESOP-2009.

A copy of ESOP-2009 and a statement detailing the salient terms and conditions of Grant under Tranche-TRANCHES (Annexure-A) are enclosed herewith. We request you to kindly go through the provisions contained in ESOP-2009 and Annexure-A.

We advise you to keep the contents of this Grant Letter strictly confidential and not to discuss with any colleague or other person.

Thanking You,

For HDFC ERGO General Insurance Company Limited

Close

Settings – FMV Creation

Fill all the mandatory fields and click on “Create FMV” to create new FMV.

ESOP

Home / Masters / FMV Creation

Valuation Date *

dd-mm-yyyy

Valid Upto *

dd-mm-yyyy

FMV Price *

Valued By *

Select

Upload File

Choose File No file chosen

Create FMV

All (*) marked fields are mandatory.

Record Summary

Show 5 entries

Search:

Sr No	Valuation Date	Valid Upto	FMV Price	Valued By	File	Action	Audit Trail
1	01-JAN-2021	01-JAN-2021	10	Clover Infotech	Download		
2	11-MAR-2021	31-DEC-2021	300	Clover Infotech	File is not available		
3	01-MAR-2018	28-FEB-2019	50	Clover Infotech	File is not available		
4	01-MAR-2021	10-MAR-2021	10	Clover Infotech	File is not available		
5	01-MAR-2019	29-FEB-2020	200	Clover Infotech	File is not available		

Showing 1 to 5 of 6 entries

Previous 1 2 Next

Settings – Vesting Creation

Fill all mandatory fields and click on “Create Vesting Cycle” to create new Vesting Cycle.

ESOP

EmployeeAdmin

Home / Masters / Vesting Creation

Create Vesting Cycle

Vesting Name *

Test3

No. Of Vesting Cycle *

2

v1

70

1 Year

v2

30

2 Year

Create Vesting Cycle

All (*) marked fields are mandatory.

Record Summary

Show

5

 entries

Search:

	No. of Vesting Cycle	Vesting Name	Action
<div>−</div>	2	Test1	<div>ON</div> <div></div>
	<div>Vesting Cycle Name</div>	<div>Vesting %</div>	<div>Vesting Duration</div>
	<div>v1</div>	<div>60</div>	<div>1 Year</div>
	<div>v2</div>	<div>40</div>	<div>2 Year</div>
<div>+</div>	3	Test2	<div>ON</div> <div></div>

Showing 1 to 2 of 2 entries

Previous1Next

Settings – Valuation Master

Fill all mandatory fields and click on “Create” button to create new Valuation Master.

ESOP

EmployeeAdmin

Home / Masters / Valuation Master

Valuation Master

Agency Name *

ABC Infotech Pvt LTD

Agency Address *

Andheri

Create

All (*) marked fields are mandatory.

Record Summary

Show 5 entries

Search:

Agency Name	Agency Address	Action
Clover Infotech	Andheri	Edit Delete
Aptask India Private Ltd	mulund, mumbai	Edit Delete
Sunshine Pvt Ltd	j.b nagar	Edit Delete
Reels Pvt Ltd	Andheri	Edit Delete

Showing 1 to 4 of 4 entries

First Previous1Next Last

Settings – Letter Configuration – Create Grant Letter

Select “Create Letter radio button then Select “Grant Letter” from dropdown and click “Create Letter”

ESOP

EmployeeAdmin

Home / Masters / Letter Configuration

Letters Configuration

Create LetterUpload Letter

Select Letter :

Grant Letter

Create Letter

Download File Format

Letter format

Letter Configuration Details

Show All entries

Search:

Sr No.	Letters	Upload/Create	Added Date	View Letter	Edit	Enable/Disable	Delete
1	Grant Letter	CREATE	18-MAR-2021	View	Edit	<input type="radio"/> OFF	Delete
2	Grant Letter	UPLOAD	16-MAR-2021	View		<input type="radio"/> OFF	Delete
3	Grant Letter	UPLOAD	15-MAR-2021	View		<input checked="" type="radio"/> ON	Delete
4	Sell Offer Letter	UPLOAD	12-MAR-2021	View		<input checked="" type="radio"/> ON	Delete
5	Sell Offer Letter	UPLOAD	09-MAR-2021	View		<input type="radio"/> OFF	Delete
6	Sell Declaration Letter	UPLOAD	05-MAR-2021	View		<input checked="" type="radio"/> ON	Delete

Showing 1 to 6 of 6 entries

Previous1Next

Fill all mandatory fields and click on “Update” button to create new Grant Letter.


ESOP

Home / Masters / Letter Configuration / Edit Letter

Header:

Choose File


No file chosen



Footer:

Choose File


No file chosen



Singnature:

Choose File

No file chosen



Signatory:

File Edit View Insert Format Tools Table

Undo Redo Cut Copy Paste

Div

B I

Thank You,

Anant Nair

DIV

4 WORDS

Content:

Select

Add

File Edit View Insert Format Tools Table

Undo Redo Cut Copy Paste Bold

B I

Left Center Right Justify

STRICTLY PERSONAL AND CONFIDENTIAL

@Grant_Date

Reference No. : ESOP-09-G-@Tranch_Name/@SrNo

@Emp_Name

Employee Code: @Emp_Code

P > B > SPAN

135 WORDS

Preview

Update

ESOP

Home / Masters / Letter Configuration

Employee

Admin

1 / 2

52%

RptFinal

1

2

ESOP

ERES

Take it easy!

STRICTLY PERSONAL AND CONFIDENTIAL

@Grant_Date

Reference No : ESOP-@G-@Tranche_Name@S-No

@Emp_Name

Employee Code: @Emp_Code

Sub: Letter of Grant

Dear @Emp_Name,

We wish to inform that the Nomination and Remuneration Committee of Directors of the Company (NRC) has approved the Grant of @Emp_Code @Tranche_Name stock options representing @Grant_Date @Tranche_Name equity shares of Rs. 10/- each of the Company to you at a Grant Price of Rs. @Grant_Price per Equity share HSC-ESOP Employee Stock Control Plan - 2008 (ESOP 2008) - Tranche - @Tranche_Name. The Grant Date is @Grant_Date

In accordance with the provisions of ESOP-2008, the tax, if any, on the perquisite value of the Options exercised shall be paid by you at the time of Exercise of the Options.

Close

	Grant Letter	UPLOAD	15-MAR-2021			
4	Grant Letter	UPLOAD	15-MAR-2021			
5	Sell Offer Letter	UPLOAD	12-MAR-2021			
6	Sell Offer Letter	UPLOAD	09-MAR-2021			
7	Sell Declaration Letter	UPLOAD	05-MAR-2021			

ON

ON

OFF

ON

Showing 1 to 7 of 7 entries

Previous

1

Next

ESOP

Employee Admin

[Home](#) / [Masters](#) / Letter Configuration

Letters Configuration

☐ Create Letter
 ☒ Upload Letter

Select Letter :

Sell Offer Letter

Upload File

Choose File

ESOP-Sale-Offer.doc

Upload

Letter format

Download File Format

Letter Configuration Details

Show

All

entries

Search:

Sr No.	Letters	Upload/Create	Added Date	View Letter	Edit	Enable/Disable	Delete
1	Grant Letter	CREATE	22-MAR-2021			<input type="radio"/> OFF	
2	Grant Letter	CREATE	18-MAR-2021			<input type="radio"/> OFF	
3	Grant Letter	UPLOAD	16-MAR-2021			<input type="radio"/> OFF	
4	Grant Letter	UPLOAD	15-MAR-2021			<input checked="" type="radio"/> ON	
5	Sell Offer Letter	UPLOAD	12-MAR-2021			<input checked="" type="radio"/> ON	
6	Sell Offer Letter	UPLOAD	09-MAR-2021			<input type="radio"/> OFF	
7	Sell Declaration Letter	UPLOAD	05-MAR-2021			<input checked="" type="radio"/> ON	

Showing 1 to 7 of 7 entries

Previous

1

Next

Select "Upload Letter" radio button then select Letter type from dropdown and choose the file then click on "Upload" button.

ESOP

EmployeeAdmin

Home / Masters / Email Type

Email Notification

Add New Email Type

Add New Email Sub Type

	Email Type	Enable/Disable
+	Vesting	ON
+	Mail Reminder	ON
+	test11	OFF
+	New Employee	ON
+	testemail	OFF
+	Test1	OFF
+	Secretarial Approval	ON
+	Secretarial Reject	ON
+	Grant	ON
+	Sell	ON
+	Approved Sell by Admin	ON
+	new for test	OFF
+	Exercise	ON
+	TestJan	OFF
+	Exercise Approval	ON

	Email Type	Enable/Disable
+	Vesting	ON
+	Mail Reminder	ON
+	test11	OFF
+	New Employee	ON
+	testemail	OFF
+	Test1	OFF
+	Secretarial Approval	ON
+	Secretarial Reject	ON
+	Grant	ON
+	Sell	ON
+	Approved Sell by Admin	ON
+	new for test	OFF
+	Exercise	ON
+	TestJan	OFF
+	Exercise Approval	ON

Settings – Tax Master

Fill all mandatory fields and click on “Create” button.

Home / Masters / Tax Master

Tax Master

Income Range From *

Income Range To *

Tax Rate *

Create

All (*) marked fields are mandatory.

Record Summary

Show 5 entries

Search:

Income Range From	Income Range To	Tax Rate	Action
5,000,001	10,000,000	34	<div></div>
200,000,021	300,000,021	0	<div></div>
0	5,000,000	31.20	<div></div>
300,000,022	400,000,022	35	<div></div>
10,000,001	20,000,000	35.88	<div></div>

Showing 1 to 5 of 7 entries

First Previous 1 2 Next Last

Settings – HRMS Integration

Home / Masters / HRMS Integration

HRMS Upload

HRMS Data

ON

Settings – PDF Password

Enter Admin Password and Select dropdown from “Select Employee Password” set password for grant later and click “Save” button.

ESOP

EmployeeAdmin

Home / Masters / PDF Password

PDF Password

Enter Admin Password

Select Employee Password

Select Employee Password

Save

Show 5 entries

Search:

Admin Password	Employee Password	Created Date	Created By	Updated Date	Updated By
12345678	PAN Card			22-FEB-2021	Mr. Parth sharma
Clover@123	PAN Card			23-FEB-2021	Mr. Parth sharma
Clover@123	Adhar Card			23-FEB-2021	Mr. Parth sharma
Clover@123	Adhar Card			22-FEB-2021	Mr. Parth sharma
Clover@123	PAN Card			22-FEB-2021	Mr. Parth sharma

Showing 1 to 5 of 13 entries

Previous123Next

Admin – Profile

ESOP

EmployeeAdmin

Home / Masters

PDF Password

Enter Admin Password

Select Employee Password

Select Employee Password

Save

Show 5 entries

Search:

Admin Password	Employee Password	Created Date	Created By	Updated Date	Updated By
12345678	PAN Card			22-FEB-2021	Mr. Parth sharma
Clover@123	PAN Card			23-FEB-2021	Mr. Parth sharma
Clover@123	Adhar Card			23-FEB-2021	Mr. Parth sharma
Clover@123	Adhar Card			22-FEB-2021	Mr. Parth sharma
Clover@123	PAN Card			22-FEB-2021	Mr. Parth sharma

Showing 1 to 5 of 13 entries

Previous123Next

HELLO,

Profile

Proxy

Logout

Admin – Profile Details

All details will come from HRMS sync, only “Employee Status” is enable for change.

ESOP

EmployeeAdmin

Home

Lock

Logout

Profile

Settings

Mail

My Profile

> Profile Details

Name

Mr. Parth sharma

Date of Joining

Designation

DESIG_A

Location

MUMBAI

Employee Status

Active

Band

BAND_1

Personal Email ID

shweta.kadam@cloverinfotech.com

Manager Name

Mr. Maibam Johnson Meetei

Pan Card Number

ABC12345678

Pan Card

Choose File

No file chosen

Profile

Choose File

No file chosen

HDFC ERGO

Talk to us any!

Pan Card

Profile Picture

Save

> Bank Details

> DMAT Details

Bank Details

Fill all mandatory fields and click “Save” button.

ESOP

EmployeeAdmin

Home

Lock

Logout

Profile

Settings

Mail

My Profile

> Profile Details

Name

Mr. Parth sharma

Date of Joining

Designation

DESIG_A

Location

MUMBAI

Employee Status

Active

Band

BAND_1

Personal Email ID

shweta.kadam@cloverinfotech.com

Manager Name

Mr. Maibam Johnson Meetei

Pan Card Number

ABC12345678

Pan Card

Choose File

No file chosen

Profile

Choose File

No file chosen

HDFC ERGO

Talk to us any!

Pan Card

Profile Picture

Save

> Bank Details

> DMAT Details

Admin – DMAT Details

Fill all mandatory fields and click on “Save” button.

ESOP

EmployeeAdmin

Home

ESOP

Profile

Bank

DMAT

Mail

My Profile

> Profile Details

> Bank Details

> DMAT Details

Securities Name*

DP ID*

Client ID*

Member Type*

Proof*

Choose File

No file chosen

Save

All (*) marked fields are mandatory.

Record Summary

Show5entries

Search:

Sr No	Security Name	Dp Id	Client Id	Member Type	Proof	Enable/Disable
1	Arihant Technologies	DP0001	00010	NSDL	Download	ON
2	clover security 145	AFHDF83HF	DSDFFG344	NSDL	Download	OFF
3	564	6565	hjf67	CDSL	Download	OFF
4	Clover soln	DP86234	DFF4367447	CDSL	Download	OFF
5	Clover Tech	25546787	34477866887	NSDL	Download	OFF

Showing 1 to 5 of 8 entries

Previous12Next

Proxy Login

ESOP

EmployeeAdmin

Home / Grant

HELLO, MR. PARTH SHARMA

Profile

Proxy

Logout

Grant Updation

Bulk Data Upload

Single Data Entry

Grant Creation

Append

Override

Grant Name *

Date of Grant *

Select Grant Price *

TRANCHI2

18-03-2021

300

Vesting Cycle *

Upload File *

Upload Format

Test1

Create Vesting Cycle

Choose File

Grant_ExcelFormat.xlsx

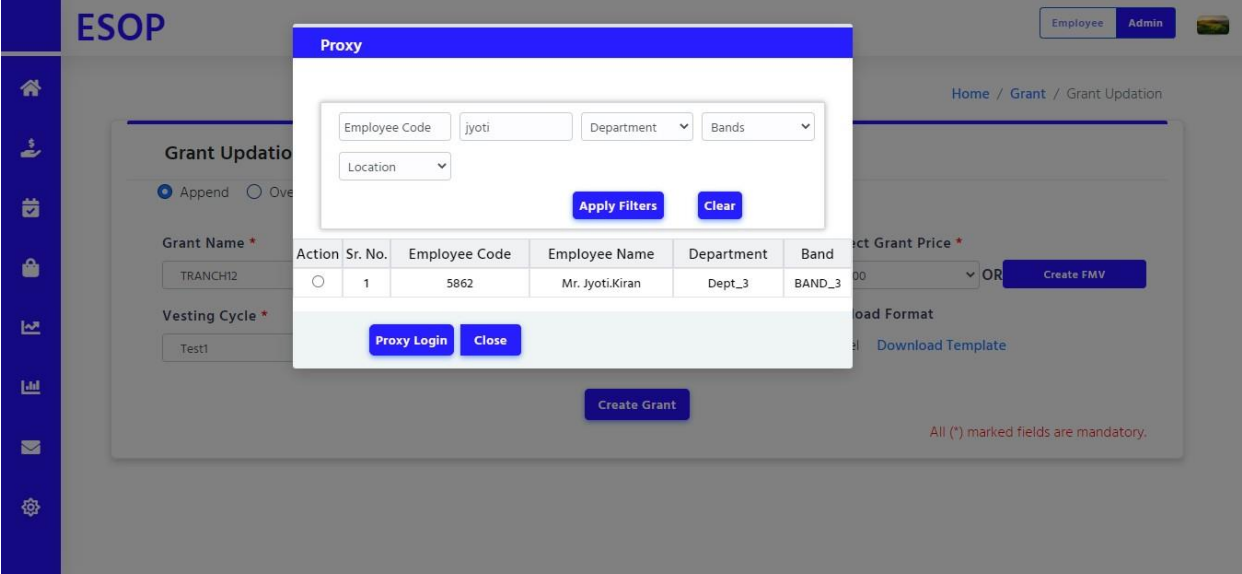
Excel

Download Template

Create Grant

All (*) marked fields are mandatory.

Fill minimum one field and click on “Apply Filter” click on radio button in “Action” session and then click on “Proxy Login”.



Admin – Logout
Click “Logout”

