

## Palla, Muni Swamy

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**From:** AskHR <scsg@service-now.com>  
**Sent:** Monday, August 12, 2019 3:25 PM  
**To:** Palla, Muni Swamy  
**Subject:** SCGBS - India Exit Formalities Muni Swamy Palla (1595813)

Dear Muni Swamy Palla,

We find your last working date is been approved as 02/11/2019 on the employee portal. Below are the vital points to fill the exit pack.

You can download the exit pack from the below link from heading: Useful Forms  
<https://thebridge.zone1.scb.net/docs/DOC-443302>

It is mandatory for all employees to provide the following documents in hard copy to the below mentioned address

Standard Chartered Global Business Services Private Limited,  
Exit Help Desk  
Asia Building, 4th Floor  
No. 1, Haddows Road,  
Chennai – 600006

Phase I (30 days before the last working day)

The mandatory documents that are to be submitted are listed below.

1. Resignation letter (page 4) – Transfer employees can ignore the Resignation letter.
2. Exit clearance form (page 5)

Online Investment proofs submission via HR work ways (Mandate). Hard copy along with exit pack will not be considered

Please upload all your investment proof documents through HR work ways following the navigation as:

Bridge>> HR work ways>> Year End>> IPSF submission.

Upload the proofs images with Bar Code sheet and Form 12BB in IPSF 2019-'20 submissions which will be enabled for you.

Reimbursement bills along with the voucher (mandate) to be submitted along with PHASE 1 (If already submitted kindly ignore)

Check if all your personal details are updated in the Employee Portal – Login – Me – Personal Information (This is important for future communication with you)

Leave Encashment exemption – Only for employees who have availed this from any of your previous organisation/s

3. Line manager / Approving Manager acceptance and inputs checklist (page- 6)

4. GFS – No dues on travel settlement (drop an email to R2P.ASK@sc.com and get approval).
5. Company Leased Car – Mandatory only for all Band 6 & above (company leased car – drop an email to BenefitsAdmin.GPS@sc.com)
6. Company Leased Accommodation - Mandatory only for employees who have availed Company leased Accommodation –Email confirmation to be obtained from B.SreenivasaRajeev@cbre.co.in
7. Phase-1 checklist for employee's review. (Page -7) Phase-II (On your Last Working Date)
8. Payslips can be sent to your personal email id from employee portal. Employee Portal > Check My Latest Payslip > Pay check Selection > Choose the email address from dropdown > Email to Me Your system needs to be supported with Adobe Flash player to download the same.

1. Page number 8 (Exit Checklist)

ID & Access card/Car & Bus Pass – Submit to Property team and obtain signature (Refer the page for SPOC details)

Handover document (This is in line with BRA IA and the group handover procedure- Applicable only for regulatory roles

<https://clicktime.symantec.com/3V5CgGMXtT3fu5URuNcZbyo7Vc?u=http%3A%2F%2Ffriskpod.zone1.scb.net%2FLists%2FProcedures%2FDispForm.aspx%3FID%3D55>)

2. Employee self declaration page/ Declaration page (Page 9-Employee self attestation, mandatory).
3. Page number 10 (CAM IT Clearance with Employee & Line manager signature mandatory)
4. Previous employer Gratuity Declaration mandatory (Page 12) (If you have served more than 4years and 8 months)
5. FORM I – GRATUITY FORM (Page 13) (If you have served more than 4years and 8 months)
6. Phase-II checklist for employee's review. (Page 14)

General Information:

You are supposed to send the Exit pack only through internal courier, which will be facilitated by the mail room for Haddows road branch.(Asia building ground floor-opp to GYM) For other locations kindly approach the respective mail room of that location. For any queries with respect to mail room support you may contact 19602. The team will not accept the Exit pack, which is submitted in person.

The employee should mention his/her bank id & name in from address.

The exit pack should be addressed to –THE EXIT HELP DESK-ASIA BUILDING - 4th FLOOR, HADDOWS ROAD.

Before your last effective working day, please update your personal profile in Employee Portal, including address(both Permanent and Mailing address) phone numbers and home email address. This information will be used in the event we need to contact you after you leave the Bank and for any purposes related to your employment with us, including alumni events. In the event of a change in your details, or other questions, please contact Askhr@sc.com

At Standard Chartered, we believe in being Here For Good and nurturing lasting relationships. In this spirit, we are proud to introduce you to the new Standard Chartered Alumni Network, which is accessible through the <https://clicktime.symantec.com/399majGmQ23eLu2VRochZg27Vc?u=www.sc.com> website. You can also join the Standard Chartered Bank group on LinkedIn. It's a Group for current and former members of staff. We will send you an

invitation to join the LinkedIn group to your home email address.

### Gratuity

In order to be entitled to benefit from the Fund, the employee must satisfy the following:-

The Employee has to satisfy the vesting condition. i.e. Minimum of 4 years and 240 days of continuous service with the company. The Administrators will arrange to credit the amount payable towards Gratuity to your SCB Bank account

The current entitlement of Benefits as provided under the Payment of Gratuity Act is computed as below:-

Last Drawn Basic Salary \* 15/26 \* Completed years of service.

The maximum amount payable shall be restricted to INR 20,00,000.

For computation of completed years of service in excess of Five years, period exceeding 6 months would be treated as one full year.

### Information Security

We would like you to be aware of information security measures for leavers that have been implemented as part of our efforts to prevent data leakage and protect the Bank's and customers' data.

We will not hesitate to take firm disciplinary action, including terminating employment, filing legal action and notifying local law enforcement authorities, against employees who knowingly breach our Group Standards.

As a Bank employee, what do you need to be aware of? • Data leakage is any unauthorized distribution, copying, printing or emailing of Bank / client data. It includes but is not limited to: o Emailing / forwarding of files or emails to any personal or non-Bank email address o Uploading data to external sites o Saving any emails / files to an external device like USBs, etc • Data leakage may breach banking secrecy, privacy, and/or other regulations and laws, resulting in disciplinary action, criminal sanctions or prosecution. • During an employee's notice period, USB access and exception requests will not be granted / approved for any employee leaving the Bank. • Please familiarise yourself with the Bank's policies and procedures so as to avoid any data leakage.

Please refer to the following for further information

o Group Code of Conduct <https://thebridge.zone1.scb.net/docs/DOC-16523>

o End User Security procedure (EUSP) <https://thebridge.zone1.scb.net/docs/DOC-4185>

o GIS Tips (GISTs) – How to classify and handle Bank data

<https://thebridge.zone1.scb.net/docs/DOC-17575>

o Acceptable Use and Monitoring Notice for Group Systems: <https://thebridge.zone1.scb.net/docs/DOC-28510>

o Acceptable Use and Monitoring Notice for Group approved mobile devices <https://thebridge.zone1.scb.net/docs/DOC-38971>

Need help? Should you have any specific questions on DLP or access controls, please write to the GIS DLP team. For questions on related HR processes, you may raise a case in AskHR

Thank you for helping to uphold our standards of data protection and your support in this sensitive matter.

### Provident Fund

Please ensure that you login to UAN portal and check if all the below steps are checked and complete.

How do I check my UAN?

Step 1 - Log in to HR WorkWays

Step 2 - Access My Reports

Step 3 - Check your UAN Details

How do I activate UAN?

Step 1: Visit <https://clicktime.symantec.com/3Fqg2K3kHXXfPthMfJ8nYbu7Vc?u=www.epfindia.com>  
Step 2: Click Tab: Our Services (for employee)  
Step 3: Click Tab: Member UAN/Online Service (OCS/OTCP)  
Step 4: Click Activate UAN  
Step 5: Feed your UAN/ PF Account number, Name, DOB (registered as per EPF database), Mobile no. and email ID  
Step 6: Authorisation password will be generated and sent to your mobile number  
Step 7: Use the authorisation password and activate your UAN  
Step 8: Using your UAN and password, you can use the EPFO online services by logging in on the UAN member portal

Who do I contact for queries on UAN details in the Provident Fund Member Portal?

For queries related to the Member Portal, you may contact: Helpdesk Number: 1800 118 005 and Helpdesk Email ID: [uanepf@epfindia.gov.in](mailto:uanepf@epfindia.gov.in)

How do I update or correct my basic fields in the EPFO portal?

You can now update/ correct your personal details like Name, Date of Birth and Gender only in the EPFO portal through self-service. It is recommended by the EPFO to align your personal records with your Aadhaar. If you find any mismatches or missing information in your personal details within the EPFO portal, you can update them by following using the navigation below. To perform this exercise, you will need your UAN to be activated.

Steps to be followed:

Step 1: Visit <https://clicktime.symantec.com/3Fqg2K3kHXXfPthMfJ8nYbu7Vc?u=www.epfindia.com>  
Step 2: Click tab 'Our Services (for employee)'  
Step 3: Click tab 'Member UAN/Online Service (OCS/OTCP)'  
Step 4: Login using your UAN and Password  
Step 5: Click tab 'Manage (MODIFY BASIC DETAILS)'  
Step 6: Update/correct details (DOB, Gender, Name & Aadhaar) submit the request.

Once you have submitted your request, please share a copy of your Aadhaar copy card by raising a request at Manage my Provident Fund (INDIA). Once validated, the Bank can close this request.

In case of a major change in any of your basic fields, you will need to submit additional documents such as PAN, Passport/ School leaving certificate, as well as the Aadhaar.

Withdrawal process

Online PF Claim- Advances/withdrawal/settlement

Your bank account details should be updated and verified in the system before making any claims.

Please follow the below steps for Online PF Claim:

Step 1: Visit EPFO Portal  
Step 2: Click on Our Services (for employee)  
Step 3: Click on One employee- one EPF Account  
Step 4: Login using your UAN, Password & Captcha  
Step 5: Click on Online Services (Claim form 31, 19 & 10C), Composite Form (i.e. Form 31(PF Part withdrawal), 19 (PF Final settlement) & 10C (Pension withdrawal Benefits) and  
Step 6: Submit the request.

Trust the above clarifies.

Regards

AskHR Team

44444/35555

Ref:MSG2083201\_EP7p1uz24Y35BEOXZ0Dv