

TCS South Africa Welcome Pack

A Newcomer's Guide

November 22, 2024



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Tata Code of Conduct

We, in our dealings, are self-regulated by a Code of Conduct as enshrined in the Tata Code of Conduct. We request your support in helping us adhere to the Code in letter and spirit. We request that any violation or potential violation of the Code by any person be promptly brought to the notice of the Local Ethics Counselor or the Principal Ethics Counselor or the CEO of TCS. All communication received in this regard will be treated and kept as confidential.

TCS South Africa Welcome Pack

We at TCS (SA) would like to welcome you to South Africa. We trust that your stay here will be a happy and memorable one, both in terms of business and being able to explore our beautiful country.

The purpose of this Welcome pack is to provide you important information about Admin Functions Housing, Travel, Safety Tips, Insurance, Restaurants, Temples, Schools, Telecommunications and many more. You will also find tips advising you of how things should be done and what should be avoided.

A newcomers' introduction will also take place on Microsoft Teams soon after your arrival. The Admin team will advise you on the date and time of the meeting.

We are certain that your stay in South Africa will be a memorable one, filled with adventures and experiences. South Africa, the so called "Rainbow Nation", will amaze you with its incredibly diverse geography from the Kalahari Desert in the north to the cool vineyards of the southwest. The Big Five game reserves, the spectacular beaches, the family-friendly coves, the untouched areas of wilderness and the cultural and sporting activities are as diverse as you would expect in a country with so many different tribes.

Discover why South Africa is the adventure capital of the world, why our natural beauty and wildlife will leave you awe-struck, and why our friendly people, rich culture and freedom struggle will warm your heart! Follow the African drum and gumboot beat; the bright sun, stars and city streets; the bouquet of our prize-winning wines; the invigorating mountain or ocean air. And, most of all follow your desire for a personal journey, one that will change you beyond expectation, starting right here.

We trust that your time spent here will be pleasant and fruitful. Should you have any concerns during your stay in South Africa, please do not hesitate to contact us.

PLEASE SUPPLY THE FOLLOWING DOCUMENTS TO ADMIN
WITHIN 72 HOURS OF YOUR ARRIVAL

- ✓ Copy of your passport and VISA
- ✓ Copies of your flight tickets as well as your family's details if they are travelling with you via a GESS Travel Request.
- ✓ Copy of your driver's license

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The Team

Please find below the Enablement Teams. Kindly contact the appropriate person based on your query. It is advised that you contact us via email and allow 48 hours for a reply before you contact us telephonically

HR	Ajay Sivamani	HR Head South Africa	011 – 459 1700	074 329 6699	ajay.sivamani@tcs.com
	S-phe	HR Officer	011 - 459 1700		lamula.sphesihle@tcs.com
Employment Equity	Prenisha Sharma	Employment Equity and VISA Officer	011 – 459 1700		prenisha.sharma@tcs.com
Admin	Merlin Pillay	Admin Head South Africa	011 – 459 1700	072 233 2601	merlin.pillay@tcs.com
	Nkateko Mashimbye	Accommodation and Transport Officer	011 – 459 1700	060 509 9138	nkateko.m@tcs.com
	Nathan Pirie	Facilities Assistant Cape Town	021 – 001 4123	083 321 0177	nathan.pirie@tcs.com
	Nico Nathaniel	Facilities Assistant Johannesburg	011 – 459 1700	081 041 1188	nico.n@tcs.com
	Mzothule Mayisela	Apartment Inventories	011 – 459 1700	064 4606765	mzothule.m@tcs.com
	Ramdeo Sing (Naresh)	Admin Support	011 – 459 1700	082 656 3911	r.sing@tcs.com
Digital Infrastructure Services	Pedro Sequiera	DIS South Africa	011 – 459 1700	082 329 9629	sequiera.pedro@tcs.com
Finance	Gilroy Fernandes	Finance Head South Africa	011 – 459 1700	082 653 0514	gilroy.fernandes@tcs.com
	Sivadasan A	Finance	011 – 459 1700	072 763 3224	sivadasan.a@tcs.com
	Leanne John	Finance	011 – 459 1700	082 894 3337	leanne.john@tcs.com

Note: Weekends and after hours are reserved for emergencies only.

At The International Airport



Associate are advised to purchase local SIM available at the International Airport Terminal. You can find the Mobile Vendor Service desk after you complete the Immigration.

We recommend using MTN, Vodacom, Cell C or Telkom Mobile who are the top 4 Service providers in SA and have a wide coverage area

Approx cost : ZAR 300 including data and minutes



Note: If you can't locate the Service Desk, kindly enquire at the Airport Information Desk.

On Arrival

Note: Do not respond to Strangers who volunteer to help you at the airport

Airport Pickup	Either TCS Driver or Approved Vendor will wait at Airport Arrivals for associate
	Contact Admin (Nkateko / Nathan – 0605099138/ 0833210177) if you do not locate the driver
	Exchange Forex for Minimum \$100 at the Airport to meet immediate requirements
	Purchase Pre-Paid SIM from the Airport Mobile Shop (Vodacom / MTN / CELL C)
	Request the driver to take you to either to the Woolworth Shop at Airport (Terminal A, 1st Floor) or prominent Shopping Mall to purchase basic items e.g. milk, bread/ toiletries etc.
Kindly ensure that the following activities are completed by you without any DELAY.	
Onsite Reporting & Banking Details	It is mandatory to complete onsite reporting immediately - in Ultimatix - Global ESS - My work list - View FYA
	Ensure that the reporting is approved by your Project Supervisor
	Timely Completion will ensure that your salary and taxes are correctly computed during your stay period
	Contact your Project Supervisor / RMG in case of your Deputation got cancelled after initiation.
Open Bank Account and Update Banking Details	It is mandatory to update your banking details in Ultimatix --> Employee Services --> HR Management --> Employee Self Services --> Overseas Bank Details
	Associates can open bank account with State Bank of India (South Africa) / FNB / Nedbank
	Associates on BV 11(2) visa can update their travel card details in GESS. Email Mr. Prakash Phadke (Nadeem.Chougule@tcs.com) in cases where you are unable to open bank account.
	<u>Mail to Global Mobility (Globalmobility.MEAvisa@tcs.com) to obtain necessary banking /SARS related documents.</u>
	Mail Ramdeo Sing (ramdeo.sing@tcs.com) to obtain Apartment Lease agreement required for Banking / SARS formalities

Bankers	<p>SBI</p> <p>Shashank Kumar</p> <p>Tel: +27(0)117784519 / +27(0)737640489</p> <p>email: ambanking1.rsa@statebank.com</p>
	<p>Nedbank</p> <p>Diana Perumal</p> <p>Tel : +27 (0)11 667 9059,</p> <p>email : dianap@nedbank.co.za</p>
	<p>FNB</p> <p>Linda Van Zyl</p> <p>Tel:</p> <p>email : LVanZyl2@fnb.co.za</p>
	<p>Above contacts have been working with TCS over the years to ease the process of opening bank accounts. Other banks can be used (Standard Bank, Absa or Capitec).</p>
SARS (Income Tax)	<p>Associates on Work Visa (incl. Section11-2 Visa) have to obtain SA Tax number within 60 days of arrival</p> <p>tcs@ncaccounting.co.za can assist you on income tax registrations, income tax submissions, confirmation of foreign account details, objections, and tax related enquiries, with a nominal fee. The vendor is not TCS Empanelled, and associates are welcome to go through any other auditors available locally. Alternatively, associate have to obtain Tax No. directly with SARS</p>

Housing

General

As per policy, TCS Admin will allocate a furnished apartment during your stay at South Africa (Ref. the Policy in Ultimatix – B4U). While every endeavor is made to keep the apartments in a proximity, it is not always possible. We further try to keep associates in the same projects in the same complexes providing the logistics are possible.

Note: All these apartments are privately owned and do not belong to TCS South Africa. It is therefore requested you treat the apartment allocated as if it were your own. TCS South Africa and suppliers/owners indemnify themselves from any loss or damage that occurs in the apartment due to theft.

Here are YOUR responsibilities: PLEASE READ CAREFULLY:

- Understand the facilities provided in the apartment.
- Complete the entry/exit inventory inspection with the Owner / Vendor or TCS Representative within 2 days of your SA arrival or departure .
- Ensure that the actual contents of the apartment match the inventory list provided when moving into or out of the apartment.
- The onus is on you to contact the office if no one had done the inventory within 48 hours of arrival.
- You must notify Admin of any discrepancies thus avoiding costs.
- Suggest you bring to the attention and agree it in writing of any cracks, dirty carpets, chipped and cracked plates, leaking taps, burns or marks on the furniture and carpets. You have 5 days within your move in to report this.
- No swapping or removal of ANY items to another apartment is allowed
- Costs will be recovered from payroll for services beyond the agreed setup with service providers

- Ensure that the apartment is always kept neat and tidy. Spot checks will be done by TCS or the owner regularly to ensure that this is followed
- In the event of arriving and sharing an apartment with a colleague – the onus is on you to point out damages (still) so that you are not held responsible
- In the event of any damages, burns, breakages etc. you will be responsible for the replacement cost of these items. Couches, windows, all electrical items etc. are expensive items to replace – and so we request you to respect these items as if they were your own
- You are responsible for the keys/remotes provided to you – please return to office on departure.
- Light bulbs are wear, and tear items, which needs to be managed by the associates.
- All cleaning and correct material is to be supplied by you to the cleaners for the maintenance of your apartment. A suggested list will be provided to you during the entry inspection.
- Do not place HOT items on carpets or counters – please make use of the pot trivets/stands/bread boards provided.
- DO NOT leave lights and heaters on during the day in apartments
- A safe has been provided in many apartments for your valuables and the onus is on you to use them. Alternatively, suggest to keep all your valuables either locked in cupboard or Suitcases
- **DO NOT** place metal objects in microwave.
 - **If you boil anything in the microwave and there is spills, please ensure that you wipe it immediately.**
 - If you don't the microwave rusts and a replacement cost will apply. Also make sure that the plastic dishes you use are microwavable safe
- Kindly do not overload the washing machines and dryers. The cost of repairing it will apply to you. Ensure you use the correct washing powder for **automatic machines, else machine will break down and you will be liable for cost of replacement or repair** If you have a dish washer and use it – and items are chipped or broken while being washed – then this will be your responsibility to replace
- Please throw away any food items and clean the apartment prior to your exit to avoid spring cleaning charges.
- Children they must not sit on glass tables, swing from curtains and jump on sofas and mattress, as you will be liable for the cost of replacing damaged.

- Do be careful when smoking indoors, if the couch is burnt it is costly to replace and it will be at your cost. Rather smoke on the patio or balcony. Please note that most apartments are non-smoking units – you are allowed to smoke outside or on the balcony
- Please use the ironing board when ironing – if you use the bed or carpet then you will be liable to replace damages caused by burning
- Batteries in TV, decoder, remotes are wear, and tear, and are replaced by you
- Do not burn religious lamps or candles in cupboards, on newspapers or close to walls and please don't leave them burning all day long as this is a fire hazard
- **No pictures or decorations to be stuck on walls as this causes paint to come off walls on removal. The apartment must then be repainted, and the cost applies to you**
- **As per policy, TCS covers utilities up to R500 as part of the rental. TCS will recover the utilities exceed R500 from the monthly salary with a notification to the Associates. Utilities are a combination of Electricity, Gas, Water, Sanitation, Refuse, Sewerage etc.**
 - **Apartments on prepaid systems receive recharge vouchers up to R500 per month by the 13th of each month,**
 - **Gas refills are the responsibility of the employee for cases not through a central supply unit.**
- It is recommended that you do not leave unnecessary lights on if you are not present in a room - and do not leave the heaters on all day and night
- South Africa is also experiencing a shortage of electricity countrywide and tends to do what is called “Load Shedding”. This means that your electricity is disrupted for 2- 4 hours. Your contribution in not wasting electricity is appreciated
- If you have babies or young children, please put nappies on the baby. If the mattresses are damaged due to the child urinating onto the mattress – and the owner wants to replace it you will have to pay for a new mattress. You can purchase a ‘mattress protector” from a baby supplies shop in all major malls.

An exit inventory will be done 3 days prior to your departure.

Electric stove/oven/microwave oven/ kitchen counter

- Please maintain 4 Points to heat the food. Do not heat the food with Max Temp as it damages the stove Plates.
- Clean the Spill over to avoid damage to Stove Plate
- Micro Oven is for heating purposes only and not for cooking. Do not use metal items as they damage the oven
- After Use, clean the spill over or moisture immediately
- Do not place Hot Vessels / Pans on the Kitchen counters to avoid unnecessary replacement cost
- Oven must be used cautiously, clean the oven plates to avoid damages
- Clean the Kitchen Chimney Filter monthly to avoid unnecessary replacements charges

CARE OF CARPET, COUCHES AND CHAIRS

If you spill something on the carpet, sofa or chairs (i.e. soft drinks, coffee, tea, food etc.) please wipe with a wet cloth immediately. If these spills are not cleaned immediately then they will stain and difficult to remove. Spicy foods in particular stain the carpets and chairs very badly. Please do not iron or place hot pots on carpets or tables as these results in burn marks and it is costly to replace. If there are any stains not reported upon your entry inspection, then the applicable costs will be recovered from payroll.

The following suggested products should be purchased by you and available in the apartment for the cleaning ladies to use.

- Handy Andy
- Skip washing powder – for automatic machines
- Sta Soft – fabric softener
- Domestos toilet cleaner
- Dishwashing liquid
- Sponges for washing dishes
- Jik – to remove stains on clothing
- Mr Muscle bathroom and shower cleaner
- Mr Min Furniture polish
- Carpet cleaner
- Mr Muscle tile cleaner
- Mr Muscle tile and window cleaner
- Zeb oven cleaner

NOTE: Please ensure there is ample supply of daily cleaning – you will have to purchase the products monthly depending on necessary amount of cleaning

CLEANING SERVICES

- Cleaning services are optional. Associates need to make their own arrangements, if owners or vendors are do not provide.
 - Some owners / vendors provide maid services once or twice a week as part of the rental.
- Scope of work is to complete the general cleanup of apartments and are not going to wash dishes accumulated over a couple of days. This is not only unhygienic but will bring the cockroaches to reside with you. Please soak pots used overnight and please put a load of washing in the machine to help reduce the loads of the cleaners.
- Please also note that it is common practice in SA for the cleaning staff to be allowed to have tea and perhaps bread (or anything else you wish to offer) but this should not be abused.
- No additional monies should be given to the cleaner unless you generously want to give them a thank you gift or small bonus on leaving.
- Cleaner do not baby sit children and do not work on weekends or after hours.
- Cleaners work to a tight schedule and are not to be chased away and told to come back later. If s/he comes at a certain time to perform her duties – kindly allow them entry to complete their work.
- The obligation of the cleaners are to do the following as listed below; any extra work is to be done by yourselves, or you may negotiate with your cleaner to do it for an agreed extra remuneration between yourselves. This must not impose on her time in other apartments – it can be weekends, or any other time mutually agreed upon.
 - Sweeping, dusting and mopping of floors
 - Once a month linen change

NOTE: Do Not Leave Large Amounts of Cash or Jewelry exposed in your apartment. ALTHOUGH cleaners are considered trustworthy, TCS or The Vendor will not be held responsible for the loss of any valuables. Please ensure they are Locked away at all Times.

Utilities

South Africa often experiences shortage in water supply due to maintenance purposes. It usually lasts for a few battery-operated and it is sometimes not circulated in advance. It is therefore advisable to plan accordingly.

It is suggested that you always keep a 5lt bottle of water (Min 5 Qty) as spare in your apartment. Follow News24 to ensure that you are aware of the water outages before they occur.

As there is a large amount of maintenance happening on South African power supplies , we often experience load shedding. Here once again we suggest you are prepared. Small battery-operated lamps and candles can be obtained for all major chain suppliers such as Checkers, Pick 'n Pay, Game, Dion. However, if you do use candles, please make sure that you blow them out before you go to sleep or leave the houses.

Also, it is recommended on the following:

Download the EskomSePush App for power outages and load shedding schedules

https://www.citypower.co.za/customers/Pages/Load_Shedding.aspx / <http://loadshedding.eskom.co.za/> to obtain daily updates on load shedding

Purchase a gas stove to help during a day long black out.

Visit the following websites for updates on planned and unplanned water outages

<https://www.capetown.gov.za/Pages/City-Alerts.aspx>

<https://www.johannesburgwater.co.za/>

CAR RENTAL/LONG & SHORT LEASE

As per policy, transportation allowance is monetized as part of the monthly allowance, hence TCS does not provide rental car during the stay period.

You can connect with the following vendors to assist you with lease/rent cars

Avis - <https://www.avis.co.za/>

Cabs Car Hire - <https://www.cabscarhire.com/>

Hertz - <https://www.hertz.co.za/>

Note:

Read the terms and conditions before you sign the contract.
understand the Insurance Coverage applicable to avoid later disputes with the vendor.

DOCUMENTS REQUIRED TO DRIVE A CAR @ SA

Valid Indian/International Driving License Traffic Registration Number or Indian Driving License authorized by Indian Consulate

Traffic Registration Number – To be obtained from Traffic Department

Please go through below Video Link that help you to understand the process to obtain South Africa driving License.

<https://www.gov.za/services/driving-licence/apply-driving-licence>

Contact a local driving school for help in understanding Traffic Rules and Signs on DIRECT PAYMENT Basis.

JHB - <https://mdndrivingschool.weebly.com/>

Cape Town- <https://btk53.lucystevens.co.za/>

SAFETY AND SECURITY TIPS WHILE DRIVING

PLEASE CARRY YOUR ORIGINAL DRIVERS LICENCE AND PASSPORT WITH YOU AT ALL TIMES.

Watch for other cars and poles when reversing as these little scrapes and dents cost money which will come out of your pocket

In the event of being stopped at a roadblock, please present your original driver's license / TRN and passport. If the traffic official solicits a bribe – handle based on the circumstances.

Avoid stopping at the side of the road, especially at night. If you really followed; stop at night, please choose to do so at a petrol station where it is safe

Try to travel with colleagues or friends rather than alone late at night.

Ensure that your doors are always locked when driving and your windows always rolled up

Please double check your car is locked by lifting the door handle once you have used the remote to lock.

Do not give money to the beggars at the traffic lights (they are called robots here). They are often dangerous

Road rules are strictly followed, therefore we strongly advise you to obey the law
Please do not DRINK & DRIVE, the authorities are very strict regarding this and you will end up in jail if caught and will lose your license.

You are required to fill your car up with petrol, water, and air for the tires from time to time

Any damages or accidents must be reported immediately to the rental company

WHAT TO DO IN CASE OF ANY ACCIDENT

In the case of an accident – immediately notify the vendor. Take the other driver's name, contact details and insurance details, registration number of car as well as details of where the accident happened (i.e. what road you were on) If there are any witnesses – then get their details. Do not admit liability or give money to any person. Take photographs if possible for evidence.

Call the Metro Police if necessary.

Report the accident within 24 hours to the police station and get a case number. This number must be filled in on the insurance form.

Do not drive the car unless it is safe to do so.

Do not let anyone tow the car away – call the vendor authorized towing company.

If the accident was not your fault and necessary proof can be provided (written admission by the other driver or a police report indicating fault of the other driver), you will not be responsible for paying this.

If your car is bumped/scratched/hit in your absence, regrettably you are liable for the damages.

When returning the car please ensure it is clean and the tank is full. If your car requires cleaning at the depot – you will be charged.

Drive carefully and keep breaking and following distance from the car in front of you especially in rainy weather. If it has not rained for a while, and fresh or new rains come – then the roads are slippery than normal due to oil build up – then extra precaution must be taken. Keep your lights on in the rain or when it is foggy or at dusk.

It is suggested that you drive with your park lights on even during the day to make sure that your vehicle is always visible.

When travelling with babies/ toddlers and small children please ensure that they are strapped into a car seat.

Policy on Medical

Once your travel is finalized, FDFU team will provide your insurance from Mayfair. Check the validity of the insurance coverage and connect with HR in case the insurance need to extended

GENERAL SAFETY AND SECURITY

To ensure your safety please note that it is not safe to go to certain areas in the evenings in South Africa. If you are unsure, please call someone who has lived in South Africa for a while and ask. Like many large cities it is not advisable to walk around late at night on your own.

Although your apartments are in a secure area, it is highly recommended that you sleep with the apartment doors locked. Bearing this in mind, also be sure to keep your vehicle doors locked while driving around, and do not leave any attractive looking items on the car seats front and back (folios, cell phones, laptops, purses etc.), especially parked in public areas. Always be aware of your surroundings. Once you park and lock your car, manually double check that the doors are locked, since jamming is quite common in South Africa.

Forex / Debit Card Fraudulence is common in South Africa. Please set limit on Card Usage for safety purpose. Be careful that you withdraw cash in the Banking Section available in Malls to avoid Card Skimming.

Do not encourage strangers to assist you in the ATM Center

If you are travelling to a destination, and don't know your way – please ensure that you get directions beforehand. It would be a safe idea to run those directions from a fellow South African who is familiar with the area. You are advised to use a GPS device or a GPS App on your phone

TRAFFIC

Traffic in SA is as a rule regarded as orderly. However, please remember to ensure that you are careful when driving, as at times other people on the road may be reckless. Car hijackings are a potential problem, and it is highly advisable to be very aware of this. Special care must be taken in the evenings, at traffic lights, during rainy weather and certain areas in Central Johannesburg. Please be alert for people approaching the car when at stops signs or traffic lights.

VISAS

Associates eligible for extension of their visa must contact The Mea Visa Team (**Globalmobility.MEAvisa@tcs.com**) with mail approval from your Vertical Head to process your supporting documents and must initiate deputation extension request in Ultimatix - > GESS
Ajay, SA HR Head will assist you with any Miscellaneous Services, VFS Process and submission.

Please plan accordingly regarding visa extension and allow at least 3 months for the process before your visa expires.

NOTE: PLEASE NOTIFY TCS SA HR IMMEDIATELY ON ARRIVAL IF ANY CONDITION IN YOUR PASSPORT HAS BEEN CHANGED BY THE IMMIGRATION OFFICIAL OR IF A CONDITION BY THE EMBASSY IMPACTS THE PERIOD OF YOUR ANTICIPATED STAY.

SAFETY AND SECURITY TIPS WHILE DRIVING

PLEASE CARRY YOUR ORIGINAL DRIVERS LICENCE AND PASSPORT WITH YOU AT ALL TIMES.

Watch for other cars and poles when reversing as these little scrapes and dents cost money which will come out of your pocket

In the event of being stopped at a roadblock, please present your original driver's license / TRN and passport. If the traffic official solicits a bribe – handle based on the circumstances.

Avoid stopping at the side of the road, especially at night. If you really have to stop at night, please choose to do so at a petrol station where it is safe

Try to travel with colleagues or friends rather than alone late at night.

Ensure that your doors are always locked when driving and your windows rolled up at all times

Please double check your car is locked by lifting the door handle once you have used the remote to lock.

Do not give money to the beggars at the traffic lights (they are called robots here). They are often dangerous

Road rules are strictly followed here, therefore we strongly advise you to obey the law

Please do not Drink & DRIVE, the authorities are very strict regarding this and you will end up in jail if caught and will lose your license.

You are required to fill your car up with petrol, water, and air for the tires from time to time

Any damages or accidents must be reported immediately to the rental company

Other Benefits

Children School Tuition Fee/Pickup Expenses

- Associate are eligible to claim their Children School Tuition Fees on a monthly basis
- In addition to school fee associate will get a gross allowance of R.1000.00 per month per child in lieu of School Transport subject to one using the External Van Services.
- Associate have to request for this allowance through a **“Request Form”** by giving a onetime declaration to Country HR Head
- Minimum Child Age to avail this benefit is 2+

Laptop, Mobile & Data Card

- TCS provide laptops based on the project requirements upon approval from the Country / Delivery Head with Justification
- Associates/Project SPOC need to contact TCS – IS Support Team for any maintenance support
- Any change in the Laptop allocation should be informed to DIS for updates to their records, failure will result in the associate owning the responsibility of such asset
- Prepaid / Post Paid Data Card are provided based on the project requirements upon approval from the Country /Delivery Head with Justification

Claims and Expense Reimbursement

Associates can claim the following expenses incurred for business purpose through Ultimatix – GESS – Claims as per the Guideline set as per MAC approval:

- Petrol/ Toll & parking/Taxi fees
- Staff Welfare/Project Expenses/Client Entertainment
- Visa Expenses
- Communication

Note : Always keep copies of your claims in case of a loss of a claim/ supporting documents.

Associate Recovery Settlement

- Associates need to settle their recovery dues related to Housing (Excess Electricity/Water & Damages) to Vendor/TCS on a monthly basis
- TCS Admin will notify the monthly recovery due to Associates and advise for Salary Recovery
- Unsettled/Old recoveries will be advised for recovery from India Payroll.

Air Tickets and Accommodation

Associate travelling on Business need to raise Travel Request in Ultimatix. The MEA Travel Desk will assist you with the tickets. The onus is up to you to keep track of your approval request until you receive e-ticket.

TCS SOUTH AFRICA (PTY) LTD OFFICE ADDRESS

Tata Consultancy Services (South Africa) (Proprietary) Limited
39 Ferguson Road,
Sandton,
Johannesburg,
2196

Tata Consultancy Services (South Africa) (Proprietary) Limited
23 Belmont Road
West Block 02
Tannery Park
Rondebosch
Cape Town
7700

Check Out Procedure

Kindly connect with Admin to complete the inventory exit and settlement process.

- Associate need to visit TCS Office to settle all outstanding dues
- Handover of I TCS Assets- Backup Power devices, Laptops/ Data Card(if applicable).
- Any excess electricity and unpaid exit findings received after your departure for your stay period, will be notified and recovered.

Hospitals

There are several hospitals you can visit based on the area you live in.

Johannesburg : Morningside residents can visit Mediclinic Morningside. Sunninghill residents can go to Netcare Sunninghill hospital, and Bryanston and Paulshof residents can visit N.H.C. Bryanston.

For further information and addresses on all the hospitals you can visit the following link:

http://www.joburg.org.za/index.php?option=com_content&task=view&id=43&Itemid=168

Cape Town : Tableview residents can visit Medicross Tableview / Netcare Blaauwberg Hospital. Milnerton or Century City residents can visit Mediclinic Milnerton and Bellville or Durbanville residents can visit Mediclinic Durbanville or Mediclinic Cape Gate.

Gautrain

In your area you will find health club chains, pay them a visit to check the premises and join them if interested. You can browse through the Internet Home Page for additional information. The Gautrain is a preferred public transport by many business people including many of our associates.

You should first purchase the Gautrain card which costs approx. R30. (Buy only from Gautrain stations) You then preload it for your travel, daily or weekly or monthly. The cost varies depending on your destination.

Gautrain stations are as follows: Pretoria, Hatfield, Pretoria, Centurion, Midrand, Marlboro, Sandton, Rosebank, Park Station, Rhodesfield, OR Tambo Airport.

Outside each station, Gautrain buses go to various locations. Some clients provide shuttle services from the stations to their offices.

The Gautrain is operational every day, including public holidays. Gautrain buses operate Monday-Friday, excluding public holidays.

Phone and Data Card

- There are 4 Major mobile and data network operators in South Africa.
 - Vodacom, Cell C, MTN, Telkom Mobile

Gym

- In your area you will find health club chains, pay them a visit to check the premises and join them if interested. You can browse through the Internet Home Page for additional information.

My Citi

In your area you will find health club chains, pay them a visit to check the premises and join them if interested. You can browse through the Internet Home Page for additional information. My Citi is a preferred public transport for many Capetonians including many of our associates working in the Cape Town CBD.

You should first purchase the My Citi card which costs R25. (Buy only from My Citi stations) You then preload it for your travel, daily or weekly or monthly. The cost varies depending on your destination.

Please refer My Citi website for Routes and Timetable:
<http://myciti.org.za/en/home/>

Sightseeing

South Africa offers endless options of sightseeing, tours, visits, and animal wildlife. You can pick from several museums, historical places of interest, art galleries, or visit to Soweto, South Africa's most famous township and major source of the anti-Apartheid activity:

The below links may help in planning your next vacation:

<http://www.inyourpocket.com/southafrica/johannesburg>

<http://www.capetownmagazine.com/>

<http://www.capetown.travel/>

<https://mytouristmaps.com/interactive-tourist-map-south-africa-lesotho-swaziland/>



Feedback

It is important to familiarize yourself with the policies for this Geo as they are not included in this document. We trust you will enjoy your stay in SA and look forward to meeting with you soon at one of our many social functions. please let us know if you have any comments or suggestions,

Associate are requested to write your experience on our Process and Policies via email to ajay.sivamani@tcs.com and merlin.pillay@tcs.com

Thank you