

Surrender Window Configuration

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This document gives you an insight into different configurations that are available for Employee Surrender workflow.

Navigation – Go to Settings -> Configurations -> Surrender Window Configurations

Surrender Window Configuration

This setting allows you to permit Option Holders to surrender their options. The changes you make in these settings will impact on your employees’ ability to surrender their option awards visible in the employee login.

← Surrender request configuration

Surrender window

Applicable grantees

Consent Configuration

Notification

Surrender window configuration

Open the surrender window and select applicable grantees to enable selected option grantees to surrender options from their individual login.

Configure surrender window:

Close

Open

☐ Open permanently

☒ Open for specific duration

*Enable from

07-Feb-23

*Enable until

28-Feb-23

Save

1. Click **Open** in the Configure surrender window field if you want to enable this option for employees to surrender their options to the employer.

2. If you want the options to be available indefinitely, click **Open permanently**.

3. If you want the window to be open for a set period only, click **Open for specific duration**.

Select the dates in the **Enable from** and **Enable until** fields to define the relevant open window

4. Click **Save** to proceed to the next step.

Applicable Grantees

Next, you will be required to specify the eligibility criteria for your employee plan participants.

← Surrender request configuration

Surrender window

Applicable grantees

Consent Configuration

Notification

Enable the surrender window for

☐ All grantees

☐ Active grantees

☐ Separated grantees

☒ Selected grantees

Add grantees

Remove

QapMap allows you the following options.

5. If you want to enable the surrender window for all grantees, click All grantees.
6. If you want to enable the surrender window for only active grantees, click Active grantees.
7. If you want to enable the surrender window for grantees who have separated from the organization, click Separated grantees.
8. If you want to enable the surrender window for specific grantees only, click **Selected grantees** and **Add Grantees-**
9. In the displayed list of grantees, select the appropriate eligible grantees and click **Add**.
10. Click **Save** to proceed to the next step.

Consent Configuration

You can now configure Surrender Form (Consent Form) along with Disclaimer message that will be displayed for your employees on the surrender screen.

11. The default setting for enabling surrender form is Set to NO.
12. Click on YES to enable the surrender form and select the surrender form displayed under Surrender Form Template.
13. Click on Save to update the configuration.

← Surrender request configuration

Surrender window Applicable grantees **Consent Configuration** Notification

Set Surrender Form

Do you want to enable the Surrender Form to option holders?

☒ Yes ☐ No

+ Surrender Form Template

Test V
+ Add New Surrender Form

☐ Default
☒ Custom

I declare that I am voluntarily surrendering options granted to me and I understand that effective immediately, I will not have any further rights or claims on the surrendered options whatsoever.

Clear Save

Save

14. If no surrender form template is created (templates module), the system will display the Default Template for you to select and configure (refer to the above screenshot).
15. To Add a new surrender form template, you can click on “+Add New Surrender Form” (refer to the above screenshot).
16. Select **Default** to display the standard message.

The default message is: “**Disclaimer:** On submitting the surrender request, I agree that I am bound by my terms and conditions of the ESOP plan. I have read and understood clauses relating to the ESOP Plan document and shall abide by them. I authorise to deduct applicable tax on surrender of the above options from my salary.”

17. If you want to define a custom message instead, select **Custom Message**, type the desired message, and click **Save** to proceed to the final step.

Set Disclaimer for Surrender

Selected message will be displayed on the review surrender screen, before the options are surrendered.

☐ Default
☒ Custom

I declare that I am voluntarily surrendering options granted to me and I understand that effective immediately, I will not have any further rights or claims on the surrendered options whatsoever.

Clear Save

Notification

The final step in the surrender window configuration is to specify whether you wish for your eligible employee to be notified via email. By selecting “Yes” and hitting “Submit” to finalize the setup, emails will be triggered to option grantees selected under "Applicable Grantees" where user accounts have been created.

← Surrender request configuration

Surrender window Applicable grantees Consent Configuration Notification

Do you want to notify option holders?

Yes

No

● Clicking on submit shall trigger an email to option grantees selected under "Applicable Grantees" where user accounts have been created.

Submit