

## Record Surrender Option Awards

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In order to record surrenders on behalf of an employee, the admin needs to navigate to Equity Awards section from the side panel. As a next step, select an employee you want to record surrender for. Click on the three-dot menu and select Surrender Units from the Option.

Option Awards							
Total Options Available		Search					
4,850							
Granted							
2,500							
Available							
1							
Number Of Plans							
3							
Active Option Holders							
5,000							
Approved Options							
ESOP Plan 2015							
2,500							

Grant Date	Stakeholder Name	Grant ID	Employee ID	Granted	Unvested	Vested	
Nov 2, 2022	Anushree P M	GT-OA-005		200	200	0	
Dec 1, 2022	Anushree P M	GT-OA-004		2,000	700	800	
Dec 12, 2022	Kiran Kumar	GT-OA-003		100	0	70	
Feb 6, 2023	Swarna Bhatt	GT-OA-002	E001	50	35	5	
Jan 1, 2015	Swarna Bhatt	GT-OA-001	E001	2,500	0	2,280	

Option Grant
View Award
Edit Award
Upload Documents
Delete Award
Accelerate Vesting
Recognize
Transactions
Cancel Units
Surrender Units
Record Exercise

Admin will be redirected to a page, where they can record the surrender. Admin can record the surrender by filling up a few details like surrender date, FMV per option, Number of options they want to surrender, and supporting documents (if any). The platform will calculate the Surrender Value and Payout(Pre Tax) automatically.

← Surrender Units

Surrender Details

Surrender Date

2023-02-01

Total Options Available for Surrender

70

FMV per option

INR 1,000

Surrender all Options

Yes No

Vesting Details

Vesting Date	Options Available For Surrender	Options To Be Surrendered	Surrender Value	Payout (Pre Tax)
Jan 3, 2023	10	10	INR 10,000.00	INR 9,890.00
Jan 4, 2023	20	20	INR 20,000.00	INR 19,780.00

Submit

Once the surrender is recorded, the same will be reflected under the Surrender tab on the side panel. An admin can view the recorded surrender and its detail by clicking on the three-dot menu and then clicking on View details.

All surrendersIn progress surrendersCompleted surrenders

Bulk Update

Surrender req. ID	Stakeholder Name	Status	Options surrendered	Request date	Status update
Sr-5	Kiran Kumar	Active	10	Feb 1, 2023	Approved

Details for Sr-5

Grant Details

Grant Date	Exercise Price (Per Option)	Granted Options	Available Units to Surrender
Dec 12, 2022	INR 11	100	70
Grant Certificate ID	Award Plan		

Surrender Details

Surrender Req. ID	Surrender Date	Surrender Units	Status
Sr-5	Feb 1, 2023	10	Approved
FMV	Surrender Value	Cost of Exercise	Payout(Pre tax)
INR 1,000	INR 10,000	INR 110	INR 9,890

Plan Name	Certificate ID	Grant Date	Vesting Date	Exercise Price (per option)	Options to surrender	Payout (Pre tax)
-	-	Dec 12, 2022	Jan 3, 2023	INR 11.00	10	INR 9,890.00

For a video tutorial [click here](https://www.awesomescreenshot.com/video/14955763?key=7a27ab7e439f61a1a5ceea0082383dcf).

