

## **Guidelines regarding your Offboarding in India**

Below you can find general information and important guidelines/actions you must take towards your end of employment in our company. Please read the instructions carefully, in order to enable a proper end of employment process.

**Please note the following action items you must complete prior to your end of employment:**

- **My HR** – Please ensure that you update your personal details - Mailing Address, Personal Email, Personal Phone Numbers in My HR. This is to ensure that any future communications including your Form 16 (Tax certificate), Relieving (Certification) Letter reaches you on timely manner. The details can be updated in [Workday](#). For any questions, you can submit a [My HR case](#).
- **Notice Period Guidelines** – Please check the [Policy for Waiver of Notice Period/Pay](#).
- **Leaves during notice period** – No casual leave shall be allowed during the notice period. All other eligible leaves including Earned leave can be availed for unavoidable purposes and only after leader's approval.
- **E-Signature of Obligation Letter** – You are required to read and add your **E-signature** on the Obligation letter. You will receive an email from My HR (Workday) with instructions to complete Esignature after your exit is approved on the HR systems.
- **Notice Period Shortfall Recovery and Other recoveries** – Any dues like short fall notice period/ sign on bonus/ relocation bonus/ Connected Workplace /Notice period buyout /bond recovery, please settle it by doing NEFT transfer. For Dell/EMC bank account details, contact the Settlement team at [Separation@Dell.com](mailto:Separation@Dell.com) (applicable for both Dell and EMC).
- **Last Salary processed** – As per the guidelines if team member termination date is on or before 10th of next month, the current month salary will be kept on HOLD and will be released along with the final settlement. Also note that Final settlement is subject to closure of all the Stakeholder clearances in offboarding tool.
- **Payroll Documents – Pay slips / Income tax statements/ Form 16** – We advise the team members to kindly download month-on-month Pay slips, Form 16s, Income Tax Computation Statements, and any other required information from ADP Web Portal before their last working day and preserve the same in safe custody for future reference. Payroll team will not be able to support team members on this request post exiting of records.
- **Asset submission** – On your last working day between 9am to 6pm, you must return all Dell Assets to the respective stakeholders as per the below list. Please note that this action is critical and might have an impact on your final settlement.

Access the [Offboarding stakeholder contact list](#). Please reach out to the POC in the attached PDF for the updates with respect to your clearances.

Equipment/Asset	Stakeholders
Laptop, dock station, headset, accessories, Company's mobile phone and SIM card	IT team
Equipment/Asset	Stakeholders
Pedestal locker key/Vehicle parking pass	Facilities team
Employee Security Badge/Building Access Pass	Security team
Car lease/House security deposit	HRSS team
Medical insurance	Medicclaim team

#### Remote Team Members Asset Handover Process:

**Laptop Handover** – Team members to share necessary information in below requested format with IT POC mentioned in [Offboarding stakeholder contact list](#), to arrange the pick up through DHL. Once this is completed, the clearance will be provided.

Employee Name	Badge Number	Laptop Tag#	Monitor Tag#	Docking Tag#	Mobile Phone Issued (Yes/No)	Accessories details	Address	Mobile Number	Last Working day in Dell	Personal mail ID

**ID Badge Handover** – Team members are requested to send the Dell asset through courier to the Base location (location where joining formalities were conducted) or hand over to the nearest Dell office and get the confirmation of acceptance from India Badging ([Badging@Dell.com](mailto:Badging@Dell.com)).

- **Return all Dell Technologies confidential or proprietary information** – Business documents you created while at Dell Technologies belong to Dell Technologies and may be confidential or proprietary; downloading or copying them when leaving Dell Technologies is a violation of the Code of Conduct, your agreements with Dell Technologies and is possibly illegal. If you have any Dell Technologies information in your possession, please work with your leader to ensure they are returned. Learn more about applicable policies and what you can and can't take with you in our [Global Information Protection Requirements](#).
- **Company Mobile Phone** – Corporate issued mobile phones are considered Dell assets and should be returned to Dell IT when leaving the company. Team members have the option to request financial responsibility of the line of service and take personal ownership of the mobile phone number prior to leaving Dell. All requests will be reviewed by Dell and approved by management. Please note Dell may choose to retain the telephone number for business and/or legal reasons. Interested Team Members should complete the Wireless Number Transfer - Personal Ownership work order **at least 1 week before their departure date to avoid service disruptions**. Team members who **do not have advanced notice prior to exiting the company may submit a request by emailing** their former manager with the [mobilephone@Dell.com](mailto:mobilephone@Dell.com) mailbox on copy. Please be sure to include the following:

**Subject Line: Wireless Number Transfer - Personal Ownership**

- Full name
- Badge number
- Personal Email address
- Corporate Cell Phone number
- Name of Personal Cell Phone Carrier

The mobility team will communicate directly with the team member and the personal cell phone carrier on how to port the device **once approved**.

- **Travel and Expenses (T&E) and AMEX Corporate Card (for business travel)** – Submit all outstanding expenses by reconciling your current American Express account balance against your Concur charges. Pay any outstanding personal American Express charges. Your account must be brought to a zero balance. Verify that your mailing address, email and phone contacts are up-to-date with American Express. As a first step, you are requested to destroy (shred in pieces) your AMEX CORPORATE CARD (usually green in color) and with immediate effect inform [Global\\_Corporate\\_Card@Dell.com](mailto:Global_Corporate_Card@Dell.com) to cancel your American express card, and await confirmation of the same. If for any reason, you are unable to submit your report prior to leaving Dell, contact your leader for the process and requirements. Other inquiries may be directed to [Global\\_Travel\\_Department@Dell.com](mailto:Global_Travel_Department@Dell.com).  
Cancel any upcoming travel reservations by contacting your local American Express Travel office. Inquiries may be sent to [Global\\_Travel\\_Department@Dell.com](mailto:Global_Travel_Department@Dell.com).
- **AMEX Purchasing Card (P-Card)** – If you currently carry an AMEX Purchasing Card/P-Card (usually Blue in color), please notify the Program Administrator at [Global\\_PCard\\_Administrator@dell.com](mailto:Global_PCard_Administrator@dell.com) so the card can be closed/cancelled. Reconcile any open items for the P-Card in the CAR tool for all cycles with outstanding matters.
- **Time and Attendance Reporting** – You need to ensure that your timecard and Time off is entered completely until your Transfer / Last working day in the **My Time** (Workday) tool. Final settlement will be processed, and salary will be paid as per the updates in **My Time**. Please contact your leader for any clarifications.
- **Leave encashment** – As per the policy the team members who are exiting from Dell EMC or transferring out of India within Dell EMC are eligible for max 45 days (or actual whichever is less) of Earned Leave (EL) Encashment as part of the settlement. Please be informed that the EL balance (which is granted in advance in My Time) will be arrived on pro-rata basis until your last working day in Dell. The EL encashment is not applicable for team members who are transferring within India. Other leaves such as SL & CL are not encashed. Please follow the [Leave Policy](#) for more information.
- **Inspire Points** – If you were awarded with any “Inspire” points, it is your responsibility to ensure to use your eligibility and redeem these points through the [Inspire Recognition](#) tool prior to your last day of employment. If you have redeemed them, the shipment and reception of the order will be executed even post your employment.  
For any questions, you can check this [FAQ](#).
- **Dell Wellness Hub** – Exiting team members will have access to Dell Wellness Hub for 30 days after their termination date; those who has earned a reward for a company Challenge, they will still be able to redeem for a gift card during this period.  
For further information, please check the [Global Wellness](#) site.

- **Patents** – For any questions regarding a payment of a patent award or the status of an invention disclosure submitted by you via the ANAQUA system, it is your responsibility to contact the Patent Team directly at [Patent\\_Team@Dell.com](mailto:Patent_Team@Dell.com). You can access the ANAQUA system at [dell.anaqua.com](http://dell.anaqua.com)
- **LTI / RSU** – For any question with regards to LTI / RSU, please contact Fidelity directly Monday-Friday 8AM-8PM - Call: 1809-49-49-49 then enter – 800 544 0275 or visit [Fidelity Contact Us](#).
- **IBP Payout** (if applicable) – IBP payout is subject to terms and conditions in Dell IBP plan document. More information about IBP can be found in the [IBP](#) site.  
Note: To earn an IBP bonus payment, the team member must be employed as of the payout date.
- **Car Lease** – In the event of a foreclosure under the above-mentioned circumstances, the Lessee would have to pay future discounted Lease Rentals, Residual value and GST on foreclosure value (as per foreclosure statement received from Leasing Company). GST will be as per the government laws. In case of any delay in payment of residual value – delayed payment charges will be levied by the car lease vendor.

Note (1): Complete closure of the car lease is a necessary criterion towards Full and Final settlement for concerned team member. If you have resigned and have not closed the car lease (by paying the closure values and getting the NOC and has not transferred the ownership (to self or third party) post the termination date will delay the F & F settlement and F&F will be ONHOLD until submission of ownership transferred RC to Car Lease team at [carlease@dell.com](mailto:carlease@dell.com).

Note (2): RTO normally takes 20 to 60 days to complete the transfer procedures, hence suggest initiating the foreclosure and transfer procedures as soon as exit is submitted.

- **House Security Deposits** – Team member must return the advance in full without any deductions whatsoever on the date of expiry/ termination of rental agreement or the date of cessation/ termination of my employment with Dell/EMC whichever is earlier. Company has lien on any dues payable to team member by the company until return of the house security deposit advance in full by team member. The final settlement will be ONHOLD until all dues are settled to the Company.

In case of transfer within India entities such as Dell, EMC and SecureWorks, team members are required to pay back the HSD availed at previous entity and apply for the fresh HSD from new entity.

In case of Inter country transfer, HSD cannot be transferred to other country. Hence team member is required to repay the same completely before the transfer date.

- **Income Tax Related and LTA Claims** – In order to get the complete tax benefit until the last working date / Transfer date (in country and intercountry), team members are required to submit the soft copy of Proof of Investment (POI). Kindly read the [POI guidelines](#) and submit the relevant documents to claim the tax benefit. You can send the scan copies of the documents to [Separation@Dell.com](mailto:Separation@Dell.com) (applicable for both Dell and EMC).

If you have allocated for LTA in BOA declaration earlier, you are requested to submit the LTA claim to avail the tax benefit. Kindly read the [LTA Guide](#) document and submit the claim in hard copy to payroll team if applicable. You are required to courier the LTA documents to below mentioned address. LTA will be paid as Taxable in the settlement if no claims are submitted, and appropriate tax will be deducted. Send also a scan copy of LTA documents to [Separation@dell.com](mailto:Separation@dell.com).

**Address:**

Payroll Department,  
Dell International Services India Pvt Ltd,  
Divyasree Greens, Survey No. 12/1,12/2A, 13/1A, Challagatta Village, Varthur Hobli, Inner Ring Road,  
Domlur Bangalore 560071 KARNATAKA

- **Gratuity Eligibility** – If you have completed 4 years and 240 days before your last working date at Dell EMC, then you are eligible to claim the Gratuity. You are required to fill up Form-I and print-sign-send the soft copy to [Devappa.Gurupada@Dell.com](mailto:Devappa.Gurupada@Dell.com) to process the claim. Gratuity is not payable for the team members who are moving within Legal Entities. Their eligibility continues with the new entity.

If you are moving from India to other country within Dell EMC (minimum tenure to be one year), Gratuity will be calculated as on date of transfer and paid in the settlement irrespective of the eligibility criteria.

Please fill the Form-I, print-sign-send the soft copy to [Devappa.Gurupada@Dell.com](mailto:Devappa.Gurupada@Dell.com) to process the claim:

[Form I for Dell International Services, Secureworks & EMC Tech](#)

[Form I for EMC IT Solutions](#)

[Form I for EMC SSIPL](#)

- **Provident fund (PF) Withdrawal / Transfer process:**

**A. Pre-Requisites: Team members need to ensure the following:**

1. Maintain their current salary bank account (out of Dell Salary Bank account i.e., Citi, ICICI, HDFC, or Axis Bank) under active status. The PF withdrawal proceeds will directly get credited to this account and hence it is important for team members to ensure this is in active status.
2. Know your UAN (12 Digit - Universal Account Number). This information is available on your monthly pay-slips.
3. After leaving Dell, if you are joining a new employer, you can only transfer the amount to your new employer. If you are not joining anywhere and out of Employment you can go ahead with the PF withdrawal.

**B. Pre-Requisites: Team members to know the following:**

1. Have a PF UAN (Universal Account Number). The same information is available in your monthly pay-slips.
2. The UAN must be activated by the team member.
  - If already activated, kindly check the KYC details (Bank A/c No, IFSC, PAN NO. & Aadhar No.) and personal information appearing in the PF portal.
  - If not activated, please refer the [Annexure I - UAN Activation Process](#).
3. The UAN and PF code are two different numbers and both numbers are required for initiating the PF withdrawal process.
4. PF Numbers will be available in Portal once you have logged in using UAN.

### C. Withdrawal Procedure:

1. Team members, after going through the steps mentioned in section A and B above, may submit withdrawal claims in online PF Portal - [Annexure II - UAN Form 19 and Form 10C](#).

#### TDS on PF withdrawal

TDS Applicable	TDS Not Applicable
1. if PF amount to be settled is less than or equal to RS.50000/- No TDS	1. If the team member transfers the PF amount.
<b>2. If service is less than 5 years and the PF amount to be settled is more than 50000/-</b>	2. Termination of team member services due to ill health/medical grounds/ discontinuation / closure of business by employer.
a. With PAN = 10% TDS	3. Total service is more than 5 years including previous employer service.
b. With PAN and Form - 15G (in duplicate) for individual - No TDS	4. PF amount to be settled is less than 50000/-
<b>3. If service is less than 5 years</b>	5. PF amount is more than 50000/- and service is less than 5 years - If PAN and 15G is submitted.
a. No PAN and No 15G : Max TDS @ 37% will be deducted	
b. TDS Certificate will be sent to the member directly by the EPFO	
4. 15G and 15H not applicable in case PF amount is more than 2.50 LACS and for senior citizen 3 LACS - TDS will be deducted @ 10%.	

- **PF Transfer Process** – In case current employer is Un-exempted (With RPFC) you can go for online PF Transfer [www.epfindia.gov.in](http://www.epfindia.gov.in). Current employer can also map the UAN of Dell to your current employer member ID for auto trigger transfers.
  1. For Trust cases – you can collect the Form 13 from your current employer
  2. Submit the completed form to your current employer after 60 days of leaving Dell
  3. Current employer may submit the form to the PF office to transfer the old PF to the new PF account in case the current employer PF A/c is with the Trust.
  4. Further follow-up is to be done with current employer

- **Final Settlement** – Relieving (Certification) letter will be issued after full and final settlement payment. Payroll takes 21 working days after the last stakeholder clearance to provide Payroll clearance.

**Settlement Team contact details:**

For all your settlement queries, please write to:

Settlement Queries	Dell Team members	EMC team members
Final Settlement	<a href="mailto:Separation@Dell.com">Separation@Dell.com</a>	
Provident Fund (PF)	<a href="mailto:pf@dell.com">pf@dell.com</a>	<a href="mailto:pf.emc@dell.com">pf.emc@dell.com</a>
Gratuity	<a href="mailto:Devappa.Gurupada@Dell.com">Devappa.Gurupada@Dell.com</a>	

- **Relieving (Certification) letter** – Relieving letter will be issued after Payroll clearance by your respective HR Site Ops. Please contact [HROps\\_India\\_ISO@Dell.com](mailto:HROps_India_ISO@Dell.com) for any confirmations/clarifications.
- **Out of Office (OOO)** – On your last day, you should place an Out of the Office automatic reply on Outlook. It is important that you place this message as it will allow your team peers and your customers to continue working as usual.

For any additional questions **prior to your end of employment**, submit a [My HR case](#).

**Post-Employment Queries (Alumni)**

For any post-employment HR related questions or requests, please use the [Alumni solution form](#), complete all the required information that will help to verify your identity and your request type.

Once your request is submitted it will be assigned to a HR representative who will review and follow up with you as soon as possible.

Best wishes for your future endeavors!

Dell HR Team