

India HR Member Exit Guidelines Document

[Guidelines for Member](#)[Guidelines for Manager](#)

Dear Member,

To facilitate a timely and accurate completion of your clearance formalities including payments, issuance of your Acceptance of Resignation Letter, Full & Final settlement, etc., please co-ordinate with your manager.

Your manager will work with you to organize a handover prior to your departure.

Please follow the below information provided for easy exit.

[Exit Survey](#)

[Your Final Payment](#)

[SPP Withdrawal](#)

[PF, Superannuation, Gratuity, Form 16 & Tax Related documents](#)

[Other Special Instructions](#)

Exit Survey

We believe that departing members can provide valuable information for the future development of our business, and we actively encourage you to candidly share your experiences and perceptions by completing an [Exit Survey](#). The survey will take approximately 15 minutes; it is administered by an external party and therefore, strictly anonymous. If you wish to have a confidential conversation with an HR Business Partner before your departure, please create a case in HR Service Center by selecting **Category**: Terminations, **Specialty type**: Exit Interview.

Your Final Payment

Your Full and Final Settlement will be processed within 30 working days from your Last Working day, subjected to clearances received. Post your full and final settlement, if the settlement is positive then the Settlement Documents- Service Certificate, Covering letter & Final settlement Statement soft copy will be sent to your personal email address updated in HR Service Center. If your settlement amount is negative i.e. Recovery, we will mail the Recovery letter to your correspondence address with payment procedure along with full and final statement for your reference. , The due has to be paid immediately within one week of receiving the recovery letter from us without failure.

SPP Withdrawal

Upon termination of employment, the participant must wait until his/her final contribution has been allocated to his/her account before closing it, typically between two (2) and six (6) weeks after his/her final salary payment is received. As soon as the last contributions are allocated into the account, the participant must close his/her

account by selling or transferring all shares held in the account or requesting a Direct Registration Statement (“DRS”). As a reminder, upon notification of the termination of employment, the Plan Administrator will send a letter by postal mail to the participant to confirm how to close the account.

The closure of accounts upon termination of employment is 60 days.

[Share Purchase Plan FAQ](#)

If no instruction is received from the participant, the Plan Administrator is authorized to proceed with closing the account. The DRS or cheque will be mailed to the participant’s home address on file with the Plan Administrator. Participants should note that in certain jurisdictions, depositing and/or trading the shares represented by a DRS may be inconvenient, may require the use of a Canadian or U.S. broker, and/or may require the participant to incur additional expenses. For this reason, participants are strongly advised to verify what is preferable in their jurisdiction and provide the necessary instructions as soon as the last contribution has been recorded in the account.

Before closing the account, it is recommended that the participant prints all statements and forms that could be needed in the future. It is the participant’s responsibility to ensure that the Plan Administrator has the correct home and email address on file.

For further assistance, please refer to the Information on Plan Administrator section in the Share Purchase Plan FAQ

Provident Fund, Superannuation, Gratuity, Form 16 & Tax Related documents

The [Payroll Guidelines document](#) attached can be referred to for payroll/ finance related inquiries & formalities. The document contains information regarding the below:

- Submission of FBP Reimbursement claims and Investment proofs
- Payroll Related documents
- Provident Fund (PF) withdrawal and Transfer
- Gratuity & Superannuation

Other Special Instructions

Social Media Policy Adherence: When you are no longer employed with CGI, modify without delay your social media profiles, such as in LinkedIn, Twitter, Blogs and other social media and computing platforms, to update your employment status with CGI so that your followers clearly recognize that you are no longer employed by CGI and are not communicating as a member of the company.

Personal information: Update your personal Information such as Correspondence address/Mailing address, personal e- mail id and contact number in [HR Service Center](#) under personal information summary tab for all further communications.

Onsite Assignments: Contact Global Mobility Compliance (gsm.tax@cgi.com) to confirm outstanding activities related to the recently closed/past assignments.

Claims in PSA: It should be cleared with approval from your Project Manager. HR should be informed in advance about the clearance of PSA outstanding expense(s), if any. In case you are a Project Manager of some members, you need to ensure that you clear all the pending timesheet and expenses approvals of your team members. Please print out the pending expense claim form from the Portal and attach the same with the Final clearance form.

For clearances, please access [CGI Portal](#).

Timesheet & Leaves: Timesheet to be submitted in PSA until LWD including utilized Leaves or it will lead to “Loss of Pay” in your settlement. Failure to do this may result in payroll associated issues. Link to be accessed is [CGI Portal](#).

Privilege or Contingency leave: During your notice period, none of these leave will be permitted unless prior approval has been granted by your Manager/Skip Level Manager. However your Last working day will be extended by that many days.

Skill/Captive/Recruitment Weekend Drive Allowance: If you are eligible, you are required to notify your manager to update the inputs in e-Clearance while providing clearance and Skip levels Manager’s approvals has to be uploaded. Else it will not be paid and cannot be reprocessed after settlement.

Employment Agreement: You shall continue to be bound by the obligations under your employment agreement/appointment letter, CGI's Code of Ethics and Business Conduct and all other policies, including but not limited to the confidentiality obligations which restricts you from using, copying, accessing or disclosing any confidential and proprietary information belonging to CGI, it's clients/vendors and other third party(ies) except in a manner authorized or permitted by CGI.

Ex-Member Verification: For verifications from the next company you may be joining, please note the verification request is to be sent to globalhrss@cgi.com with the Service Certificate attached.

Best of luck in your future endeavors.

Your Human Resource Team

Dear Manager,

Pursuant to the member's resignation from CGI, this is to advise you on the process of closing the final formalities prior to their exit & completion of their full & final settlement.

Inform the member to update his employment status with CGI on all social media profiles such as LinkedIn, Twitter, Blogs and any computing platforms so that the followers clearly recognize that he is no longer employed by CGI and are not communicating as a member of the company.

Please find the below actions to be taken with regard to the clearance formalities of the departing member. The **No Due Clearance & Guidelines** to be referred for the same.

No Due Clearance & Guidelines

You have to login to the [e-Clearance](#) Portal and fill the required details as per the RM No Due Clearance Checklist under RM Clearance tab as applicable. The Help tab (Training Manual) available in the [e-Clearance](#) for your quick reference.

Below is the list of key actions to be taken care while submitting the RM Clearance.

- 1) All fields in the RM Clearance Checklist are mandatory to update, please mention the associated recoverable/payable inputs if applicable any
- 2) Skill/Captive allowance eligibility period (From date & To date) along with skip level manager/above approval in the reporting hierarchy to be attached if applicable
- 3) Awards inputs along with skip level manager/above approval in the reporting hierarchy to be attached if applicable
- 4) Recruitment Weekend Allowance inputs along with skip level manager/above approval in the reporting hierarchy to be attached if applicable
- 5) Update the appropriate clearance comments

If the provided inputs/approvals are incorrect/insufficient, GHRMS Team will notify you via existing HRSC case to re- submit the required details in the [e-Clearance](#).

Once the Full and Final settlement is completed, it cannot be reinitiated.

The assets allocated to member should be submitted to the respective departments by Member on his/her Last Working Date in Organization. Post submission of the assets, the **Stakeholders (ISIT, Administration & Facilities, Financial Business Services)** will provide the No Due Clearance in the [e-Clearance](#) portal to confirm any pending recoveries/payments to the member.

You will have access to view the status of stakeholder's clearance if it is completed in the [e-Clearance](#) under Clearance History tab.

Below are the stakeholder's generic e-mail ID to seek/advise any clearance inputs that has to be considered.

ISIT: INISITAssetManagement@cgi.com

Admin & Facilities: INCREAdministration@cgi.com

Financial Business Services: india.expenses.in@cgi.com

Post completion of No Due Clearance submitted by Member Manager & Stakeholders, the Acceptance of Resignation Letter will be released to member via email to the member's personal email ID and accordingly Full and Final Settlement will be initiated.

Note: Acceptance of Resignation Letter will not be released until the Member Manager & Stakeholders Clearances submitted in the e-Clearance Portal, which may lead to further delay in member settlement process.