

## **Scope International Pvt. Ltd**

### **EXIT PACK**

#### **Contents**

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1. General Instructions.
2. Letter of Resignation.
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4. Provident Fund Withdrawal Forms.
5. Gratuity Withdrawal Form.
6. FAQ's and Answers.

## GENERAL INSTRUCTIONS

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### Letter of Resignation

1. It is mandatory for all employees to provide a signed letter of resignation in hard copy.
2. Please provide the Bank ID in your letter of resignation.
3. The Last working date will be as per Employee Portal.
4. Please request your Line Manager to accept your exit in Employee Portal.
5. In case you are unable to obtain your Line Manager's / Approving Manager's signature in the letter of resignation, please keep the Employee Portal acceptance resignation notification copy with last working date specified. A hard copy of the proof needs to be attached.

### Exit Memo

1. Please obtain signatures of your Line Manager / Approving Manager and SS & Property Team as applicable. Approving Manager refers to Line Manager's Line Manager.
2. **Investment Proofs:-**Please attach investment proofs if any along with the exit clearance form. In the event the investment proofs are not attached tax will be deducted at source as applicable. Please read through guidelines for submission of Investment proofs which have been hosted on HR Simple Solutions.  
**Reimbursements/ Claims:-**Please attach proofs towards reimbursements/ claims if any along with the exit memo towards Medical/ LTA/ Prof Development/ Telephone / Car Running Expenses. In the event the proofs are not attached, tax will be deducted at source as applicable.
3. **International Share save Scheme:** *The administration of Standard Chartered share plans has moved to Computershare.*

*For further information or queries about your plans, log into the Shares Portal via the Employee Portal or [www.computershare.com/scb](http://www.computershare.com/scb) or contact the administrators, Computershare: Telephone number +44 370 707 1266 (08:30 – 17:30 UK time) Email [scb@computershare.com](mailto:scb@computershare.com)*

4. **Bank Account:** Your staff account will be converted to an accessPlus account and the relevant fees / AQB requirement will apply

## **Exit formalities Phase- I & II Instructions**

The Mandatory documents that are to be submitted are listed below:

### **Phase I (30 days before the last working day)**

The mandatory documents that are to be submitted are listed below.

1. Resignation letter (page 4)
2. Exit clearance form (page 5), Employee checklist.
3. Line manager / Approving Manager acceptance and inputs checklist (page- 6)
4. FSSC – No dues on travel settlement (drop an email to FSSC, APUSCOPE and get approval).
5. **Reimbursement bills & Investments Proofs – Not required if those are already claimed**
6. **Form 12 BB & Form 60 (MANDATE document to be attached with the Investment proofs)**
7. Company Leased Car – Mandatory only for all Grades G & above (company leased car – drop an email to the concerned PROPERTY TEAM SPOC provided in the Exit checklist & gets an email confirmation).
8. Company Leased Accommodation - Mandatory only for employees who have availed Company leased Accommodation –Email confirmation to be obtained from the concerned spoc as per the details provided in the Exit check list.
9. Page no- 7 – Phase-I checklist for employee

### **Phase-II (On your LWD)**

1. Page number 8 (Exit check list-signature from Property Team on the last working date, mandatory)
2. Employee self declaration page/ Declaration page (Page 9-Employee self attestation, mandatory).
3. Page number 10 (CAM –IT sheet-contact IT Team – address have been provided at the bottom of Page - Mandatory)
4. Previous employer Gratuity Declaration mandatory (Page 12)
5. FORM I – GRATUITY FORM (Page 13)
6. Phase-II checklist for employee (Page 14)

### **General Information:**

1. You are supposed to send the Exit pack only through internal courier, Which will be facilitated by the Scope mail room for Haddows road branch. (Asia building ground floor-opp to GYM) For other locations kindly approach the respective mail room of that location, For any queries with respect to mail room support you may contact 19602. The team will not accept the Exit pack, which is submitted in person.
2. The employee's should mention his/her bank id & name in from address.
3. The exit pack should be addressed to –THE EXIT HELP DESK-ASIA BUILDING - 4<sup>th</sup> FLOOR, HADDOWS ROAD.
4. Before your last effective working day, please update your personal profile in Employee Portal, including address, phone numbers and home email address. This information will be used in the event we need to contact you after you leave the Bank and for any purposes related to your employment with us, including alumni events. In the event of a change in your details, or other questions, please contact [Askhr@sc.com](mailto:Askhr@sc.com)
5. At Standard Chartered, we believe in being Here For Good and nurturing lasting relationships. In this spirit, we are proud to introduce you to the new Standard Chartered Alumni Network, which is accessible through the [www.sc.com](http://www.sc.com) website. You can also join the Standard Chartered Bank group on LinkedIn. It's a Group for current and former members of staff. We will send you an invitation to join the LinkedIn group to your home email address.
6. **Gratuity**  
In order to be entitled to benefit from the Fund, the employee must satisfy the following:-  
The Employee has to satisfy the vesting condition. i.e. Minimum of Four years and 240 days of continuous service with the company. The Administrators will arrange to credit the amount payable towards Gratuity to your SCB Bank account  
The current entitlement of Benefits as provided under the Payment of Gratuity Act is computed as below:-  
Last Drawn Basic Salary \* 15/26 \* Completed years of service.  
The maximum amount payable shall be restricted to INR 10,00,000.  
For computation of completed years of service in excess of Five years, period exceeding 6 months would be treated as one full year.

## Letter of Resignation / Retirement

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Resignation Date:

From  
Name of the Employee:  
Bank ID :

To  
Scope International Pvt. Ltd.,  
.....

Dear Sir/ Madam,

I hereby resign from the services of Scope International Pvt. Ltd. I further confirm and agree that my resignation will be effective from the date of acceptance by the Company of my resignation thereof. I understand and agree that I am permitted to leave from the services only after having served the applicable notice period which is deemed to be effective from the date of receipt of this letter of resignation.

I hereby undertake and agree to clear all my dues with the Company before the last working day as may be stipulated by the Company. I further authorize the Company to offset all dues payable by me to the company as per the full and final settlement statement from the final settlement amounts payable to me from Scope. I further authorise the Company to recover any taxes due on account of changes in the regulations which are made effective retrospectively along with my full and final settlement. I also undertake to the company that in event there are dues payable by me to the company which were not reflecting in the F&F due to any reasons, I shall undertake to pay the same to Scope as and when a demand is made to me citing the same with due notice and supporting.

I request you to please advise me the last working day with the Company

**I am aware that my salary for the month in which my last working day falls will be processed along with the Final Settlement dues. I also acknowledge that if my last working day is on or before 15th of the month the salary for the same month and previous month will be processed as part of the Final settlement**

***For example:***

- If your last working day is 10<sup>th</sup> June 2016, then your salary for the month of May 16 & June 16 will be processed along with your final settlement.
- If the last working date is 20<sup>th</sup> June 16, then the last payroll will be May 16 payroll. Final settlement will be done for 20 days worked in June.

**Signature of Employee:**

**Line Manager's / Approving Manager Acceptance**

I hereby accept the resignation of ..... I hereby confirm that I have actioned the exit on Employee Portal and the last working date of the above mentioned employee is as updated on Employee Portal.




**Signature of Line Manager / Approving Manager:**

.....

\* In case the Line Manager's acceptance is not obtained in this letter format, hard copy of the e mail Confirmation to be attached along with this page. Approving Manager refers to Line Manager's Line Manager.

## **EXIT CLEARANCE FORM**

### **Employee checklist:**

Name	
Bank ID	
PAN Card number	
Mobile/Landline Number	
Personal Email ID	
Postal Mailing Address (To dispatch the Relieving letter)	
Applicable for Meal allowance or not	<b>Yes /NO</b>
Allowance or Investment declaration done for FY yr	<b>Yes / NO /Not applicable</b>
Investment proofs attached along with the Phase-I	1. 2. 3.
Reimbursement bills attached with the Phase-I	1. 2. 3.
<b>Form 12 BB and Form 60 (FOR INVESTMENT PROOFS SUBMISSION)</b>	 Form -60 and 12 BB.pdf
Handover Document: This is in line with BRA IA and the group handover procedure.  <a href="http://riskpod.zone1.scb.net/Lists/Procedures/DispForm.aspx?ID=55">http://riskpod.zone1.scb.net/Lists/Procedures/DispForm.aspx?ID=55</a>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   Handover Letter  Template.docx </div> <div style="text-align: center;">   Group Handover  Procedure Checklist.c </div> </div>

I hereby confirm the above documents are enclosed as a part of Phase-I exit pack and I understand it is processed based on the authentication of the attached Bills, proofs and as per company policy.

**Employee's Signature:**

**Employee's Bank ID:**

## **LINE MANAGER / APPROVING MANAGER ACCEPTANCE AND INPUTS CHECKLIST**

LINE MANAGER / APPROVING MANAGER GUIDELINES:

- 1) Notice period served by Employees in Grade A to I is **60 calendar days (includes weekend and Public holiday)**  
Grade J and K would be **90 calendar days (includes weekend and Public holiday)**
- 2) The Total Net Pay recovery amount Demand Draft should be favoring **"Scope International Pvt. Ltd., Payable at Chennai"**
- 3) Leave Salary will be calculated based on data in Employee Portal, ensure all the future dated leaves are Cancelled and approved by the LM once Last working date is updated in the PS.
- 4) In case the Line Manager's / Approving Manager's inputs is not obtained in the below format, hard copy of the e-mail

Confirmation which will include all details as set out below needs to be provided.

### **LINE MANAGER / APPROVING MANAGER CHECKLIST**

All the below fields are mandatory, LM have to provide accurate inputs as applicable.

<b>LM Checklist</b>	<b>No's of days /Date</b>	<b>Applicable /Not applicable</b>
Date of resignation of employee		
Last Working Date of the employee as per Employee Portal		
Notice period served days by the employee		
Notice period shortfall days for the employee		
No. of Notice period days to be recovered from the employee		
LOP days if any for the empl (excluding employee portal leave)		
No. of Notice period waive off days		
Leave balance as per Employee Portal		
No. of Leaves to be adjusted with Notice Period shortfall		
Power of attorney / Delegation of authority		

I hereby confirm that all the above furnished details are correct as per my knowledge and the Final settlement shall be processed based on these inputs. I ensure that, there will not be any further changes or revisions in the inputs post submission of this Checklist.

I understand, Respective department MANCOM approval and HRBP approval is mandatory for any revision on the above inputs for any so reasons.

**Line Manager / Approving Manager Signature:**

**Line Manager / Approving Manager Bank id:**

**\* If Notice period is being waived then Business Unit Head approval is required**

No. of Notice period waive off days	
Signature of Business Unit Head	
Name	
Bank ID	

### **PHASE- I CHECKLIST FOR EMPLOYEE:**

Please tick the below Phase- I checklist and submit this as a part of Phase-I exit pack.

S. No	List of Documents	Contact Details/Email ID	Mandate Columns	Document submission status(YES/NO/Not applicable)
1	Resignation letter*	-	For all grades	
2	Exit clearance form*	-	For all grades	
3	Line Manager acceptance and inputs checklist*	-	For all grades	
4	Investment proofs and Reimbursement bills*	-	For all grades	
5	FORM 12 BB & FORM 60 *	-	For all grades	
6	Handover Document*	-	For all grades	Photocopy to be attached either in Phase 1 or Phase 2
7	FSSC Travel dues email confirmation hard copy*	<a href="mailto:APUScope.FSSC@sc.com">APUScope.FSSC@sc.com</a>	For all grades	
8	Company Leased Car - Mail Copy to be attached	<a href="mailto:CPIM.Finance@sc.com">CPIM.Finance@sc.com</a>	Grade G & Above	
9	Company Leased accommodation - Mail Copy to be attached	PROPERTY TEAM – Contact Person ID and Name: CBRE ( Rajeev – Mobile no. 9840289998) <a href="mailto:B.SreenivasaRajeev@cbre.co.in">B.SreenivasaRajeev@cbre.co.in</a>	Only for employees who have availed CLA	

**Exit Checklist:** Completion of all items in this checklist on time will ensure us to process your exit efficiently

	Action Items	Status	Contacts	Signature																
<b>EMPLOYEE</b>	Amount received as Leave Encashment tax exemption during all previous employment till date. (Employee to self sign by selecting the appropriate option)	<p>Received</p> <p><b>As per IT rules, Leave encashment tax exemption limit is upto 3 Lacs. If received from previous employer/s then mention in the table. OR tick in the checkbox if not received</b></p> <p>Not Received</p>	<table border="1"> <thead> <tr> <th>Sr. No</th> <th>Name of the Employer</th> <th>Financial Year</th> <th>Exempt Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p><input type="checkbox"/> Tick here in case not received. * To be filled as appropriate and signed by employee</p>	Sr. No	Name of the Employer	Financial Year	Exempt Amount													
	Sr. No	Name of the Employer	Financial Year	Exempt Amount																
<b>PROPERTY TEAM</b>	<u>Car/Bus Pass</u>	Surrendered / Not Surrendered	PROPERTY TEAM – Contact Person ID and Name: Abdul Gani (1263394)																	
	<u>ID cum Access Card</u>  <b>* Property Team will sign off on the exit forms only between 4:00 pm and 5:00 pm (Mon – Fri)</b>	Surrendered / Not Surrendered	<p><b>Haddows</b> – Mohana Laxmi (1505587) / Dhanalakshmi (1515522) – Asia Main Reception</p> <p><b>Digital Zone II</b> – Rohit Kukreti, (1450837) / Shaziya (1517626) - 4th floor</p> <p><b>Riviera</b> – Kanchana Nirmal (1494582) / Divakar (1502051)– 6<sup>th</sup> floor</p> <p><b>Shyamala Tower</b> – R Suman (1288740) - 4<sup>th</sup> floor</p> <p><b>Futura Techpark</b> – Kamil Noora Jasmine (1288741) / Madhavan (1523366) – 5<sup>th</sup> Floor</p> <p><b>Padur</b> – Gautam sethuram (1392779) - G/F Right wing</p> <p><b>Bangalore</b> - Chandrashekar A (1492452) / Simon Durai (1294028) – BTP - 2<sup>nd</sup> floor – Tower A</p>																	



**Employee self Declaration:**

I hereby confirm that I will take a photocopy of my duly filled Exit pack of both Phase I and Phase II for my personal reference before submission. My personal email ID, contact number, communication address have been updated in Employee Portal and this should be used for all future correspondence.

The meal allowance applicable for me has been updated in the Employee Portal till my last working date and I confirm that it has been approved by my LM for further processing.

I understand that, The Form-16 for the financial year would be generated during May month of each Year and the same will be sent to my personal E-mail ID by default on the same month.

**Signature of the Employee:**

**Date:**

**Declaration:**

I hereby confirm the above information provided is true to the best of my knowledge and belief.

I understand that Scope International Pvt. Ltd. reserves the right to request restitution of or payment for any property or the settlement of any outstanding obligations that might have been excluded from this clearance process and arising out of Final settlement calculation.

I agree that neither I nor my nominees / beneficiaries will have any further claims/liability whatsoever to the Scope International Pvt. Ltd.

**Signature of the Employee:**

**Date:**

\*Should you have any clarifications in this regard, please go through the guidelines in the HR Simple Solutions for completing the exit formalities. Also feel free to contact the following AskHR contacts for further clarification:

AskHR:

Visit the AskHR page on Employee Portal to get instant answers to your HR queries or submit your query by clicking the link below

[https://psportal.global.standardchartered.com/psp/scbehr/EMPLOYEE/EMPL/h/?tab=SCB\\_ASKH](https://psportal.global.standardchartered.com/psp/scbehr/EMPLOYEE/EMPL/h/?tab=SCB_ASKH)  
R

Call AskHR 080 660 44444 or write to AskHR@sc.com in case of query raised after last working date

**Central Asset Management - IT Asset Related Clearance Form**

It is Mandatory to provide all the information required in this form

**LWD :**

Exit Employee Details			
<b>Name</b> :			<b>Bank ID</b> :
<b>Seat No. / Floor</b> :			<b>Business Unit</b> :
<b>Building</b> :			<b>Location</b> :
<b>Currently Used Asset(s) Details</b> :	<input type="checkbox"/> Desktop / <input type="checkbox"/> Laptop	<b>Asset Service Tag No.</b> :	
	<input type="checkbox"/> iPhone	<b>IMEI / Serial No.</b> :	
	<input type="checkbox"/> Avaya Phone	<b>Extension No.</b> :	
	<input type="checkbox"/> VPN	<b>Token No.</b> :	
<b>RMS Details:</b>		<b>Laptop / Desktop Users :</b>	
<b>Surrender of Asset :</b>		Under new remedy 8.1 tool, the option would be Log service Request → Hardware Return & Accessories → e-waste/Hardware return (Scope users)	
<b>Surrender of</b> (if Applicable)			
Avaya Phone :		6985 : IP Phone Access - Soft Phone & Hard Phone	
iPhone :		11420 : iPhone / iPad Request	
<b>Other Assets returned to CAM</b> (if any) : <input type="checkbox"/> Pen Drive <input type="checkbox"/> External HDD <input type="checkbox"/> DVD ROM <input type="checkbox"/> Others _____			
Exit Employee Acceptance:			
I hereby confirm that the details provided above for the IT Assets are correct and I can be held responsible for any discrepancy identified or found later related to the Company IT Assets.			
<b>Signature</b> :		<b>Date</b> :	
Line Manager Acceptance			
I hereby confirm that _____ is resigned and the IT assets used by him / her will be handed over to Central Asset Management / Me.			
<b>Comments</b> (if any) :			
<b>Signature</b> :		<b>Date</b> :	
<b>Line Manager Name</b> :		<b>Bank Id</b> :	
CAM Team (use only) :			
Details of additional assets (if any found)			
Asset Service Tag No's:			
Current User Details:			
<b>CAM Remark's</b> :	<input type="checkbox"/> Laptop Bag	<b>Desktop Surrendered :</b>	<input type="checkbox"/> I Phone
	<input type="checkbox"/> Charger	<input type="checkbox"/> Re-tagged to _____	<input type="checkbox"/> Charger
		<input type="checkbox"/> Re-tagged to LM	<input type="checkbox"/> Head set
	<b>Damaged (if any) :</b>		
<b>Verified By</b>			
<b>Signature</b> :		<b>Date</b> :	
<b>Name</b> :		<b>Bank Id</b> :	

**Please feel free to contact the following Asset Management contacts for further clarification:**

<b>Central Asset Management</b> <b>Haddows Rd</b> : 2 <sup>nd</sup> Floor, AMII30, Right wing, Americas Building, Haddows Road, Chennai <b>Karapakkam</b> : 2 <sup>nd</sup> Floor, 2W133, Digital Zone II, Karapakkam, Chennai <b>Bangalore</b> : 2 <sup>nd</sup> Floor, Cube #51 / 52 (Opp. Data Centre), Tower A, BTP, Whitefield, Bangalore Futura Tech Park : 7 <sup>th</sup> Floor, CAM IT Room, Left Wing, Chennai Tel: (+91 44) 307 15686 / 308 15685 / 308 51002 / 304 31345 email : <a href="mailto:ITAsset.GSSCwest@sc.com">ITAsset.GSSCwest@sc.com</a>	<b>Central Asset Management Team will sign-off on the Exit during:</b>  <b>Day: Monday to Friday</b> <b>Time: 10:00 AM to 6:00 PM</b>
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**CAM Sheet Guidelines and Instructions:**

1. Leavers can obtain the list of assets tagged to their respective Bank ID by logging into the AUDI tool using Bank ID and password.
2. For Laptop/I Phone Users, the laptop/I phone has to be surrendered with accessories (charger/bag/headset) to CAM.
3. In case the business requests to retain the laptop without formatting - UORM mail approval should be provided.
4. In case of damaged and lost asset, recovery cost should be borne by the employee and Demand Draft (DD) for the same favouring "SCOPE INTERNATIONAL PVT LTD" to be submitted.
5. Desktop users are advised should obtain replacement Bank ID from respective Line Manager for ownership change and share the same to FC to raise Data Correction request on AUDI for un-tagging of the asset.
6. In case of no replacement for desktop, the asset to surrendered to CAM.
7. E-waste RMS to be raised in the New Remedy 8.1 portal (Category 5874 Hardware Return & Accessories-waste/Hardware return GSSC User. Download and upload template with the details requested in the form) and the same should be approved by the Line Manager.
8. Line Manager/Approving manager acknowledgment must be available on the exit pack prior coming to CAM help desk. Post which the CAM would signoff the CAM clearance part.
9. **6985 -RMS**- IP Phone Access - Soft Phone & Hard Phone is mandatory if the employee has IP-soft phone or hard phone installed.
10. **11420-RMS**- is mandatory for all the employees using iPhone / iPads Request.
11. Do update the System tag number at the CAM sheet - which would be available at the top of your CPU and the Laptop users can find the tag number on their Laptop either at the front or back side of the Laptop.
12. Assets to be surrendered in Haddows, Digital Zone and BTP, Bangalore, as per address provided in the CAM sheet (bottom of the page).
  - Employee based in Riviera and Shyamala tower have to surrender their asset at Haddows Office
  - Employee based in Padur have to surrender their asset at Digital Zone, Karapakkam

For any clarification, employee shall get in touch with Central Asset Management team for guidance [Fonetel: 15685, 15686] or drop in a mail to [ITAsset.GSSCwest@sc.com](mailto:ITAsset.GSSCwest@sc.com)

**Eligibility:** Employees who come under the below eligible criteria are required to complete the form.

- Minimum of Four years and 240 days of continuous service with the Company.

From,

Bank ID : \_\_\_\_\_

Name : \_\_\_\_\_

To,

Scope International Pvt. Ltd.

**Subject: Previous Employer(s) Gratuity receipt declaration – req.** Please tick [✓] in the appropriate box if applicable.

☐ I hereby declare that I am not in receipt of Gratuity from my previous employer(s).

☐ I hereby declare that I am in receipt of my Gratuity settlement from my previous employer(s) as detailed below. I agree that as per relevant Indian tax laws in force, Scope International Pvt. Ltd. will deduct tax at source if any, on the gratuity payment due. For the purpose of computing such tax due, below mentioned gratuity amounts will be considered by Scope International Pvt. Ltd.

Sl. No	Employer	Date of Joining	Date of leaving	Gratuity Amount received (in Rs)
1				
2				
3				
4				
5				
6				
	TOTAL	-	-	

**Signature of the Employee:**

**Date:**

Note – Under Section 10(10) of Indian Income Tax Act, 1961, the gratuity payment from all the employers (including past and present) upto a limit of Rs.1,000,000/- only is exempt from tax

**FORM – I**

**Eligibility:** Employees who come under the below eligible criteria are required to complete the form.

- Minimum of Four years and 240 days of continuous service with the Company.

[See sub-rule (1) of rule 7]

To  
Human Resources,  
<<Company Name & Address>>

Sir,

I beg to apply for payment of gratuity to which I am entitled under sub-section (1) of section 4 of the Payment of Gratuity Act, 1972 on account of my superannuation / retirement / resignation after completion of not less than five years of continuous service/total disablement due to accident/total disablement due to disease with effect from the ..... Necessary particulars relating to my appointment in the establishment is given in the statement below:-

**STATEMENT**

1. Name in full
2. Address in full
3. Department/Branch/Section where last employed
4. Post held with ticket no. or serial no. if any
5. Date of appointment
6. Date and cause of termination of service
7. Total period of service
8. Amount of wages last drawn
9. Amount of gratuity claimed.

2. I was rendered totally disabled as a result of..... (Here give the details of the nature of disease or accident). The evidence/witness in support of my total disablement are as follows:-  
- - (here give details) - -

3. Payment may please be made in cash/draft.

Yours faithfully

Place.....  
Date.....

Signature/Thumb-impression of the applicant employee:

### **PHASE-II CHECKLIST FOR EMPLOYEE**

Please tick the below Phase- II checklist and submit this as a part of Phase-II exit pack.

<b>S. No</b>	<b>List of Documents</b>	<b>Mandate Columns</b>	<b>Document submission status(YES/NO)</b>
1	Exit checklist	For all grades	
2	Employee self declaration/ Declaration	For all grades	
3	CAM sheet	For all grades	
4	Previous employer Gratuity declaration	<b>Eligible only who has completed 4 Years 240 days</b>	
5	FORM I (Gratuity Form)	<b>Eligible only who has completed 4 Years 240 days</b>	

## **Information Security**

We would like you to be aware of information security measures for leavers that have been implemented as part of our efforts to prevent data leakage and protect the Bank's and customers' data. We will not hesitate to take firm disciplinary action, including terminating employment, filing legal action and notifying local law enforcement authorities, against employees who knowingly breach our Group Standards.

As a Bank employee, what do you need to be aware of?

- Data leakage is any unauthorized distribution, copying, printing or emailing of Bank / client data. It includes but is not limited to:
  - Emailing / forwarding of files or emails to any personal or non-Bank email address
  - Uploading data to external sites
  - Saving any emails / files to an external device like USBs, etc
- Data leakage may breach banking secrecy, privacy, and/or other regulations and laws, resulting in disciplinary action, criminal sanctions or prosecution.
- 
- During an employee's notice period, USB access and exception requests will not be granted / approved for any employee leaving the Bank.
- 
- Please familiarise yourself with the Bank's policies and procedures so as to avoid any data leakage. Please refer to the following for further information
  - Group Code of Conduct <https://thebridge.zone1.scb.net/docs/DOC-16523>
  - End User Security procedure (EUSP) <https://thebridge.zone1.scb.net/docs/DOC-4185>
  - GIS Tips (GISTs) – How to classify and handle Bank data <https://thebridge.zone1.scb.net/docs/DOC-17575>
  - Acceptable Use and Monitoring Notice for Group Systems: <https://thebridge.zone1.scb.net/docs/DOC-28510>
  - Acceptable Use and Monitoring Notice for Group approved mobile devices <https://thebridge.zone1.scb.net/docs/DOC-38971>

Need help?

Should you have any specific questions on DLP or access controls, please write to the [GIS DLP team](#). For questions on related HR processes, you may write to [AskHR](#)

Thank you for helping to uphold our standards of data protection and your support in this sensitive matter.

## **Provident Fund**

Please be informed that with reference to the latest amendment provided by RPFC, an exited employee can withdraw his / her PF for the below specified scenarios only:

Employee unemployed currently for more than 2 months and will not be joining any organization in the near future

Employee joined an organization and the same is not covered under PF Act

Employee travelling abroad for employment/stay for a long duration

Employee Left services due to marriage (in case of women)

Employee Retired

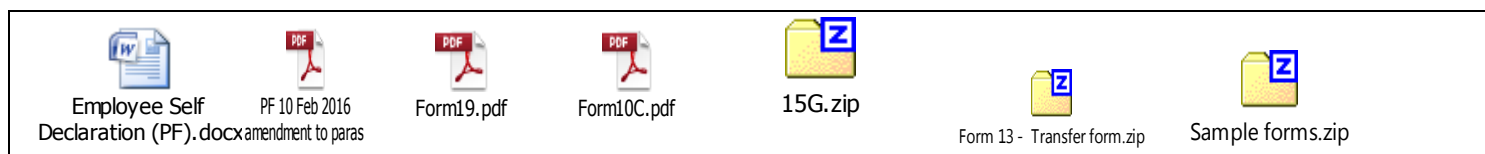
Employee Left services due to Pregnancy (in case of women)

Kindly note that employee is responsible for any regulatory breach due to incorrect declaration. Employee Provident Fund Organisation (EPFO) recommends transferring the PF accumulation to new employer PF account instead of withdrawal. To transfer your PF, please liaise with your current employer. If you still wish to withdraw your PF please submit the below mentioned documents.

- 1) Form 19
- 2) Form 10C
- 3) Form 15G
- 4) Declaration Form
- 5) Employee declaration on withdrawal
- 6) PAN card photocopy
- 7) Cancelled cheque with your name printed on it.

As RPFC is making amendments in the PF withdrawal process & forms. We will assist in submitting the forms to RPFC, however will not be responsible for any rejection/ delay in PF filing process.

The hard copy of the documents should be sent to HRSSC Retirals Team, Scope International Pvt Ltd., 4th Floor Asia Building, No.1, Haddows Road, Nungambakkam, Chennai - 600006. All documents are mandatory and hence if any 1 document is missing RPFC will reject the withdrawal request.



- Form-13, PF transfer form is applicable only for employees who wish to transfer the PF Accumulation from Scope to new employer.

**Filled sample PF claim form available in the below given link for your easy reference:**

<http://inhadapp190.zone1.scb.net/gssc/usefulforms/Human%20Resources/PF%20Claim%20form%20Pack.pdf>

Navigation Path: HR Simple Solutions - Useful Application - Forms - PF Claim form Pack

**Refer the below link to get a clarity on Online PF transfer procedures and guidelines for transferring the PF accumulations**

[http://inhadapp190.zone1.scb.net/gssc/usefulforms/Human%20Resources/ProcessFlow\\_Online%20transfers.pdf](http://inhadapp190.zone1.scb.net/gssc/usefulforms/Human%20Resources/ProcessFlow_Online%20transfers.pdf)

For any further clarifications, kindly get in touch with AskHR team as follows:

Visit the AskHR page on Employee Portal to get instant answers to your HR queries or submit your query by clicking the link below

[https://psportal.global.standardchartered.com/psp/scbehr/EMPLOYEE/EMPL/h/?tab=SCB\\_ASKHR](https://psportal.global.standardchartered.com/psp/scbehr/EMPLOYEE/EMPL/h/?tab=SCB_ASKHR)

Call AskHR 080 660 44444 or write to AskHR@sc.com in case of query raised after last working date



## FREQUENTLY ASKED QUESTIONS AND ANSWERS

1. What is Scope International's notice period policy?

- Grades A - I is 60 calendar days
- Grades J - K is 90 calendar days

2. What happens if I do not provide the exit pack?

The Exit Helpdesk team will commence processing of your retiral accumulations (as applicable) and your full & final settlement only on receipt of the exit pack.

3. How do I obtain information about the amount due to or payable by me to the Company?

The amount payable to you will be credited to your SCB payroll account. If the employee account is inactive or closed, the pay order for the amount payable will be couriered to the employee's address as updated in Employee Portal. In case there is any amount payable to the Company, then the employee is required to provide a Demand Draft in favour of Scope International Pvt. Ltd. (Payable at Chennai). The Exit Helpdesk Team will also arrange to forward the work sheet detailing the amount payable/receivable after the Settlement gets credited.

4. When will I obtain my relieving letter & Final settlement?

The relieving letter will be couriered to your mailing address as updated in Employee Portal within 10 working days, if the final settlement is positive without any Recovery and if it is a recovery, the Relieving letter will be processed only after sending the Recovery payment Demand Draft.

5. When can I expect to receive my Share save withdrawal proceeds if I am leaving the Bank?

Once your resignation is updated in the system, the shares can be withdrawn, only through submitting a manual ISS withdrawal forms and the proceeds would be credited in 20 days from the date of request to withdraw your Savings to the account which was confirmed in the withdrawal request.

6. I need certain clarifications /assistance to complete the exit pack whom do I get in touch with?

Please contact AskHR team as follows:

Visit the AskHR page on Employee Portal to get instant answers to your HR queries or submit your query by clicking the link below

[https://psportal.global.standardchartered.com/psp/scbehr/EMPLOYEE/EMPL/h/?tab=SCB\\_ASKHR](https://psportal.global.standardchartered.com/psp/scbehr/EMPLOYEE/EMPL/h/?tab=SCB_ASKHR)

Or

Call AskHR at Fonnet 935555 / 080 - 66044444

Or

Write to [AskHR@sc.com](mailto:AskHR@sc.com) in case of query raised after last working date.

7. Can I opt to transfer the PF accumulations in the Fund to my new employer at the point of cessation of employment?

Yes, the employee has an option to transfer the PF accumulated balance to an approved Provident Fund of the new employer. The employee must ensure to forward Form 13 within 60 days from the date of cessation of employment through its new employer to the HRSSC RETIRALS team-Scope International Pvt LTD to effect transfer.

8. What should I do if have to claim the PF accumulation when I am moving out of India on account of exit or cross border transfer?

The forms shall be submitted at the time of exit along with necessary documentary proof for Movement outside India.

Documentary Proofs required

1. A Letter Addressing to "The RPFC Commissioner, Chennai" specifying the reason for early withdrawal on account of Leaving India.
2. ID Proof (Indian resident).
3. Work Permit copy.
4. Address Proof (Local India Address)
5. Copy of Air Tickets

9. What happens if I do not claim my accumulated balance of PF in the Fund at the point of cessation of employment?

In case of withdrawal, the accumulated PF balance must be claimed by the member after 60 days and within 6 months from the last working day with the Company. If there is any delay in claiming the same, then along with the claim form you need to give one letter stating the reason for delay in claiming the PF money and this letter need to be addressed to The Regional Provident Fund Commissioner Organization, No.37, Royapettah High Road, Chennai – 14 along with 2 address proof (copy of Passport/ration card/driving license/voters ID and etc) mentioned in the claim form.

10. Where does my new employer forward the Form 13 for the purpose of transfer of my PF accumulations from Scope International?

a) If PF maintained by RPFC – then you may visit the site online & submit your request.

Please click on the link to apply online through site - [http://www.epfindia.gov.in/Employee\\_OTCP.html](http://www.epfindia.gov.in/Employee_OTCP.html)

**Note:** Once submitted online, you have to take a print out of the request & send it to the address mentioned in point 2 (HRSSC – Pension). This needs to be submitted within 15 days from the date of application through Online. No receipt of the same would be rejected & need to re-apply.

b) In case his / her employer is maintaining the PF Trust. Then please send in your Form 13 to the address given below:

Scope International Private Limited, HRSSC Pension, (SCOPE PF Transfer) Asia Building, 4<sup>th</sup> Floor, No. 1, Haddows Road, Chennai – 600006. Phone: 044 – 28219888.

11. Where my new employer does should approach for my employment verification for Scope International?

An email request should be sent to [Admin.Operations@sc.com](mailto:Admin.Operations@sc.com)

12. The Salary full & final settlement shall include the following

- Unpaid salary for previous month (if any),

- Salary after tax and statutory deductions for the days the employee has worked in current month including prorated unclaimed flexible pay.
- Leave encashment
- TEC allocated reimbursement submitted with exit document
- Earned incentive /inconvenience allowance (Second cut payment & not along with the F&F)

### 13. Leave balance in Employee Portal

Privilege leave booked before or after Employee's last working day, which has not been taken by the employee, needs to be cancelled by the employee and approved by the line manager before their LWD.

### 14. What will be my last payroll?

- If your **last working day** is **after 15th** of the subsequent month, your payroll will be processed in the current month payroll. Final settlement will be done for the days worked in the month of leaving.
- For example: If your last working is 16 June 09, then your last payroll will be May 09 payroll. Final settlement will be done for 16 days worked in June. If your last working day is 15 June 2009, then your last payroll will be April 09 payroll. May 09 payroll will be stopped and the same will be processed along with your final settlement.

### 15. How is my leave encashment calculated?

The leave encashment is done as per the below formula

$$\text{Leave Encashment} = \text{TEC}/360 \\ = \text{XXX} * \text{no. of prorated remaining days to be encashed}$$

$$\begin{aligned} \text{E.G - Leave encashment} &= 500000/360 \\ &= 1388.88889 * 5 \text{ PL days} \\ &= 6944.44444 \end{aligned}$$

### 16. I have been given a notice period waiver, will my leave balance get adjusted?

- The leave balance may get adjusted depending on the nature of Exit & with your unit head & LM discretion.

### 17. How is notice period recovery calculated?

- Example – Notice period recovery working : Grade A-I

<b>A</b>	Date of Resignation	2-Dec-08
<b>B</b>	Last working day (B+60**)	31-Jan-09
<b>C</b>	Last Working day (as updated in PS)	17-Jan-09
<b>D</b>	Shortfall (B-C)	14
<b>E</b>	TEC – Employer PF – Employer Gratuity	400,000- 19200-7696
<b>F</b>	Notice pay deduction (E*D/360)	14,510

Employer PF- Calculated on a annual basis, PF contribution for a year –E.G-19200

Gratuity - 4.81% from the annual basic E.G- 7696

18. How is loss of pay calculated?

- a. Loss of pay is calculated as

$$\frac{\text{TEC Per month}}{\text{No. of days in the month}} \times \text{No. of days of LOP}$$

19. Will my incentives/inconvenience allowance for the previous month paid along with F&F?

- a. No, The Incentive & Inconvenience allowance will be paid as a second cut payment based on the inputs received from your LM &HRRM.

20. How about my statutory bonus, when will it get paid?

- a. Statutory bonus for resigned employees will be paid along with the full & final settlement on prorated basis till the last working date.  
b. Statutory Bonus will be paid to employees whose basic salary is less than INR 10,000 per month and who have been on the rolls for a period of at least 30 days in the last fiscal year

21. I am serving my notice. Can I still use my OPHC card? Where should I surrender the OPHC card?

Yes, you can use the Outpatient health care (OPHC) card till your last working day as updated in Employee Portal & after that it would be deactivated. No Need to surrender the OPHC card as it get Deactivated after your LWD.

22. How will your LM provided the LOP inputs to the Final settlement team If you are availing any leaves in the future dated and after submitting the Phase-I Docs along with the leave balance?

If in case, the employee is availing any leaves in the future dated after submitting the Phase-I Exit pack, the LM has to send the LOP inputs details to Exit Helpdesk (Exit.Helpdesk@sc.com) and mention the LOP days manually in the Phase-II Exit pack, which the Employees would be submitting on their LWD

23. What is Procedures to update the Last Working Date & Effective date?

Dates	Definition
Action date	Date the Employee Portal is updated with the exit details
Last Working Day (LWD)	Date on which the employee last worked in the organization
Effective date	LWD + 1 Day

24. How do I claim my Meal allowance during notice period?

Meal allowance benefit is applicable to employees from Grade A to Grade F. Employee's who have resigned should ensure that all applicable claims are updated & approved by LM on or before their Last working date. The allowance paid is subject to tax.