To:

Executive - Human Resources

Mahape / SEEPZ / Pune

I hereby opt for (tick applicable):

**Monthly LTA**

Annual LTA

And

**Lunch Allowance**

Lunch Coupons

I have gone through the details of the schemes and have understood the same.



Date: 17/11/2021 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee's Signature

Emp. No. 15264 Rahul Thakur

Employee Name

Dear Mastekeer,

Points to be noted before selecting LTA / Lunch Coupon payment option:

**(I) If you select 'Monthly LTA' instead of Annual LTA and 'Lunch Allowance' instead of 'Lunch Coupons' option:**

1. It will be part of your month salary.
2. It will be taxable
3. You can not avail Tax exemption facility

**(II) If you select' Annual LTA' option**

1. It will not be part of your month salary
2. You will have to claim the same in the end of the Calendar year
3. You can avail Tax exemption facility

To avail tax exemption facility you need to:

* Take leave for three working days and travel
* Fill up LTA claim form and submit travel tickets
* You can avail this facility twice in a block of four years (current block is Yr. 2018 to Yr. 2021)
* While claiming LTA, please visit to Masteknet -> Units -> Finance &Accounts -> Reference Info. LTA for more details.

**(III) If you select 'Lunch Coupon' option**

1. It will be given to you as Lunch Coupons every month.
2. Lunch Coupons are Tax Free

*Important notes:*

* Whichever option you select will not be changeable during your employment with Mastek.
* Kindly submit the declaration along with your joining formalities document within 2 working days from DOJ, failing which you will not be eligible for Lunch Coupons and
* On not submitting this document on time you cannot fill up 'Tax declaration' on

Masteknet on time.

* If you do not claim LTA in the end of the year, it will paid to you as a taxable along with March payroll.
* In case of separation, you will receive the payment of LTA with final settlement which will be taxable in the absence of travel expenditure supporting.