

(Important Note: Please ensure that you read both the sections. Signature against Section-1 is mandatory.
Please sign Section 2 only if the same is applicable to you.)

Undertaking for Release in the Host Country

To whomsoever it may concern

Section 1

I wish to resign from the services of Tata Consultancy Services Limited (TCSL) and I have submitted my Resignation letter to my Supervisor _____ (Name) on _____ (Date). I acknowledge that I have read and understood the terms and conditions of TCS' Separation policy. I am aware that as an employee of TCS India on deputation to _____ (Deputed location, country), I need to report back to my base branch i.e. TCS office in India before my final release from the services of the TCS.

Due to _____ (reason), I am unable to report to TCS office in India for my final release, as mandated by the TCS Separation policy. Under these circumstances, I request TCS to waive the condition of reporting back to the base branch and allow me to complete the exit formalities and release me from the Services of TCS, at _____ (Deputed location, country)

I understand and agree that if TCS releases me at _____ (Deputed location, country), then

- Settlement of dues (if any) shall be done based on my last drawn/maintained basic Indian salary and I explicitly agree to the same
- TCS is not liable to arrange or pay for cost of travel to India for me or my family, as provided to other employees who report back to India after the deputation
- TCS will adjust the Recoveries (if any) including Excess paid salary, Advances and other recoverable with Gratuity while processing India FFS.
- TCS will cancel the work permits for working at _____ (Deputed location, Country)

Signature: _____ (Mandatory)

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Section 2 (Indian Tax Residency Status)

Section 2 is applicable only if the associate's India Residency status as reflected in TCS records is Non Resident India (NRI) as on the date of release: (Note: Employees can check their residency status through Ultimatix -> Employee Services -> Global ESS -> Travel -> Residency Status)

I hereby undertake to maintain my tax status of "non-resident Indian" for the current financial year under the Indian Income Tax Act. I further irrevocably indemnify TCSL against any liability on account of tax, interest or penalty etc. incurred by TCSL due to change in my "non-resident Indian status".

Signature: _____ (Please sign if this is applicable to you)

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Thanking you,

Employee Name: _____

Employee Number: _____

Place: _____

Date: _____