

LTC-Hack Limited

New Hire Relocation Policy

Effective Date: Thursday, July 24, 2025

1. Purpose

This policy is intended to provide clarity and support for new employees of LTC-Hack Limited who are required to relocate for their position. It outlines eligibility, scope of benefits, reimbursement limits, and procedures to ensure fairness and compliance.

2. Scope

This policy applies to:

- Full-time new hires who are relocating a minimum distance of **50km** from their current residence to the assigned LTC-Hack Limited work location.
- Relocations authorized and approved in writing by the HR department.

3. Eligibility

- Only individuals hired for regular, full-time positions (not contractors/interns) are eligible.
- Relocation benefits may be provided to new employees whose move is at the company's request and who have received a formal policy offer letter specifying eligibility.
- Spouse and up to **2 dependent children** are covered.

4. Covered Relocation Benefits

4.1 Temporary Accommodation

- Reimbursement for hotel or service apartment for up to **14 nights**.
- Maximum limit: **₹4,000/night** (including taxes).

4.2 Travel Expenses

- One-way economy airfare, train, or AC bus travel for the employee and dependents.
- Maximum limit: **₹25,000** for a family of four.
- Ground transportation (cab, auto, or rental): **up to ₹3,000**.

4.3 Moving Household Goods

Category	Maximum Amount Reimbursed
Packers & Movers (door-to-door)	₹60,000
Insurance on goods	₹4,000

- Up to **15 boxes and 2 large appliances** covered.
- One-time only reimbursement; receipts required.

4.4 Settling-In Allowance

- Lump sum settling-in allowance: **₹20,000** (paid with first month salary).
- For expenses like utilities setup, local transport, and incidentals.

4.5 Registration & Brokerage

- Reimbursement of actual property agent/brokerage fees: up to **₹15,000** (on submission of receipts).
- Registration/stamp duty charges for rental agreement: up to **₹7,000**.

4.6 School Search and Admission Support

- Assistance from HR for up to **two school visits** in the new city, including local transport (max **₹2,500**).
- No direct payment of school fees.

4.7 Tax Implications

- All reimbursements are processed per Indian Income Tax regulations; taxable components included in Form 16 per law.

5. Exclusions

The following are *not* covered:

- Vehicle transportation or registration fees.
- Storage of goods beyond **7 days** after joining date.
- Meals not part of hotel bills.
- Furniture purchases or home renovations.
- Additional expenses for pets or more than two children.

6. Procedure

- Employee must submit bills/receipts within **60 days** of date of joining.
- All claims must be accompanied by a completed Relocation Expense Claim Form and approver's sign-off.
- HR will process payments on reimbursement basis within **10 business days** upon successful audit.
- All relocation support is capped at a total of **₹1,50,000 per employee** unless otherwise approved by senior management.

7. Reimbursement Clawback

If the employee voluntarily resigns within **12 months** of joining, they must repay:

- 100% of relocation amount if within 6 months.
- 50% if between 6 and 12 months.

8. Contact

For details, contact:

HR Relocation Desk

Email: relocation@ltc-hack.com

Extension: 2205

9. Review of Policy

Policy reviewed every year or upon relevant changes in tax law or business needs. Any updates will be communicated in writing to all eligible employees.