

Product Sampling

Objective:

The purpose of this arrangement is to enable employees and their families to use ITC's products/services and provide feedback to the company on the quality of products and services. It will also enable them to gift products/services to their friends and associates.

Eligibility:

All management and non-management staff; and such other employees who have been specifically advised about this facility would be eligible for this arrangement. The annual limits as advised during remuneration review for different grades in each financial year would be applicable.

Eligibility Amount
XXXX

Eligible employees can claim reimbursement for purchase of ITC products and services as may be included in the scope of coverage from time to time. All such reimbursements are subject to tax as may be applicable.

Guidelines:

- In the event of promotion during the financial year, the eligibility would be as per the promoted grade for the entire financial year.
- When an employee is promoted from unionized to management / non-management cadre, then sampling will be applicable w.e.f. date of such promotion.
- For those joining on or after 1st April in any financial year, the limits would be prorated based on their date of joining. The prorating would commence from the month subsequent to the month of joining, if the date of joining is after the 1st of any month. However, if somebody joins on the 1st of any month then prorating would commence from the month he has joined.
- In the event of resignation, the employee may claim sampling reimbursement from month of commencement of eligibility up to their date of separation. Only the excess amount claimed beyond the above-mentioned eligibility will be eligible for recovery.
- For an employee who retires from the service of the company during the financial year, the limits would be applicable for the full year irrespective of his/her date of retirement.

- The arrangement covers purchase of ITC products and Services, in India only, as detailed below: The actual list of products and services can be amended from time to time.
 - Food Division Products including ITC Master Chef Alphonso Mango Pulp, Farmland Tomato Puree, ITC Master Chef Smart Onions, Farmland Green Peas, Farmland Sweet Corn, Farmland Mixed Vegetables, ITC MasterChef Creations, ITC Sunfeast Baked Creations, organic attas, organic dals, Continent Dessert Collection, India Dessert Collection.
 - Products of Sunrise including masalas, papads.
 - ITC's Food & Beverage (F&B) products delivered via Swiggy*.
 - Products of Matches SBU, Agarbatti SBU and ESPB SBU.
 - Personal Care Products including Savlon Surface Disinfectant Spray, Savlon Hexa Soap, Nimwash Vegetable and Fruit Wash, Engage-Premium Perfume (EDP Lamante), Nimeasy Dish Wash.
 - Nimyle
 - Kwiknic & Nicosure.
 - Purchase of products from Choupal Sagar. This excludes consumer durables, vehicles etc. and any other product that is not an ITC product.
 - Lavanderia from ITC Hotels.
 - Sleep by ITC Hotels.
 - International Travel House Services – Tours and Car Rentals Services. It excludes purchase of tickets, toll and parking charges, visa / passport charges, air travel, hotel stay (other than in ITC hotels) even if it is a part of a Welcomgroup/Travel House Holiday package.
 - Ecobyte by ITC Packaging is being included under the Product Sampling Scheme.

**ITC Hotels' Experience Rate (25% discount on food and beverage) will not be applicable on such orders.*

- Hotels Division Room / Spa / Salon / Health Club, Food & Beverages including liquor, Laundry, Gym / Swimming Pool), from specifically listed Hotels below. Welcom Holiday Packages offered by Hotels Division. Only if it involves boarding and lodging at any of the ITC hotels covered under this Scheme, Air Travel which may be part of the package is excluded. (Tobacco products, Credit card fee, tips in Hotel Bills, purchase of non-ITC products from shops set up in ITC Hotels are excluded). ITC Hotels Diner Card Fee is not covered under the Sampling

Scheme. Expenses incurred in purchase of items from shops set up in ITC Hotels will not be reimbursed.

List of Hotels covered under the Scheme (managed properties are not covered under the Scheme).

ITC Mughal, Agra

Fortune Park, Ahmedabad

ITC Narmada, Ahmedabad

WelcomHotel Amritsar

ITC Gardenia, Bengaluru

ITC Windsor, Bengaluru

My Fortune, Bengaluru

ITC Grand Chola, Chennai

My Fortune, Chennai

WelcomHotel Coimbatore

ITC Grand Goa

ITC Grand Bharat, Gurgaon

ITC Kakatiya, Hyderabad

ITC Kohenur, Hyderabad

ITC Rajputana, Jaipur

ITC Ratnadipa, Colombo

ITC Royal Bengal, Kolkata

ITC Sonar, Kolkata

WelcomHeritage Umed Bhawan Palace, Kota

ITC Grand Central, Mumbai

ITC Maratha, Mumbai

Classic Golf Resort, New Delhi

ITC Maurya, New Delhi

Sheraton New Delhi

Fortune Resort Bay Island, Port Blair

WelcomHotel Vadodara, Vadodara

Please note that Invoices against “My Rate” scheme can be claimed under sampling for hotels covered under the sampling scheme.

Purchase of Gift Vouchers as well as Products and Services availed through Gift Vouchers would be out of the purview of the reimbursement scheme.

- Reimbursement would be permissible even if the above-mentioned products/services have been purchased under any discount scheme on offer to general public. Reimbursement will be done as per actual payout.

- Request for reimbursement should be submitted using the Sampling arrangement for Employees Request Form supported by original invoices.
- Computer generated bills where details of the establishment like, address, phone number & GST No. is mentioned will be preferred.
- Proper invoices would necessitate that the details are legible; in case of multiple products the items referring to the company products are highlighted by the employee; date of purchase is clearly indicated; invoice carries the name of the establishment in case of a printed invoice and in all other cases has a legible seal of the establishment.
- Plain slips of paper with items mentioned will not be accepted.
- Reimbursement of purchases of ITC products bought through on-line channels is permissible, subject to making claims in accordance with applicable guidelines
- The Tax Invoice needs to be submitted for online purchases of ITC products.
- The following declaration has to be added in the sampling e-claim request form when claiming reimbursement for online purchases:

"I hereby declare that the goods / services covered under the claim have been availed and not returned / cancelled or exchanged with any non-ITC products. I also confirm that the full payment for the goods/services enlisted under the claim have been made any discounts/cash back applied at the time of making the purchase has been reduced with applicable guidelines".

Employees can also request reimbursement on the basis of invoice issued for purchases made on behalf of relatives and associates. In such cases, the bill must mention the name and signature of the employee at the time of submission.

- Each proper invoice should have a minimum – billing amount of Rs, 100/-. Only one request (with single or multiple invoices) will be entertained during a month and processes only during a specified period. The request should be for a minimum of Rs.1,000/- and if not should be clubbed with future requests.
- All requests pertaining to the previous financial year should be submitted by 5th of April, after which no request pertaining to the previous year will be entertained and processed.
- Unavailed amount cannot be carried forward to next financial year. Excess Claim cannot be adjusted against future entitlement.

- Invoicing and payment for purchase/utilisation of products/ services should be completed by the last day of the financial year. The claim settlement is permitted up to 5th April of the next financial.
- Each department to communicate the designated resource(s) to whom the request needs to be sent and the date by which these requests need to be sent. Requests received after the stipulated date would be processed in the next processing cycle.
 - The designated resource(s) in each department will process the request (checking the balance limits; checking whether the request necessarily pertains to ITC products and services, updating details of reimbursement against limits; etc.).
- Reimbursements will be processed only once a month and payments will be made as per existing employee reimbursement cash/bank payment systems.
- All expenses to be booked in the accounts under the head “Staff Welfare – Sampling Arrangement for Employees”.

Governance

- Employees are requested to ensure that all requests are supported by proper invoices. In the event of any request/invoice being reported to be fictitious/false, or misuse of this arrangement in any other form, the employee will be liable for severe disciplinary action by the company.
- The company reserves the right to withdraw the arrangement or amend the provisions of this arrangement, including the right to pass on any tax liability to the employee.

Details of the arrangement may be changed from time to time at the sole discretion of the Company.