

## **New Hire Relocation Letter**

**28-Mar-19**

**Swarnali Podder  
Gurgaon**

Further to your offer letter dated **28-Mar-19** for the position of **Assistant Manager - Business Consulting** joining at **Bangalore** effective **3-Jan-19**, find below the relocation benefits extended for your movement from **Gurgaon** to join the organization.

### **1. Transportation**

- You are entitled for reimbursement of your travel expenses incurred to travel for joining the organization for yourself and your family
- You are also entitled for reimbursement of the cost incurrent for local travel (taxi fare) for reaching the airport / railway station at your current location and hotel / guest house at destination
- Please make your own travel arrangement by the most direct route
- To initiate the reimbursement process, submit all original documents viz., if travelling by air - boarding pass & tickets, if travelling by rail - railway ticket and original invoice for taxi fare via fusion tool
- This amount will be paid directly to your bank account upon receipt of necessary proof by finance team

### **2. Temporary Accommodation**

- You will be provided temporary accommodation for the first 14 calendar days for you and your family upon your relocation
- Accommodation is provided only from two days prior to the start date. In case you wish to arrive earlier, you are requested to inform your Recruiter at least one week prior to your start date. Else, you will have to make your own arrangements till you are eligible to check in  
If you intend to make your own accommodation arrangements, a corresponding sum can be claimed (subject to entitlement). To initiate the reimbursement process, submit the original documents viz. Hotel Bill via Fusion tool. The amount will be paid by Finance post appropriate tax with holding
- Please note the following:
  - Accommodation once booked cannot be cancelled
  - No request for providing accommodation post joining (not requested earlier) will be accepted
  - Accommodation entitlement is not extended to parents / siblings / friends or relatives
- You are requested to comply with the rules and regulations of the Hotel / Guest House and ensure you behave in accordance with the organizational conduct guidelines

### **3. Daily Allowance (DA)**

- You are eligible for daily allowance for the first 14 calendar days upon your relocation for self and family to meet the expenses towards food and other incidentals. The maximum eligible amount is indicated in the annexure
- Only cost of accommodation will be borne by the organization, and you have to settle all other expenses directly at the Hotel / Guest House at the time of checkout
- DA can be claimed by submitting the request on Fusion tool with required documents like bills, receipts etc., The amount will be paid through Finance

### **4. Housing Security Deposit (HSD)**

- The security deposit you will pay to formalize the rental agreement, can be availed as advance from the organization. The maximum eligible amount is indicated in the annexure.
- To initiate payout, submit the rental agreement to your HR Business Partner. The same will be paid through payroll and will be recovered from your salary in 24 equal monthly installments
- Since the amount is extended as advance, it would attract perquisite tax at your hands

## **5. Realtor Fees**

- You are entitled for realtor fees and the maximum eligible amount is indicated in the annexure.
- To initiate the payout, please submit the original invoice to your HR Business Partner
- The amount will be paid through payroll post appropriate tax withholding

## **6. Shipment of Household Goods and Vehicle**

- You are entitled to reimbursement of expenses incurred towards shipping of your house hold goods and one vehicle (packing and transportation) from your current location. The maximum eligible amount is indicated in the annexure
- You shall ship your house hold goods along with one vehicle in one go. Split shipments are not allowed
- Cost incurred towards payment of tax and registration of your vehicle upon your relocation is over and above the amount specified and will be reimbursed on actuals
- To initiate reimbursement of expenses for shipment of household goods and vehicle, submit a fusion request along with all original documents viz. invoices detailed the list of goods shifted (revenue stamped by the agency) along with C&F challan etc. The amount will be paid directly to your bank account upon receipt of necessary approvals
- To initiate reimbursement of payment of tax and registration of your vehicle, submit a fusion request along with all original documents viz., the copies of challan with NOC etc., The amount will be paid directly to your bank account upon receipt of necessary approvals

### **Timeframe for availing the benefits**

- All relocation benefits must be availed within 6 months of your joining the organization, else, the offer will lapse. In case, you have a need to avail these at a later date, please raise this with your HR Business Partner and obtain prior approval.
- You are entitled to reimbursement of expenses incurred towards shipping of your house hold goods and one vehicle (packing and transportation) from your current location and the maximum eligible amount is indicated in the annexure.

### **Repayment**

- If you resign voluntarily / termination on account of gross misconduct
  - Within 18 months of commencement of employment, gross amount paid towards shipment of household goods and vehicle has to be repaid back.
  - Within 24 months of commencement of employment, unrecovered HSD (House Security Deposit) advance has to be repaid back.
- Alternatively, the same will be recovered from your full & final settlement.

Yours Sincerely,

**For HSBC Electronic Data Processing India Private Limited**

**Suchit Shome**  
**AVP - Talent Acquisition**

**Annexure**  
**Relocation Entitlements & Acceptance to Terms**

<b>Name</b>	<b>Swarnali Podder</b>
<b>Designation</b>	<b>Assistant Manager - Business Consulting</b>
<b>GCB</b>	L7
<b>Location of Joining</b>	<b>Bangalore</b>
<b>Relocation Assistance</b>	<b>Entitlements</b>
<b>Transport Entitlement</b>	Economy Air Fare / AC Train Fare For Self, Spouse + up to 2 dependent children
<b>Daily Allowance</b>	@ INR 3000/ person/ day for Employee + Spouse + upto 2 children
<b>Shipping of Household Goods &amp; Vehicle</b>	Upto INR 40,000
<b>Housing Security Deposit (HSD)</b>	INR 1,50,000 (Max.)
<b>Realtor Fees</b>	Upto INR 5,000 (Max)

I have read, understood and accept the terms of the Intra-India relocation program as described in this memo.

**Employee's Signature**

**Date**