

**POLICY FOR DEATH AND DISABILITY**  
*(Pursuant to CCL Employee Stock Option Scheme-2022)*

**1. Cessation of Employment:**

Subject to the employment terms of a grantee, the following terms shall be applicable:

**1.1 In the event of cessation of employment due to death:**

- a) In the event of death of the employee while in employment, all the options granted under the scheme to him/her till his/her death shall vest, with effect from the date of his/her death, in the legal heirs or nominee of the deceased employee, as the case may be.
- b) The options would be exercisable by the Nominee / Legal Heir within a period of 3 (Three) months from the date of death of the employee, failing which all the unexercised Options shall lapse irrevocably and the rights thereunder shall be extinguished.
- c) All other terms and conditions of the Scheme shall apply to such Options provided that, in order to exercise the options of the deceased grantee, the Nominee / Legal Heir have to submit the following documents to the Company, to the satisfaction of the Committee and the Committee may at its discretion waive off the requirement to submit any of the documents:

**A. In case nominee is not appointed**

- Copy of the succession certificate / probate of will / letter of administration.
- No objection certificate from the other legal heirs.
- Photo copy of the death certificate duly attested by the proper authority (English translated version if in the vernacular language)
- Specimen signature of the person(s) in whose name Shares are to be transmitted (duly attested by the bank)
- Copy of PAN card and Aadhar card of the applicant (self – attested).
- Copy of address proof (self – attested)

**B. In case nominee is appointed**

- Photo copy of the death certificate duly attested by the proper authority (English translated version if in the vernacular language)
- Specimen signature of the person(s) in whose name Shares are to be transmitted (duly attested by the bank)
- Copy of PAN card and Aadhar card of the applicant (self – attested).
- Copy of address proof (self – attested)

**1.2 In the event of cessation of employment due to permanent incapacity:**

In case the employee suffers a permanent incapacity while in employment, all the options granted to him/her under a scheme as on the date of permanent incapacitation, shall vest in him/her on that day. The options would be exercisable within a period of 3 (Three) months from the date of permanent disability, failing which the entire unexercised options shall lapse irrevocably and the rights there under shall be extinguished.