

ISP withdrawal process

Dear ISP Member,

Since you have decided to leave Qatar Airways Group we would like to brief you of our ISP withdrawal process. Your timely action will reduce the waiting period for receiving your ISP payment.

ISP withdrawal process:

1. One month prior to your last working day or as soon as you receive your resignation acceptance letter from HR Separations, you are advised to visit HR-Separations office in QR Tower-1 and complete the ISP withdrawal formalities.
2. ISP Team will check your ISP withdrawal documents and will respond to you if any further information required.
3. Once your documents are checked, ISP Team will process your request.
4. Zurich will prepare your payment on around your last working day.
5. After your last working day with Qatar Airways, Zurich will transfer the money to the bank account opted by you.

The abovementioned procedure will help you to receive your ISP payment within a week after you leave the Company and will also help us to collect all the necessary information in advance to avoid any delay.

Required documents:

- ISP Withdrawal form. (To be provided by HR-Separations team and completed by member)
- Tax Residency Self-Certification form. (To be provided by Separation team and completed by member)
- Passport copy.
- Address proof documents. (To be provided by member)
- Bank Clearance letter. (To be provided by member)

- Authorization to Disclose Data to HMRC and Custodian Banks - **UK citizens only**. (To be provided by Separation team and completed by member)

- W-9 form – **USA citizens only**. (To be provided by Separation team and completed by staff)

- Authorization to Disclose Data to the IRS and Custodian Banks - **USA citizens only**. (To be provided by Separation team and completed by staff)

Note: Submit your ISP withdrawal request in advance to process your payment closer to your last working day.