



EMPLOYEE STOCK OPTION SCHEME – 2010

USER MANUAL

From the Desk of General Manager & HR Head, Shri Thampy Kurian

New Software for ESOS

Employee Stock Option Scheme was announced in our Bank in the year 2010 with an objective to share the ownership of the Bank among its employees. Hitherto we have been using a software which was supported by an external vendor, for managing the Employee Stock Option Scheme of the Bank.



It is my proud privilege to announce the glad news that a new software has been developed by us for in-house management of the Employee Stock Option Scheme 2010. The new system comes with not just the advantage of being user friendly, but the ease and convenience of data management. I am sure these pages will take you through all the information regarding ESOS.

As proud owners of Federal Bank, let each one of us be the real ambassadors of the Bank and guarantee quality, concern and care through our products and services.

Thampy Kurian
General Manager

Message from Shri Girish Kumar G, Addl. GM cum Company Secretary

Dear Federals,

We, Federal Bank is one of the pioneer organisation which has implemented ESOS for all the employees of the Bank. At the time of ESOS 2010 scheme, the concept was all new for us. Hence we took the help of an external vendor to implement and administer the Scheme.



As time has passed, at this juncture, I am proud that we have gained expertise and skill, and are capable of taking care of the whole system of ESOS. Hence we have developed a new software- ESOS Online, presented before you, which will be handled by our own team.

Let us together enjoy the sense of ownership of our Bank.....

Regards,

Girish Kumar G
Addl. GM & Company Secretary

Contents

1. Login

2. Home

❖ **Allocation Dashlet**

❖ **Quick Links**

❖ **Alerts**

❖ **Stock Trend**

3. Exercise of Options

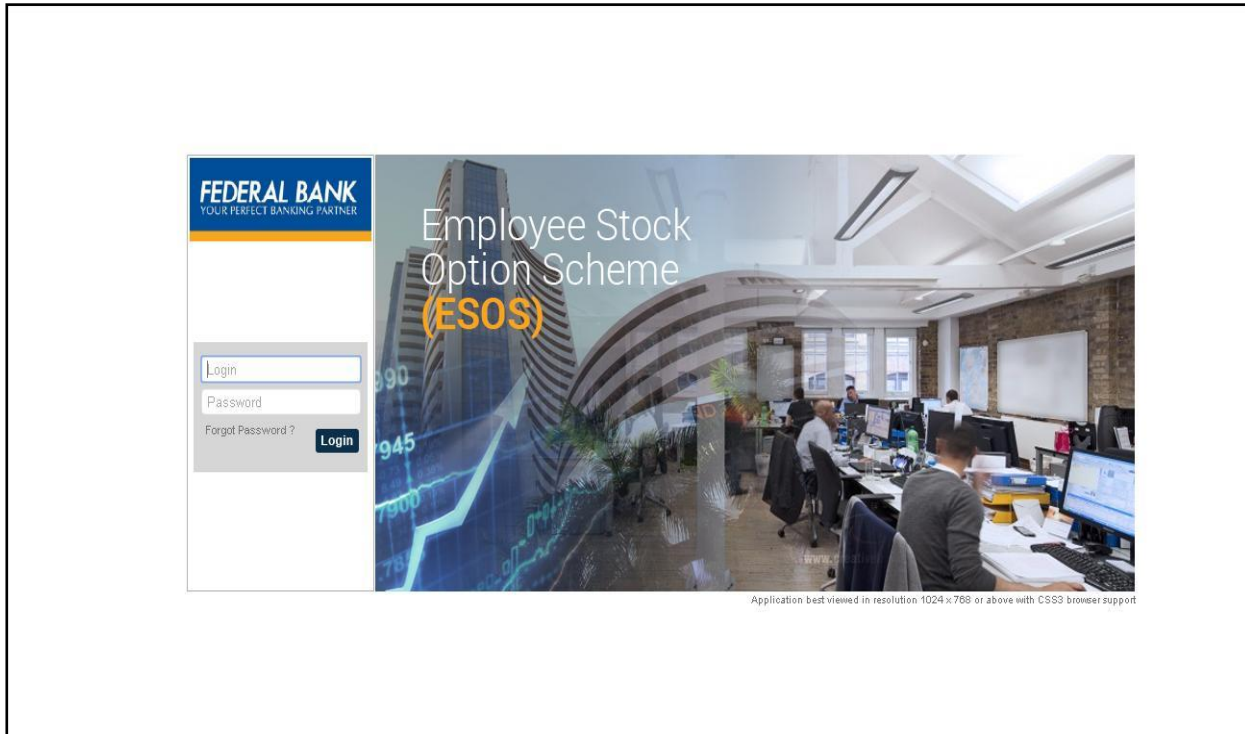
4. Nomination

5. Forgot Password

Login

New ESOS Online module can be accessed using the following Navigations:-

1. **Drisya** → **References** → **ESOS Online**
2. **Bank's Website** → **Useful Links** → **Retirees' Space**



All the eligible Grantees under ESOS-2010 can login in to the system by using the following credentials in the initial login as detailed below:-

Login ID : PF No without mentioning FB (Eg. 1234)
Password : First four letters of your name and Date of Birth without any space
(Eg: If the name is ANISH JOHN and DOB is 01-05-1982, then the Password will be **anis01051982**)

Immediately after first login, system will request to change password. New Password shall contain minimum **8 alpha numeric characters** (minimum two numeric and one special character)

Password wrongly entered five times consecutively will lock the account. To re-activate the user login, please contact with the administrator through e-mail: trust@federalbank.co.in

Home

Users can login to the system by using the above referred login credentials.

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Home Exercise Now Contact Sign Out Help

You have a total notional gain of 113153 INR. NSE: 150.5 (01/01/2015) BSE: 150.85 (01/01/2015)

Allocation Dashlet

Grant	Options Granted	Options Vested & Exercisable	Options Unvested	Options Exercised	Options Cancelled	Options Lapsed	Grant Price	Notional Gain	Status
GRANT FOR THE YEAR 2013	1250	315	935	0	0	0	57.25	26586	Active
GRANT FOR THE YEAR 2012	1250	620	630	0	0	0	94.8	29047	Active
GRANT FOR THE YEAR 2011	1000	1000	0	0	0	0	84.13	57520	Active

Pending Acceptance-Waiting for Acceptance from the Grantee, Accepted-Grantee Accepted the grant, waiting for Admin to Activate,Active-The Grant is Active and Exercisable subject to vesting

Page: 1 Page Size: 5

Quick Links

- Exercise Details
- Employee Profile Update
- Nomination Form
- Download Scheme Document

Alerts

- The next date for vesting the Grant, GRANT FOR THE YEAR 2013, is 12 September 2015.
- The expiry date for current vested Grant, GRANT FOR THE YEAR 2011, is 18 October 2017.

Stock Trend

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Home Screen consists of the following:-

- 1) Allocation Dashlet
- 2) Quick Links
- 3) Alerts
- 4) Stock Trend

➤ Allocation Dashlet

In the Allocation Dashlet, Grantees can view the following details such as Grant Name, Number of Options Granted, Vested & Exercisable Options, Unvested Options, Options Exercised, Options Cancelled, Options Lapsed, Grant Price, Notional Gain as on date, Vesting Details, Expiry date etc...

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Home Exercise Now Contact Sign Out Help

You have a total notional gain of 58531 INR. NSE: 146.05 (19/01/2015) BSE: 145.95 (19/01/2015)

Allocation Dashalet

Grant	Options Granted	Options Vested & Exercisable	Options Unvested	Options Exercised	Options Cancelled	Options Lapsed	Grant Price	Notional Gain	Status
GRANT FOR THE YEAR 2014	400	0	400	0	0	0	124	0	Active
GRANT FOR THE YEAR 2013	1250	315	935	0	0	0	57.25	27562	Active
GRANT FOR THE YEAR 2012	1250	620	630	0	0	0	94.8	30969	Active
GRANT FOR THE YEAR 2011	1000	0	0	1000	0	0	84.13	0	Active

Pending Acceptance-Waiting for Acceptance from the Grantee, Accepted-Grantee Accepted the grant, waiting for Admin to Activate.Active-The Grant is Active and Exercisable subject to vesting

Page: 1 Page Size: 5

Quick Links

- Exercise Details
- Employee Profile Update
- Nomination Form
- Download Scheme Document

Alerts

- The next date for vesting the Grant, GRANT FOR THE YEAR 2013, is 12 September 2015.
- Options vested on 19/10/2012 in respect of GRANT FOR THE YEAR 2011 will expire on 18 October 2017.

Stock Trend

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➤ Quick Links

Quick Links consist of the following:-

- Exercise Details:** Grantees can generate Exercise reports from here. Exercise reports can be generated only on the next day of exercising the Options.
- Employee Profile Update:** Employee can update his/her profile by visiting this page. Personal information include Demat particulars, Address, Phone Number etc. On scrolling this page, employees are given the facility to submit their Nomination for ESOS.
- Nomination Form:** After submitting the Nomination, the user shall visit this page to take the **print out** of the Nomination Form. **Duly signed** Nomination Form shall be forwarded to **HR- Employee Relations & Operations** for approval. If the user selects the relation as '**Others**', necessary documentary proof supporting the relation shall be submitted along with Nomination Form.
- Download Scheme Document:** Users can view the Federal Bank – Employee Stock Option Scheme 2010.

Exercise Details

Home → Quick Links → Exercise Details

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Home Exercise Now Contact Sign Out Help

You have a total notional gain of 0 INR. NSE: 150.45 (01/01/2015) BSE: 150.75 (01/01/2015)

Allocation Dashboard

Grant	Options Granted	Options Vested & Exercisable	Options Unvested	Options Exercised	Options Cancelled	Options Lapsed	Grant Price	Notional Gain	Status
GRANT FOR THE YEAR 2013	1250	0	935	315	0	0	57.25	0	Active

Pending Acceptance-Waiting for Acceptance from the Grantee, Accepted-Grantee Accepted the grant, waiting for Admin to Activate,Active-The Grant is Active and Exercisable subject to vesting

Exercise Details

Exercise Id	Grant	Exercise Price	Market Value	Quantity	Exercise Date	Status
1789	GRANT FOR THE YEAR 2013	57.25		125	31-12-2014	Document Downloaded
1790	GRANT FOR THE YEAR 2013	57.25		126	31-12-2014	Document Downloaded
1791	GRANT FOR THE YEAR 2013	57.25		64	31-12-2014	Document Downloaded

Page: 1 Page Size: 10

Employee Profile Update

Home → Quick Links → Employee Profile Update

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Home Exercise Now Contact Sign Out Help

Employee Profile Update

First Name: PAPPACHAN THEKKEKARA PF Number: 305

Designation: Scale: S4-CHIEF MANAGER

Permanent Address:

Phone No: Mobile No:

Branch: Email:

Residential Status: --Select-- Demat Account Type: --Select--

PAN Number: ALFPP3869G Date Of Birth: 08-01-1952

DP Id: DP Name:

Depository Name: Client Id/ Demat Ac No:

Save Reset

Nominee

Nominee Legal

➤ Alerts

Alerts such as next vesting date, expiry of vested Grants etc. will be displayed here

FEDERAL BANK
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Home Exercise Now Contact Sign Out Help

You have a total notional gain of 58531 INR. NSE: 146.05 (19/01/2015) BSE: 145.95 (19/01/2015)

Allocation Dashlet

Grant	Options Granted	Options Vested & Exercisable	Options Unvested	Options Exercised	Options Cancelled	Options Lapsed	Grant Price	Notional Gain	Status
GRANT FOR THE YEAR 2014	400	0	400	0	0	0	124	0	Active
GRANT FOR THE YEAR 2013	1250	315	935	0	0	0	57.25	27562	Active
GRANT FOR THE YEAR 2012	1250	620	630	0	0	0	94.8	30969	Active
GRANT FOR THE YEAR 2011	1000	0	0	1000	0	0	84.13	0	Active

Pending Acceptance-Waiting for Acceptance from the Grantee, Accepted-Grantee Accepted the grant, waiting for Admin to Activate,Active-The Grant is Active and Exercisable subject to vesting

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Quick Links

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- Employee Profile Update
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- Download Scheme Document

Alerts

- The next date for vesting the Grant, GRANT FOR THE YEAR 2013, is 12 September 2015.
- Options vested on 19/10/2012 in respect of GRANT FOR THE YEAR 2011 will expire on 18 October 2017.

Stock Trend

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➤ Stock Price Trend

This graph will show the **daily price** trend of Federal Bank Stock in NSE and BSE

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Home Exercise Now Contact Sign Out Help

You have a total notional gain of 58531 INR. NSE: 146.05 (19/01/2015) BSE: 145.95 (19/01/2015)

Allocation Dashlet

Grant	Options Granted	Options Vested & Exercisable	Options Unvested	Options Exercised	Options Cancelled	Options Lapsed	Grant Price	Notional Gain	Status
GRANT FOR THE YEAR 2014	400	0	400	0	0	0	124	0	Active
GRANT FOR THE YEAR 2013	1250	315	935	0	0	0	57.25	27562	Active
GRANT FOR THE YEAR 2012	1250	620	630	0	0	0	94.8	30969	Active
GRANT FOR THE YEAR 2011	1000	0	0	1000	0	0	84.13	0	Active

Pending Acceptance-Waiting for Acceptance from the Grantee, Accepted-Grantee Accepted the grant, waiting for Admin to Activate,Active-The Grant is Active and Exercisable subject to vesting

Page: 1 Page Size: 5

Quick Links

- Exercise Details
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Alerts

- The next date for vesting the Grant, GRANT FOR THE YEAR 2013, is 12 September 2015.
- Options vested on 19/10/2012 in respect of GRANT FOR THE YEAR 2011 will expire on 18 October 2017.

Stock Trend

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Exercise of Options

All the eligible employees, who have accepted the Grant can exercise their Stock Options except whose options were cancelled subsequently as per the scheme. Stock Options granted shall be exercised subject to Vesting of Options.

How to Exercise the options?

1. Click on "Exercise Now" (marked on top) or exercise icons given for each Grants (marked on the right side)

The screenshot shows the Federal Bank ESOS 2010 portal. At the top, there is a navigation bar with links for Home, Exercise Now (circled in red), Contact, Sign Out, and Help. Below the navigation bar, a yellow banner displays the total notional gain of 58531 INR and the current stock prices for NSE (146.05) and BSE (145.95) as of 19/01/2015.

The main section is the "Allocation Dashboard" which contains a table of grants. The table has columns for Grant, Options Granted, Options Vested & Exercisable, Options Unvested, Options Exercised, Options Cancelled, Options Lapsed, Grant Price, Notional Gain, and Status. The "Exercise Now" link in the navigation bar and the exercise icons in the table are circled in red.

Grant	Options Granted	Options Vested & Exercisable	Options Unvested	Options Exercised	Options Cancelled	Options Lapsed	Grant Price	Notional Gain	Status
GRANT FOR THE YEAR 2014	400	0	400	0	0	0	124	0	Active
GRANT FOR THE YEAR 2013	1250	315	935	0	0	0	57.25	27562	Active
GRANT FOR THE YEAR 2012	1250	620	630	0	0	0	94.8	30969	Active
GRANT FOR THE YEAR 2011	1000	0	0	1000	0	0	84.13	0	Active

Below the table, there is a "Quick Links" section with links for Exercise Details, Employee Profile Update, Nomination Form, and Download Scheme Document. An "Alerts" section provides information about the next vesting date for the 2013 grant and the expiration date for the 2011 grant. A "Stock Trend" chart shows the stock price movement over time.

Page: 1 | Page Size: 5

2. If you start from “Exercise Now” options, select the Grant year and click *Continue*

The screenshot shows the Federal Bank ESOS portal interface. At the top, there is a navigation bar with links for Home, Exercise Now, Contact, Sign Out, and Help. A status bar indicates a total notional gain of 58531 INR and current stock prices for NSE and BSE. The main section is the 'Allocation Dashboard' which contains a table of grants. A 'Select Grant' dialog box is open, showing a dropdown menu with 'GRANT FOR THE YEAR 2011' selected and 'Continue' and 'Cancel' buttons.

Grant	Options Granted	Options Vested & Exercisable	Options Unvested	Options Exercised	Options Cancelled	Options Lapsed	Grant Price	Notional Gain	Status
GRANT FOR THE YEAR 2014	400	0	400	0	0	0	124	0	Active
GRANT FOR THE YEAR 2013	1250	315	935	0	0	0	57.25	27562	Active
GRANT FOR THE YEAR 2012	1250	620	630	0	0	0	94.8	30969	Active
GRANT FOR THE YEAR 2011	1000	0	0	0	0	0	34.13	0	Active

3. Enter the number of shares to be exercised and Click *Continue*

This screenshot shows the same Federal Bank ESOS portal interface as the previous one. The 'Exercise' dialog box is now open, displaying a 'Quantity' input field with the value '500' entered. The 'Continue' and 'Cancel' buttons are visible at the bottom of the dialog. The background dashboard remains the same, showing the grant table and stock trend chart.

4. The tentative tax details appears as shown below, Click *continue*

The screenshot shows the Federal Bank ESOS portal interface. At the top, there is a navigation bar with 'Home', 'Exercise Now', 'Contact', 'Sign Out', and 'Help'. Below this, a status bar indicates 'You have a total notional gain of 58531 INR' and lists stock codes: 'NSE: 145.6 (19/01/2015)' and 'BSE: 145.65 (19/01/2015)'. The main content area is divided into several sections:

- Allocation Dashedlet:** A table showing grant details:

Grant	Options Granted	Options Vested & Exercisable
GRANT FOR THE YEAR 2014	400	0
GRANT FOR THE YEAR 2013	1250	315
GRANT FOR THE YEAR 2012	1250	620
GRANT FOR THE YEAR 2011	1000	0
- Quick Links:** A list of links including 'Exercise Details', 'Employee Profile Update', 'Nomination Form', and 'Download Scheme Document'.
- Trial Exercise Dialog Box:** A central modal window with the following text:

This is a trail exercise please click "Continue" to proceed with your exercise
 Dear UMESH N P
 We wish to inform you that you have exercised options as per details mentioned below.
 Date of Grant: 05/11/2012
 Total Number of Options Exercised: 500
Perquisite tax payable on Cash exercise of options
 Exercise/Grant Price of Options: 94.80
 Date Of Exercise: 19/01/2015
 You are required to pay tax as mentioned below:
 Tentative Fair Market value as on Date of Exercise: 144.45
 Tax Rate Applicable: 20.60 %
 Tentative Taxable Value[(Fair Market Value-Grant Price)*number of options Exercised]Rs 24825.00
 Tentative Tax Payable:Rs 5114

 At the bottom of the dialog are 'Continue' and 'Cancel' buttons.
- Notional Gain Table:** A table on the right showing 'Notional Gain' and 'Status' with rows for 'Active' and 'Cancelled'.
- Line Graph:** A line graph at the bottom right showing price fluctuations over time.

5. The following screen appears, enter the details correctly

The screenshot shows the Federal Bank ESOS portal with a 'Profile Update' dialog box open. The dialog box contains the following text and fields:

Please verify the following information. Without these you cannot exercise option

- Nationality: India
- Name Of Depository: --Select--
- Name Of Depository Participant(DP):
- DP ID:
- client id/Demat A/c No:
- Email-Id:
- Phone number: 89889
- PAN number: CFJPS5881R
- Demat Account Type: --Select--

At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background shows the same portal interface as in the previous screenshot, but with the dialog box in focus.

- Nationality
- Name of Depository
- Name of Depository Participant
- DP ID (*leave it blank in case depository is CDSL*)
- Client ID (*full Demat Account No. in case depository is CDSL*)
- Email ID
- Phone Number
- Demat Account Type

Click **OK**, the following screen appears, for confirming the exercise.

The screenshot displays the 'Allocation Dashlet' interface. A table lists grants for the years 2011 to 2014. A modal dialog titled 'Exercise Detail' is open, showing a confirmation message to 'SREEDEVI A V' regarding the exercise of 125 options for a total price of Rs 7156.25. The dialog includes 'Continue' and 'Cancel' buttons.

Grant	Options Granted	Options Vested & Exercisable	Options Unvested	Options Exercised	Options Cancelled	Options Lapsed	Grant Price	Notional Gain	Status
GRANT FOR THE YEAR 2014	300	0	300	0	0	0	174	0	Active
GRANT FOR THE YEAR 2013	750	190	560	0	0	0	750	5681	Active
GRANT FOR THE YEAR 2012	750	0	0	0	0	0	750	0	Cancelled
GRANT FOR THE YEAR 2011	1000	0	1000	0	0	0	1000	0	Accepted

6. Click **Continue** to confirm the Exercise. Once exercised, it cannot be reversed. The following message screen appears.

The screenshot shows the 'Allocation Dashlet' interface after the exercise is confirmed. A modal dialog titled 'Exercised' is displayed, informing the user that 125 stock options have been successfully exercised. It provides instructions to log in, generate exercise reports, and submit them to the Secretarial Department, along with details about remitting share application money and TDS payable.

Grant	Options Granted	Options Vested & Exercisable	Options Unvested	Options Exercised	Options Cancelled	Options Lapsed	Grant Price	Notional Gain	Status
GRANT FOR THE YEAR 2014	300	0	300	0	0	0	174	0	Active
GRANT FOR THE YEAR 2013	750	65	560	125	0	0	750	5681	Active
GRANT FOR THE YEAR 2012	750	0	0	0	0	0	750	0	Cancelled
GRANT FOR THE YEAR 2011	1000	0	1000	0	0	0	1000	0	Accepted

7. Click **OK**. The Exercise is complete.

Grantees shall take the print out of the forms from the system on the **next day of exercise**.

Navigation to download the forms:-

Quick Links → Exercise Details

The forms can be saved as PDF and printed.

Points to remember while exercising Stock Options:

- Grantee shall hold a valid Demat Account for crediting the ESOS shares and the same should be in his/her single name only (Single Holder Account).
- Options must be exercised for minimum of 125 or more, at a time. At last, the Options available is less than 125, the same shall be exercised at once.
- At present there is no limit is fixed for the number of times a person can exercise his/her Stock Options.
- Perquisite Tax should not be remitted in the Share Application Account. It shall be remitted to the **TDS PAYABLE STAFF A/c** only

Perquisite Tax implication

Tax is applicable for the perquisite value.

(Perquisite Value – The difference between fair market value of the share and the option price, calculated at the close of the option exercise day)

TDS applicable while exercising the Stock Options based on the present cadre /scale of the Grantee is as follows:-

Sl. No.	Cadre/ Scale	Tax Slab
1.	PTS & Bankman	0%
2.	Clerk & Scale 1	20.6%
3.	All Others	30.9%
In the case of Retirees, TDS shall be deducted at 30.9% rate.		

Process of collecting tax and issuing Form No.16

A) For existing Employees

Perquisite tax shall be remitted as per the slab indicated above which will be indicated in Perquisite Tax Report generated on the next day of exercise. Branches collecting the Application money shall ensure the collection of Tax also.

The perquisite value of the Stock Options exercised will be included in the taxable income of the employee concerned for the financial year in which he/she is exercising the Stock Options. Shortfall/Excess in TDS collected shall be adjusted against the total tax liability.

➤ **Employees working in Branches**

Tax collected shall be credited to the **TDS Payable - Staff A/c** of the branch and complete HADM, so that it will be remitted after the month end and will be included in the 24Q (quarterly TDS return for salary) for the quarter. The Perquisite Tax Report shall be forwarded by the Official concerned and the Finacle transaction number shall also be noted in the Report.

➤ **Employees working in Offices/Department**

Tax collected shall be credited to the **TDS Payable - Staff A/c** of the Department/Office and complete the HADM so that it will be remitted after the month end and will be included in the 24Q (quarterly TDS return for salary) for the quarter. The Perquisite Tax Report shall be forwarded by the Official concerned and the Finacle transaction number shall also be noted in the Report.

B) For Retired Employees

TDS applicable to Retirees will be @30.9% (currently), which will be available in the Perquisite Tax Report. Branches collecting Application Money shall ensure the collection of Tax also. The tax collected shall be credited to the **TDS Payable– Staff A/c** at the branch and do the HADM so that it will be remitted after the month end and will be included in the 24Q (quarterly TDS return for salary) for the quarter.

Form No.16 will be issued by the HR Employee Relations & Operations.

Forms to be submitted to Secretarial Department

- a) Share Application
- b) Perquisite Tax Report
- c) Notice of Exercise of Options
- d) Copy of PAN Card

Remittance of Share Application Money & Perquisite Tax

- Employees working in branches shall remit the money from their own Branch and forward the Forms to HO/Secretarial Dept.
- Employees working in Offices / Department shall remit the money and submit the forms to branches from where the money is remitted for onward submission to HO/Secretarial Dept.
- Ex-employees can remit the money and submit the forms in any of the branches of Federal Bank for onward submission to HO/Secretarial Dept.

Account to which share application money is to be remitted

The employee shall remit the application money to the account (**00350036130002 “ESOS 2010 Share application money”**) maintained by Secretarial Dept.

In addition to the share application money, perquisite tax collected shall be separately credited to the **TDS payable Staff A/c** only.

Forwarding the Application Form and Other Documents

- The Branches shall send the Application Form, Perquisite Tax Report, copy of PAN card and Notice of Exercise of Options to HO/ Secretarial Department.
- The Branches should write the Finacle transaction number and date in the column provided in the Application Form.

Processing of the Exercise Applications at Secretarial Department

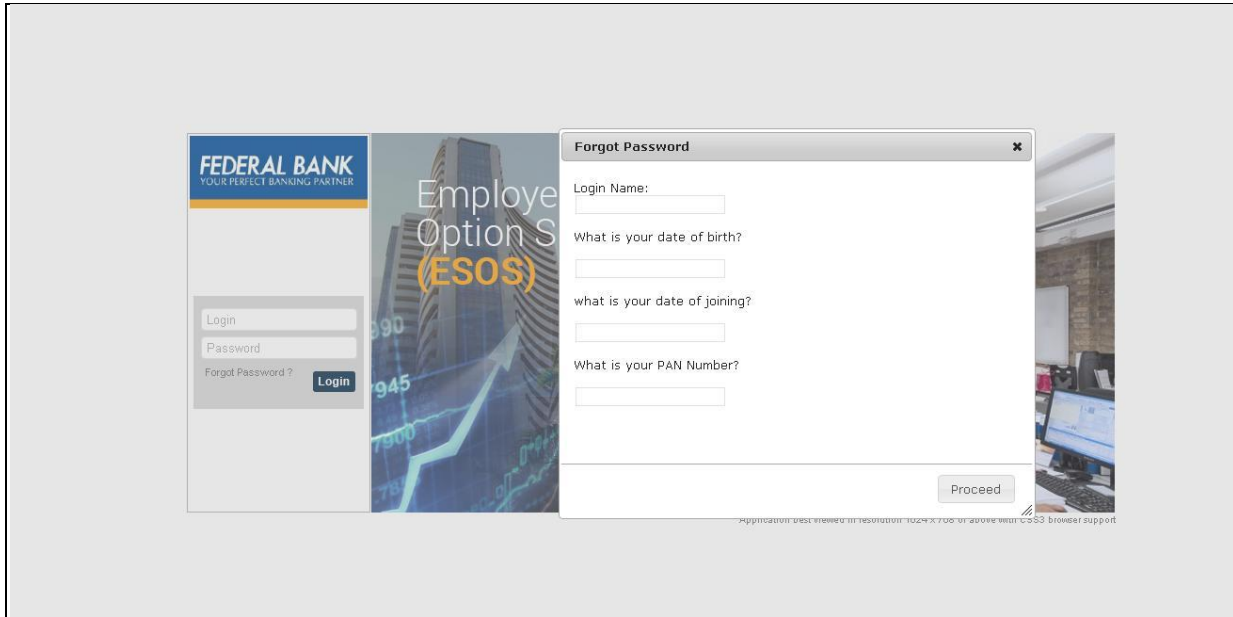
- a) The Secretarial Department will scrutinize the application and if found in order will take necessary steps to allot the shares and credit to the demat account of the employee.
- b) Applications shall reach Secretarial Department by 15th of every month for allotment of shares during the current month itself.

Nomination

- Grantees can submit their Nomination for ESOS through the system by visiting Employee Profile Update.
- After submitting the Nomination, filled Nomination Form can be generated from Quick Links.
- Print out of the Nomination Form duly signed & witnessed shall be forwarded to HO/ HR Employee Relations & Operations.
- Nominations shall be valid only if the signed Nomination Form is received at HO/ HR Employee Relations & Operations and approved in the system.

Forgot Password

If the Password is lost / forgotten, reset the same by using the 'Forgot Password' link in the Login Page.



The screenshot shows the Federal Bank Employee Option S (ESOS) login interface. On the left, there is a login form with fields for 'Login' and 'Password', a 'Forgot Password?' link, and a 'Login' button. The background features a blue and white graphic with the text 'Employee Option S (ESOS)' and a line graph. Overlaid on the right is a 'Forgot Password' dialog box with the following fields: 'Login Name:', 'What is your date of birth?', 'what is your date of joining?', and 'What is your PAN Number?'. A 'Proceed' button is located at the bottom right of the dialog box. At the bottom of the page, there is a small note: 'Application best viewed in resolution 1024x768 or above with IE8 browser support'.

Answer the following questions correctly and proceed

1. Login Name
2. Date of birth
3. Date of joining in the services of the Bank
4. PAN Number

Password will be reset to default password.

*(Eg: If the name is ANISH JOHN and DOB is 01-05-1982, then the Password will be **anis01051982**)*

New Password shall contain minimum **8 alpha numeric characters** (*minimum two numeric and one special character*)

